

Portland Gateview Elementary

2020-21 Student Handbook
Information, Policies & Procedures

Important Phone Numbers

PGE Elementary	615-323-7638
Fax Number	615-323-0273
Cub House	615-323-7638
Sumner Co. Board of Education	615-451-5200
Transportation	615-452-1520
District 504, Selena Elmore	615-451-6598
Title IX, Katie Brown	615-451-6500
District ADA, Norma Dam	615-451-5401
To report child abuse:	877-54-ABUSE

Instructional Hours 7:15-2:15
Office Hours 7:00-3:00

Bus Information

The school bus is an extension of school activity; therefore, students shall conduct themselves in a manner consistent with the established standards for safety and classroom behavior. A student may be denied the privilege of riding the bus if determined by the principal that the student's behavior is such as to cause disruption on the bus, or when the student disobeys state or local rules and regulations pertaining to student transportation. Buses run daily. Parents will need to find out the information regarding time schedules and bus stops.

RESPECTFULL, RESPONSIBLE, AND SAFE BEHAVIOR IS EXPECTED ON ALL BUSES.

Bus Rules

- ✓ Stay seated until the bus comes to a complete stop.
- ✓ Keep hands and objects inside the bus.
- ✓ Respect all people and property.
- ✓ No Food or Drinks
- ✓ No Electronics
- ✓ Always Obey the Bus Driver

If a student needs to ride a different bus, go to a different location, or any other circumstance different from their regular schedule, a note with permission signed by the parent must be sent to school. **All bus changes must be done in writing.** The note must contain the child's name, street address, parent phone number, the bus number the child will ride, the child's destination, the reason for the bus change and the date. The note will need to be turned into the front office where a form can be completed and signed by the principal. Students will not be allowed to board the bus without a form.

Additional information related to transportation and the school bus may be accessed through the number and web address below.

Transportation 615-452-1520
<http://www.sumnerbus.com>

Car Rider Information

Arrival/Dismissal: Car riders should not arrive before 6:30 A.M. Students will be dismissed to their classrooms at 7:05 A.M. Students transported by car should enter the front of the school and be in their classroom prior to 7:15 A.M. Any arrival after 7:15 is considered tardy. Anyone picked up prior to 2:15 will be counted as an early dismissal. Afternoon dismissal will begin at 2:15 for grades K-5. All car riders will be dismissed in the car rider line. If you walk into the office to sign your child out in lieu of using the car rider line, your child will be charged with one early dismissal after every 3 occurrences. Please **remain in your car** and school personnel will assist the students to their vehicle. **All vehicles should have the school-provided sign.** Families will be given 1 sign per family. If you do not have a car rider sign you may be asked to come in and verify your identity.

Late Arrivals: An adult must accompany students who arrive after 7:15 A.M. in the front office and sign in. The student will be given a pass to be admitted to class. Tardiness is an unnecessary interruption of class time and should be avoided. Students who arrive late cannot be escorted to their class by a parent. All entrances will be locked from the outside after 7:15 a.m. Students who arrive after 10:36 a.m. will be considered absent for the entire day.

Bad Weather / Emergency Situations / Snow Days

On the School Data Card, list how your child will be going home if it were to become necessary to dismiss school at an earlier time, otherwise your child will be sent home the way they are scheduled. Check local TV/Radio news and the county's website at

<http://www.sumnerschools.org>. School Cast messages will also be sent out by the school system. Parents should check with the front office staff if inclement weather messages are not being received.

Alternative Snow Schedule/ Schedule B

On this schedule, school will begin at 9:15 and dismiss at 2:15. The doors will open at 8:30 to accept students. Breakfast will NOT be served on this schedule. Cub House will communicate their hours with students and parents.

Check out all the amazing things happening at PGE on social media!

 [Twitter](#)
[@PGEcubs](#)

 [Instagram](#)
[portlandgateviewelementary](#)

 [Facebook](#)
[Portland Gateview Elementary School](#)

Attendance

Recognizing that absenteeism is a hindrance to education and that the progress of students depends to a great extent on regular attendance the Sumner County Board of Education adopts the following policy rules and regulations:

Tennessee Compulsory School Attendance Law

Every parent, guardian, or other person residing within the state of TN, having control or charge of any child between the ages of six and seventeen years, both inclusive, shall cause such child to attend public or non-public school, and in the event of failure to do so, shall be subject to the following penalties.

Penalty for Violation: Any parent, guardian or other person who has control of a child or children, and who shall violate the provisions of this part shall be guilty of a class C misdemeanor. Each day's unlawful absence shall constitute a separate misdemeanor.

Definitions

Present: defined as a student in attendance at the school or class to which he/she is assigned. Three hours and 16 minutes constitutes being present for a full day of school for financial/accounting purposes.

Absent: defined as a student not in attendance at the school or in the class to which he/she is assigned. Missing more than half a day or a class counts as an absence. There are two categories of absences, which follow:

Excused Absence: absence tolerated by the school system under the law because the cause benefits of the absence outweigh the benefits, which would have been achieved by attending school.

Parents are allowed five (5) parent notes per semester for an absence to be considered excused. The sixth absence and thereafter will be unexcused unless verified. After a total of 6 unexcused absences for the year, the student will be reported to the county truancy department. After a total of 10 tardies

and early dismissals for the year, a student will also be turned into the truancy department. A doctor's note must be presented to verify absences beyond the five (5) parent notes. Any time after 7:15 a.m. is tardy and prior to 2:15 p.m. is an early dismissal. This includes field trips. Documentation of all absences is expected in a timely manner.

Adequate reasons for absences include the following:

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency. If the illness or hospitalization is to exceed ten (10) consecutive days, the parent or guardian should apply for homebound instruction after the first five (5) days of consecutive absences.
2. Death of a family member. Death of a non-family person if approved by the principal.
3. Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the school principal prior to the student being absent for a religious holiday.
4. Required court appearances. Verification of court appearance times from appropriate authorities must be approved.
5. Approved school related activities.
 - A. Vacations/trips with prior approval from principal. A note from the parent/guardian shall be submitted prior to any vacation or trip. Principal approval is required. A maximum of 5 days will be excused for approved vacations. Vacation/trips taken without prior approval will be considered unexcused.
 - B. Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the principal.

Unexcused absences: absences which are not verified, or which do not meet valid reasons for absences. All out-of-school suspensions are unexcused. ***If a student is not present for the day, they cannot participate in extracurricular***

activities for that day. An excessive number of absences during the school year will subject the student to possible retention. In accordance with state law, the principal and teacher will make the decision to promote or retain the pupil; the principal and teacher may defer to the parents' wishes and place this documentation in the student's file. The final decision lies with the principal. If your address changes, you need to notify the attendance clerk.

Vacation Requests

If a parent requests a vacation for students, the vacation request must be submitted to the school. These can be found online or picked up in the office. Any vacation request will require parents to use their five (5) parent notes.

Report Cards

Report Cards are issued every 9 weeks during the school year. Progress reports are issued every 4-½ weeks. Grading is used as a measure of student progress made by a student mastering a standard or skill.

Teacher Conferences

Teacher conferences must be scheduled in advance. Please do not drop in for an unscheduled conference with the teacher. Please contact the teacher to set up a conference at a convenient time.

Homework Policy

Homework is given when necessary and should support the reinforcement of standards taught while providing an opportunity for intentional practice. Homework is designed to be a step towards mastery of standards.

Standardized Dress Code

The following shall ***NOT*** be worn to school: Biker shorts, shorts with writing on the back, cutoff jeans that are frayed or pockets showing, clothing with holes, saggy/sagging pants, leggings or leotards must cover the student's bottom or worn with appropriate length skirt or

dress (must come to the tip of the middle finger with hands to the side). Shorts must also follow this length, suggestive slogans, pictures or ads of tobacco or alcoholic products on clothes, caps, hats, scarves or bandanas, strapless dresses or blouses, spaghetti strap dresses, bare midriff, halters or tank tops. Backless shoes (sandals with back strap permitted), cleated shoes, shoes with rollers, or flip flops, clothing related to gangs, extreme hair color or style that results in classroom disruption. Mesh may be worn with T-shirts. Jewelry may not be distracting or disruptive. Principal discretion may be used if clothing is inappropriate and not listed in the dress code. Penalties: Change clothes or be sent home. Multiple instances will equal a disciplinary referral.

Security

School Security is taken very seriously at all Sumner County Schools. All visitors must sign in and out of the main office through the Lobby Guard System and must have their photo taken. The playground area is part of the school grounds and may not be used during the school day unless permission has been granted. Visitors must also wear a visitor badge. The safety of our children is first priority. Please remember that students are only allowed to leave with persons indicated on their registration card. Any exception must be put in writing. All students must be released from the office and will only be released with a valid ID and then name must be on the registration card. Students **will not** be released with anyone under the age of 18 (without permission from the administration). Appropriate dress by all visitors is expected.

Weapons/Threat/Illegal Substance Policy

Any student who brings a weapon, illegal substance, or makes a serious threat to the safety of the school is subject to a severe consequence including possible expulsion from school for one year. This is Sumner County Board policy.

Medication/Clinic

PGE has a nurse on staff the majority of the day. Our school only provides basic first aid. If your child shows symptoms of illness, please keep him/her at home. Tylenol, over the counter drugs, or prescription drugs can only be administered with proper forms completed by your child's physician. Medication must be brought in the original container with current instructions. There will be **NO** exceptions. If you forget to give your child medication in the morning, you will be expected to come to school and administer that dosage.

Registration Data Cards

The school must have for each student a data card that lists parents' names, complete home address, correct phone numbers for home and work, and correct phone numbers of two people that may be contacted in case of emergency. ***If there are any changes in any of this information, please notify the school immediately in writing.***

Special Services

Portland Gateview Elementary provides a variety of services for students that qualify for special education and an IEP. Gifted services are also included within the umbrella of special education services. The primary type of service is inclusion. This represents the approach of providing special services within a general education classroom to maximize core content exposure. Special education teachers and interventionists team-teach with general education teachers to meet the individual needs of the students they share. PGE also has two blended Pre-School classes, which include children with special needs as well as peer models. Additional programs are offered within self-contained classrooms to meet learning needs beyond the general education classroom.

Media Center/Library

Our media center houses materials for students and teachers to supplement and enrich curriculum. Students visit the media center for

assigned periods each week. They enjoy book exchange, storytelling, book sharing, library skills instruction, and independent reading time. Books checked out by a student are the responsibility of the student. Please take time to read with your child or know the kinds of books your child enjoys reading.

Textbooks

Textbooks and library books are loaned to the students for their use during the school year. Damaged or lost items are the responsibility of the student. Payment must be made before report cards are issued.

Electronic Devices/Cell Phones

Per board policy, Cell phones and other electronics are not permitted unless special permission has been provided by administration. Apple watches may be turned on in airplane mode only.

Toys

All toys should remain at home or in a student's backpack at all times, including the bus, unless authorized by a staff member. Such items included, but not limited to, are: Pokémon cards, spinners, Rubik's cubes, laser pointers, electronic games, etc.

Physical Education

Children will be involved in numerous activities throughout the year. Please help us to have a safe year by understanding the following rules:

1. Tennis shoes or other soft rubber soled shoes should be worn during class. **No** Flip-flops or other backless shoes
2. Girls need to wear shorts under dresses.
3. If your child is sick and does not need to participate in P.E. for that day, a note from the parent is required. If more than 3 days have to be missed, a doctor's note is required.
4. If your child has a physical problem we need to be aware of, please have a note for the teacher or a doctor's note explaining the problem, any

signs to look for, and instructions for immediate care.

School Wide Discipline Plan

Rules are standardized throughout the building. Regular education, related arts and special education teachers communicate through the use of school wide discipline forms. You can expect either a written or verbal communication if a pattern of misconduct occurs. PGE participates in the House System to promote positive school behavior.

School Language Policy

Inappropriate language, defined as language that disrupts the learning process for any student or which demeans or degrades another person, is specifically prohibited. In addition, any act of retaliation against an individual for reporting insulting, abusive language, or bullying actions is expressly prohibited. If the problem continues suspension may be used.

1st Offense-verbal warning, conversation with teacher, teacher will notify parent

2nd Offense-Removal from the situation, class with guidance counselor, call to parents

3rd Offense-Office referral and written apology

Bullying/Threats

Serious threats, forms of harassment, and bullying are not tolerated. Repeated incidents are to be reported to school officials. Parent conferences, suspensions, and other appropriate consequences will be considered.

School Cafeteria

The cafeteria is a vital part of the school day operation. Offering students choices of foods encourages good nutrition. Money can be entered into the computer daily, weekly, or monthly. There is a lunch account and a special sales account for purchasing ice cream, cookies, juice, etc. Money cannot be transferred from one account to another on a day-to-day basis. When sending in money to the cafeteria please include your child's name, teacher's name, and to which

account the money is going into. Applications for free and reduced meals are available. Family members are welcome to eat lunch in our cafeteria. We ask that parents limit lunch visits to one time a week unless approved by administration. Students will not be allowed to eat with other student's parents. There are special tables designated for students with visitors.

Federal guidelines prohibit outside restaurant items from being brought into the cafeteria.

Visitors should sign in at the front office where you will be given a visitor's badge. As required by law, teachers have a duty-free lunch period. We ask that parents encourage good behavior and good manners in order to maintain a pleasant atmosphere for both students and adults.

Nutrition Policy

In accordance with Sumner County Nutrition Policy, we will encourage students to eat nutritious snacks and refreshments. Please check with your classroom teacher before bringing snacks for special occasions.

Cafeteria Rules

1. Obtain all food, utensils, napkins, etc. on the first trip through the serving line. Do not go back for any items.
2. Students must remain at their assigned table.
3. If a student needs help, he/she should raise his/her hand. Assistants will help, but students are expected to act independently.
4. Students are responsible for cleaning up after themselves.
5. Students may not leave the cafeteria during lunch without permission.
6. Parents are encouraged to send containers or wrappings that children can open without adult help. **Glass bottles are not allowed.**
7. Students are expected to act responsibly, therefore **no running, loud talking, throwing food, tattling, touching another student's food, or horse play.**
8. Students may not visit with students from other tables during the lunch period.

9. If rules are not followed, students may be asked to sit in a designated area, away from their peers.

School Deliveries

We cannot accept deliveries of balloons or flowers for our students.

Birthday Celebrations

Birthday celebrations are limited to once a month. Parents will be asked to send in a sweet treat and a healthy alternative. The classroom teacher will provide additional information.

Continuous Notice of Nondiscrimination

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Title VI/IX Coordinators:

Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator 615-451-6500 Ms.

Aitchison (if adults are involved), Assistant Director for Human Resources., 615-451-5226

504 Coordinator:
Ms. Selena Elmore, SCS Section 504 District Coordinator, 615-451-6598

