

# Cowan Elementary School

501 E. Cumberland Street

Cowan, TN 37318

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School Website: [cowan.fcstn.net](http://cowan.fcstn.net)

**Cynthia Young, Principal**

## Mission Statement

The faculty and staff at Cowan Elementary School are committed to creating a school that knows NO LIMITS to the academic and social success of each student.

### DEAR COWAN STUDENTS AND FAMILIES:

WELCOME TO OUR FAMILY! We are so excited to begin a new school year with you at Cowan Elementary School! We have high expectations for students who attend CES, and because we want you to have a bright and successful future, we, along with your families, are here to help you achieve your fullest potential academically, behaviorally, and socially. We understand that there may be times when it is a challenge to accomplish your goals, but that's okay because it is in those difficult moments that true growth and learning takes place.

We have developed this handbook in order for you and your families to become familiar with the policies and procedures at our school. Please carefully read the information it contains, and use it as a reference when questions may arise about our school. We operate via an open door policy, so if there ever is a question, please call us or come see us. We are happy to help in any way we can!

**"No person is more important in the life of a child than the parent, and when it comes to educating our young students, the teachers and parents must work together at all times." - Ron Clark**

We are going to have a wonderful year because YOU are here!!

Sincerely,

Cynthia Young, Principal

# Our School Motto: *“Together, We Can!”*

## **Disciplinary Policy**

Students are expected to demonstrate self-discipline at all times in their behavior at school and at any school activity. Inappropriate communication and actions such as profanity, dishonesty, disorderly conduct, and disregard for authority will not be tolerated. Cowan provides a mutually respectful environment for both students and teachers.

The Franklin County Board of Education has developed a **Code of Behavior and Discipline** to comply with both federal and state laws to provide and maintain safe and secure schools. This entire document can be found on the district website at <http://goo.gl/Lwq1tO>. **In order to maintain an atmosphere suitable for learning, any interference/disruption of classroom instruction and/or school activities caused by any student at any time may result in the student’s parent/guardian being contacted and the student being disciplined accordingly.**

## **School Rules**

**Cowan Elementary Bulldogs are expected to follow the 3 R’s: Be Respectful, Be Responsible, and Be Ready.** These rules are expected to be followed in the building, on the playground, at any school activity/event, and on the buses. Individual teachers’ classroom rules are also expected to be followed throughout the building, in each classroom, and at any school activity/event. Students that do not comply with the school or teacher rules will be held accountable for their actions through a card pulling system. Each pulled card takes away the freedom of choosing what to do during their free time (recess). Each teacher will track this system individually and will contact the student/students’ guardians to inform them of disciplinary actions. This contact from the teacher can be found daily in the homework folder or agenda. If something more serious is taking place, teachers will contact guardians and set a meeting time to discuss the situation.

## **Attendance**

The following link will take you to the Franklin County School Board Policy regarding more detailed information regarding student attendance; this policy has been updated to reflect recent legislation.

<http://images.pcmac.org/Uploads/FranklinCountySDTN/FranklinCountySDTN/Departments/Pages/Level1/Documents/Attendance%20Policy.pdf>

It is imperative that all students **arrive at school on time** and **attend full days** of school.

The state of Tennessee has many laws which deal with education and school attendance. The law states that every Parent(s)/Guardian(s) having custody of a child or children between six and seventeen years of age shall cause such child or children to attend public or private day school and, in the event of failure to do so, shall be subject to penalties. The law also states that the parent(s)/guardian(s) of K-12 children, who are absent more than five days during any school year without adequate excuse, may appear in court and receive consequences at the discretion of the judge.

**If your child/children is/are absent from school, a written excuse stating the reason for the absence, signed and dated by the parent/guardian must be returned to school.**

Consecutive absences of three (3) days or more may require a doctor's excuse. Parents/guardians are subject to being summoned to court for failure to comply with state attendance laws. Parents/guardians are only allowed up to five parent notes per school year to be considered excused. After the fifth parent note is used, parent notes will no longer be considered excused.

If you need to check your child out, you must come into the building and sign the student out. Any student who checks out before 11:15AM will be considered absent for the day. Once the student is signed out, a staff member will call your child from his/her classroom to meet you in the office. If anyone other than the parent or the person(s) listed on the emergency contact form comes to pick your child up, you must call the school and inform the office of the person. We do reserve the right to ask to see the person's driver's license if we deem necessary for safety reasons.

### **Dress Code for Elementary School Students**

The Franklin County School System is committed to help create and maintain the very best learning environment possible. A correlation exists between appropriate attire and a positive learning environment.

Any dress or hairstyle that is considered contrary to good hygiene, distracting or disruptive in appearance, detrimental to the educational environment or to the public image of the school shall not be allowed. The administration of the school reserves the right and responsibility to determine whether a student's attire is within the limits of appropriateness for school, decency, and modesty. In matters of opinion, the judgment of the principal/designee shall prevail.

The following specific expectations have been established to help create and maintain the best learning environment:

1. All clothing must be clean, appropriate for school, and size appropriate. Clothing must not have holes, be cut-off, ripped, or see-through. Inappropriate logos are not allowed. Inappropriate logos include, but are not necessarily limited to:
  - Discrimination against any individual or group
  - Promotion of violation of school rules
  - Depiction of the use of drugs, tobacco, or alcohol
  - Encouragement of violence, gang/cult affiliations, and the use of weapons or intimidation.
2. Shorts and skirts may be worn by either males or females as normal school attire. Capri length pants are allowed.
3. Skirts and dresses shall be knee length when the girl is standing erect. Slits in skirts shall not exceed three inches above the front and/or back of the knee.
4. Pants must be worn above the hip-bone; sagging/bagging is not allowed. At this time, low rider and hip hugger style pants are permissible. For elementary school students, the accompanying shirt/top must be of sufficient length to be tucked, but tucking is not required. No midriff/back skin may be visible at any time. If jeans are bleached, they must be bleached consistently with no suggestive designs. Inappropriate logos, and lettering/writing down the side or back of pants, or around the waistband are not permitted.
5. All tops, shirts, blouses, and dresses must be appropriate for the school environment and the age of the student. Tops, shirts, blouses, and dresses must completely cover the

abdomen, back, shoulders, midribs, and cleavage. See-through outfits, bare midribs, open backs, low-cut tops, tube tops, halter tops, crop shirts, etc. are not allowed

6. Footwear is required and must be worn; footwear must be safe and appropriate for indoor and outdoor activities. Inappropriate footwear includes, but is not limited to, house shoes/bedroom slippers and skate shoes.

7. Clothing and accessories including, but not limited to, book bags, backpacks, belt buckles, patches, jewelry, and notebooks must not contain or have printed on them racial/ethnic slurs or symbols, gang symbols/affiliations or vulgar, obscene, subversive, sexually suggestive language, symbols or images. Clothing and accessories such as book bags, backpacks, belt buckles, patches, jewelry and notebooks shall not be derogatory to any individual or groups, or disruptive to the school environment. Clothing or accessories shall not promote products which students may not legally buy, such as alcohol, tobacco, illegal drugs, and controlled substances or promote violence.

8. Items which are prohibited include, but may not be limited to:

a. Head apparel (hats/caps, scarves, hair picks, stocking caps, hair curlers, the hoods on hoodies or jackets, etc.) inside the school building, except for religious or medical purposes — doctor's verification of need is required

b. Sunglasses inside the school building, except for medical purposes — doctor's verification of need is required

c. Visible body piercing jewelry (including tongue piercing) other than earrings (if worn, earring must not pose a threat to the student's safety nor be disruptive to the peace and good order of the schools)

d. Large, long, and/or heavy chains (including billfold chains)

e. Trench coats, except as needed in very extreme weather.

Tattoos and other similar markings of the skin are discouraged (offensive tattoos must be covered). The principal may allow exceptions for some of the above listed items for special school activities (this should be very limited ) — the noted allowances/exceptions must be made known prior to the special scheduled event.

Appropriate corrective/disciplinary actions will be taken by the school administration if a student comes to school in clothing that is not deemed to be appropriate.

Corrective/disciplinary action may include, but is not limited to, calling parents to bring appropriate clothing, detention, in-school suspension and /or other disciplinary action as deemed appropriate.

The principal's discretion shall prevail in regard to appropriate attire for all after-school activities.

The Board expects the director of schools to require all principals and all certificated personnel to enforce the above dress code in a consistent manner.

### **Student Discrimination/Harassment and Bullying, Cyber-bullying and Intimidation**

Please see and read carefully the Franklin County Board of Education Policy 6.304 at <http://goo.gl/1ke2Ne> regarding this policy as it will be **strictly enforced!**

### **Report Cards**

Report cards will be sent home every 9 weeks, and progress reports will be sent home in the middle of grading periods. Please take time to look over your child's report card and/or progress report carefully. Please sign and return it promptly.

**Kindergarten uses a non-graded skills checklist for assessment, and students are evaluated for skill mastery using the following criteria:**

- / skill introduced/making progress
- x skill mastery
- √ needs improvement (used only after skill has been introduced for one six weeks)

**1st and 2nd grades use the following grading scale:**

- E – Excellent (93-100)
- G – Good (85-92)
- S – Satisfactory (75-84)
- N – Not Satisfactory (70-74)
- F – Failing (Below 70)

**3rd, 4th, and 5th grades use the following grading scale:**

- A – (93-100)
- B – (85-92)
- C – (75-84)
- D – (70-74)
- F – (0 – 69)

### **Honor Roll**

1<sup>st</sup> Honor Roll – All A's and no "U"s

2<sup>nd</sup> Honor Roll – All A's, (Not more than 2 B's and having S's in PE, Art, Music, Guidance, and Library)

### **Homework Folders/Agendas**

Parents, please check your child's folder/agenda each night. Communication between teachers and parents is vital in ensuring a successful experience for your student.

### **Visitors**

ALL visitors to the school MUST first report to the main office and sign-in. First time visitors will have to have their driver's license scanned into our system for safety purposes.

### **Lunchroom**

The cafeteria provides breakfast and lunch to all students. Breakfast is FREE and is served between 7:45AM and 8:10 AM each morning in the classrooms. Lunch is FREE and served between 10:30AM and 12:30PM. Due to the current recommendations in the Franklin County School System concerning Covid 19, guardians will not be permitted to join their student/students for lunch. If this is amended throughout the school year, a notification will be sent home.

### **Medicine**

All medicines (both prescription and nonprescription) MUST be brought in by parents/guardians and given to the school nurse in its original container if it is to be taken during the school day.

## **Extended School Program (ESP)**

A decision about ESP will be made after Labor Day.

## **Safety Drills**

Safety drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

## **Guidance**

Cowan Elementary School has a guidance program which is designed to meet the social and emotional needs of students. Topics such as getting along with others, anti-bullying, self-esteem, hygiene, behavior awareness, problem solving, organizational skills, test taking, study skills, etc. may be discussed in class sessions. Referrals may be made by parents or teachers for students on a case-by-case situation as needed.

## **Personal Items**

Please label your child's belongings when they enter school. This helps make it possible to return these items to them if they are lost. This includes lunch boxes, coats, sweaters, sweatshirts, notebooks, backpacks, and personal electronic devices. If you are missing items, please check the lost and found location. Quarterly, unclaimed clothes will be donated to a local charity. The school is not responsible for lost, damaged, or stolen personal electronic devices or other personal items.

## **Telephone**

The school phone is a business phone and is to be used for that purpose only. Students are not allowed to use the telephone except for emergencies only. We will be glad to deliver incoming messages to the student or teacher if an emergency arises, but the learning environment will not be disrupted by calling teachers or students to the telephone. The student must have a note from his/her classroom teacher before being allowed to call out on the school phone. Elementary school students are not permitted to have a cell phone at school.

## **Textbooks/Chromebooks/Other Devices**

Textbooks/chromebooks/other electronic or technical devices are loaned to students without charge to be used by that student for the duration of that school year. These items are the property of the Franklin County Board of Education, and any damage to or loss of these items must be repaid by parents/guardians.

## **Accelerated Reader Program (AR)**

The Accelerated Reader Program (also referred to as AR) is a computer based reading program that monitors students' reading and comprehension skills on an individualized basis on their personal reading levels. Students are required to read daily and upon completion of their reading are responsible for taking an online comprehension test. Teachers track their test scores and differentiate their reading levels according to how well they are achieving on the test.

The AR Program is highly beneficial to our students reading success. Students are assigned goals for both points and achievement percentages each grading period. If these goals are met students can be rewarded with certificates and/or prizes. The points that students earn are collected and compiled for larger rewards. These rewards vary from buying items at an AR store to field trips. However, due to Covid 19 restrictions reward decisions will be made at a later date. Guardians and students will be notified when the information is ready.

**PARENT / STUDENT / TEACHER / ADMINISTRATOR COMPACT  
COWAN ELEMENTARY SCHOOL 2020-2021**

**PARENT GUARDIAN AGREEMENT**

(Any person who is interested in helping this student may sign in lieu of parent.) I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly with virtual learning or traditional learning.
- Support the school in its efforts to maintain proper discipline.
- Stay aware of what my child is learning.
- Establish a regular time for assignments.
- Provide a quiet, well-lighted place for assignments.
- Let my child see me read.
- Read to and/or listen to my child read for 20 minutes a night on at least 4 nights of the week.
- Other

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Signature:

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**STUDENT AGREEMENT**

It is important that I work to the best of my ability.

Therefore, I shall strive to the the following:

- Attend school regularly virtually or in the school building.
- Obey school rules of conduct.
- Accept responsibility for completing assignments.
- Use my time wisely.

- Listen to and/or read to an adult for 20 minutes a night on at least 4 nights of the week.
  - Other
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Signature:

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### **TEACHER AGREEMENT**

It is important that students achieve. Therefore, I shall strive to do the following:

- Encourage students and parents by providing regular information about student progress.
  - Provide praise, encouragement, and incentives to aid students in mastering objectives.
  - Encourage students to read a variety of books.
  - Use special activities to make learning enjoyable.
  - Other
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Signature:

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### **ADMINISTRATOR AGREEMENT**

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Maintain a school atmosphere conducive to learning.
- Provide an environment that allows for positive communication between the teacher, parent and student.
- Encourage teachers to regularly provide assignments that will reinforce instruction.

Signature: *Cynthia Young, Principal*



Within the first two weeks of school, a Parent and Family meeting will be held to inform parents of all services available at Cowan Elementary School including federal programs.

A description of the Title 1 program, date and time of the system-wide Advisory Council Meeting and description of parent involvement activities will be discussed. Parents will be invited to serve on the school's Parent/Guardian Advisory Team. This team will consist of at least three parents. These parents will work with the school's Leadership Team, which will be chosen by the principal. The Title 1 Director/Coordinator will serve on this team. Members of this team will represent Cowan at the system's Title 1 Parent Advisory Council. This team will also be responsible for revising and updating the Parent Involvement Policy. Dates and places of meetings shall be published in the system newsletter and during the annual meeting.

A Parent Survey will be distributed to all parents in the fall to determine the specific needs of CES. Activities and programs will be planned to deal with priorities noted in the survey. The Title 1 Director/Coordinator, along with the Leadership Team will help plan and organize these activities.

A contract for the principal, parent, students and teachers that expresses expectations for all stakeholders will be signed and referred to often during the school year. Parent-teacher conferences will be available whenever a need is determined. Progress reports will be sent home every three weeks to keep parents informed about academics. Report cards will be sent home every nine weeks. Samples of children's work will also be sent home weekly in the Bulldog folder.

All parents can make suggestions in all facets of school programs via email, text or phone calls. Due to the Covid-1 Pandemic, visitors to the school will be limited.

Evaluations of school programs will be completed in the spring. At this time, suggestions may be made to revise and improve the programs for the following year.

Our school motto is "Together We Can" and the employees of CES realize the importance of collaborating and working with parents and the community for the best interest of our students.

## **Description of how Cowan Elementary School will implement required school parent and family engagement policy components:**

### **JOINTLY DEVELOPED**

Cowan Elementary School will take various actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible. For example, Cowan Elementary School will:

- involve parents/families to be a part of the Title 1 Leadership Team, which will meet regularly for the purpose of providing input into the planning, implementing, and evaluating of the Title 1 program (including the review of documents related to the Title 1 program). This team will be responsible for needs assessment surveys, revising and updating the Parent and Family Engagement Policy, revising and updating the School-Parent Compact, communicating with the Title 1 Director/Coordinator for FC Schools, etc.
- host an annual Title 1 meeting. At this event, parents will be afforded the opportunity to learn more about the Title 1 program and the school's participation and involvement. Parents will be encouraged and invited to participate as active members of the school's Title 1 Leadership Team at this time.
- create surveys to obtain parent/family opinions, concerns, suggestions, thoughts regarding new initiatives, etc. These surveys are placed on our website and letters are sent out to let parents know. Parents/families are also offered paper copies of surveys in the event that they do not have internet access. These surveys help determine specific needs so that activities and programs (and changes to any current practices/documents) can be planned accordingly.
- maintain an Open Door Policy for all stakeholders to voice opinions, concerns, suggestions, thoughts regarding new initiatives, etc.
- offer flexible communication through conferences/meetings, phone calls, School Messenger, newsletters, social media, websites, emails, student agendas, home visits, classroom visits, etc.

### **ANNUAL TITLE I MEETING**

Cowan Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact. Cowan Elementary School's annual Title 1 meeting is always scheduled during the first month of school.

## **COMMUNICATIONS**

Cowan Elementary School will take the following actions to provide families of participating children the following:

- Timely information about the Title I program at CES, including providing copies of the CES School Parent and Family Engagement Policy, School-Parent Compact, etc. to families through a variety of media (Facebook, school websites, hard copies sent home with students, etc.)
- Parent/Teacher Conferences will be held twice per year. If the need arises for additional conferences, the teacher or parent/family may request such, and progress reports will also be sent home regularly to keep parents informed of their child's academics and behaviors.
- Offer communication with parents/families through various methods including school newsletters, school messenger, email, school and teacher websites, daily folders/agendas, phone calls, Remind, social media, home visits, classroom visits, etc.
- A school newsletter will be provided to all students on a monthly basis to keep parents informed of various school and district activities. Not only will this be sent home each month with students, but it will also be available on our school website.
- Flexible number and/or time of meetings
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand: