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A WELCOME TO OUR STUDENTS and PARENTS

Welcome to Broadview School for the 2019-2020 school year. Whether you are new to Broadview Elementary School or a returning student, you can be assured that our entire faculty and staff are working hard to make this the best year possible for all our students and their parents. Our school mission statement, which follows, is the driving force behind all of the decisions made for our students and school.

The mission of Broadview Elementary School is to ensure that our students realize their full potential as responsible, productive citizens, proficient communicators and creative problem solvers in a caring, secure, and positive environment.

I look forward to working with you, and if I can be of any assistance, please do not hesitate to contact me.

Sandy Schultz, Principal

TO OUR PARENTS

This Broadview School Handbook is for the parents/guardians and students of Broadview Elementary School. It outlines the general rules and regulations regarding student conduct which are in effect in the school. This Handbook is made available to all students (PreK-5) and their parents/guardians.

This Handbook is designed to:

1. Provide opportunities for students to be successful daily and to assist in the development of behaviors that are good for themselves and others.
2. Promote the understanding that Broadview Elementary is safe, orderly, clean, child-centered and academically focused.
3. Motivate the faculty and staff to inform parents and students of the impact of sound rules and proper order in all aspects of school life.
4. Promote an understanding of the school's rules, policies, and practices.

WELCOME TO BROADVIEW SCHOOL
WE ARE A BUILDING WITH FOUR WALLS
AND HOUSE
“PREPARATION FOR TOMORROW INSIDE”
TO PREPARE FOR TOMORROW
WE TAKE ACTION TODAY.

Thank you for choosing Broadview Elementary School to provide your student's education. We are very aware of the trust you have invested in our school and work each day to continue to earn that trust. Your student is best served when there is a partnership and on-going collaboration between the parents and the school. We believe that well-informed parents are the best resources both our schools and our students can have. We ask that you review this handbook with your child. If you have any questions about anything in this handbook, please contact the school principal.

SCHOOL GOALS

1. To provide an educational program that will promote academic excellence, meet the needs of every student, have high expectations for students' educational performance and behavior, and build students' self-esteem through academic achievement, incentives, and extra-curricular programs.
2. To develop a program of parent education and involvement that strengthens the knowledge of the concepts of child growth and development.
3. To broaden and improve instruction that stimulates and enhances intellectual and creative development. Instruction will be designed to enable students to use and evaluate knowledge through critical and independent thinking.
4. To develop and promote a variety of instructional strategies, interventions, remediation, enrichment, and learning activities that accommodates diverse learning styles and abilities.
5. To develop and implement programs and activities that will address students' responsible behavior and citizenship.
6. To implement an intervention program (Response to Intervention/RTI) to address the math and reading needs of high performing students, on level students, and academically at-risk students.
7. To implement and improve a comprehensive technology plan that will support career readiness.
8. To have a faculty, staff, and student body with school spirit, pride, and a positive attitude.
9. To provide a safe and nurturing environment.

BELIEFS

1. Students learn best when provided a positive, safe, and caring learning environment that addresses their physical, social, and emotional needs.
2. All students can and will learn.
3. Students learn best when they are actively involved in the learning process.
4. Students' individual needs will be met through differentiated instruction including targeted interventions to ensure academic growth and achievement.
5. Ongoing staff development is critical to professional growth and student learning.
6. Instruction is maximized by the use of teaching strategies that are supported by research as being highly effective.
7. Student achievement is best assessed when a variety of methods are used that address learning style needs (i.e. authentic assessment, standardized tests, teacher-made tests, projects, student learning contracts, universal screeners, individualized online programs).
8. Collaboration among parents, staff, and community with the purpose of making sound educational decisions is crucial to our students' overall success.
9. Responsible citizenship is the foundation of student success.
10. The roles and responsibilities of all stakeholders must be clearly commun

STUDENT RESPONSIBILITIES

- To attend school regularly
- To put forth their best efforts in all school work each and every day
- To be aware of and obey all of the school rules
- To help create a positive school atmosphere
- To respect the rights of others
- To express their ideas and feelings in a respectful manner
- To speak without using foul language
- To make up work when absent
- To treat others as they would like to be treated

Attendance

Being on time and attending school regularly are important factors in establishing responsibility. Elementary school is the place to start developing good school attendance habits. It is important that the students be on time and attend the full day of school. Our instructional money is based on the number of days that our students attend school. If a student is absent from school, that student must bring a written excuse stating the reason for the absences. Failure to do so, after three days, will result in the absence being marked “unexcused.” The law states five or more unexcused absences must be reported to the attendance office. All checkouts and tardies are considered absences and require excuses. Furthermore, lost time is accumulated and will add to whole days of unexcused absences.

If your child comes into school after the 8:00 bell, an adult must come in with that child and sign a tardy slip in order for the child to be admitted to class. There is a column on the sign in sheet for you to give a reason why your child is late.

If you need to check your child out, you must come into the building and sign the student out. A staff member will call your child from his/her classroom to meet you in the office. Parents are not permitted to go into the classroom to get their child. Please send a note to the teacher if you plan to check your child out during the day and the name of the person who will pick the child up. If you do not send a note and anyone other than the parent or the person(s) listed on the emergency form comes to pick your child up, you must call the school and tell us who that person is. We do reserve the right to ask to see the person’s driver’s license if we so choose.

Excused Absences:

1. Personal illness
2. Illness of immediate family member, to include mother, father, brother, sister.
3. Death in family
4. Extreme weather conditions
5. Religious observations
6. Circumstances, which in the judgment of the principal, create emergencies over which the student has no control.

Unexcused Absences:

1. Any absence not in the above-mentioned list will be unexcused.

Consecutive absences of three (3) days or more require a doctor’s excuse. When a student accumulates five (5) unexcused absences, the parent(s)/guardian(s)/legal custodian(s) shall be notified in writing. A new notice shall be sent after each successive accumulation of five (5) unexcused absences.

The Beginning of School Day

Students may enter the gym area at **6:55 AM**. A teacher will be on duty at that time. Anyone who arrives at school before 7:45 will report to the gym. The teacher on duty will send the students to the cafeteria to eat breakfast. The cafeteria staff will begin serving breakfast at 7:00 am. If your child is going to eat breakfast he/she needs to be at school by 7:45. Students need to finish eating and be in class by 8:00 am.

Our goal is for our students to feel safe and independent in going to their classrooms. After the first week of school, we ask that parents not accompany their children to the classrooms unless the student needs help carrying something to their class. You **cannot** come in through the gym door. Visitors **must enter** the front door of the building. Parents cannot go to any classroom after 8:00 am. Every time you visit our school, you must sign in. This is a very important safety issue.

School starts at 8:00 A.M. The morning is a very busy time for the teachers and **not** a good time for a conference (unless it is an emergency). They need to get lunch count, take attendance and get the students prepared to start the school day. If your child is on time, his/her day goes much better. Tardiness causes your

child to be at a disadvantage for that day as valuable academic instruction has been missed. Please feel free to call or email to set up a time to talk with your child's teacher. Email addresses will be on the back page of this handbook.

Early Release Wednesdays

Students will begin each day at 8:00 a.m. Every Wednesday, students will be released from school at 2:30 pm. All students need to be picked up by 3:00 p.m.

BPTO

Broadview Elementary School has an active and supportive Parent Organization which promotes parent involvement in the school. The BPO is an important asset to our school. Parents, guardians, grandparents, teachers and community members are strongly encouraged to attend our meetings and become a part of the BPO.

Broadview Action Steps

Assessment-A variety of assessment tools are essential to monitor and enhance student progress.

Decision Making-In order to make appropriate decisions and establish effective policies, it is necessary for all stakeholders to work collaboratively.

Instruction—Students succeed best when instructional practices incorporate a variety of developmentally appropriate learning activities at all levels.

Learning—All students learn through interaction with teachers and peers actively engaged in the learning process.

Policy—School rules and school board policies encourage students to become responsible and accountable for their decisions.

Broadview Bullying Program

Ms. Beverly Smith provides a school-wide bullying program.

Broadview School Web Page

Keep up with school information by visiting our website. The teachers have a web page and information about homework and class activities is kept up to date for you. Go to the county website <http://www.fcstn.net> and click on Broadview School.

Bus Policy

Disruption on the bus will be reported to the principal by the bus driver. After the principal discusses the disruption with the bus driver and the student, the principal is the one responsible for disciplining the student. The penalty for a disruption on a school bus will be at the discretion of the principal and the penalty may include a three-day suspension or expulsion from riding the bus. The bus driver can make recommendations to the principal.

Care of Textbooks

Textbooks are the property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they shall be responsible for the textbooks received and used by their children. The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books: (Policy 4.401 Instructional Services)

Cell Phones

Elementary school students are not permitted to have cell phones at school. The School Board has a policy which outlines the consequences for violations of this policy. This policy is included in the back of the handbook.

Check Out

If you plan to check your child out early, please notify your child teacher by note or email telling them the time and who is picking the child up.

Afternoon Dismissal

All students will be dismissed from the classroom to go to the gym at 2:55. They will go to the gym and sit quietly until their pick-up number is called. You will be given a number (**WHICH HAS TO HANG ON THE REAR-VIEW MIRROR**). A staff person will be at the entrance of the school each afternoon and will call your child's number into a staff member in the gym. Your child will be lined up in the order that their number is called. Having your number hanging on the REAR VIEW MIRROR is also a safety issue. After your child is in the car, you will remove this number and the staff on traffic duty will know that you have your child in the car. You must have a number that is made by the school; however, you may duplicate this number and give it to whoever may be picking up your child after school. This number will be stamped with my name. If you need an extra number come into the school and one will be made for you. Students will not be released to any adult with a homemade number. By following these rules, we will be able to dismiss our students in a safe and orderly manner.

Please make it a habit to pick your child up in the car pick up line rather than coming into the office and checking your child out at the end of the day. Closing time at BES is very busy and for the safety of all our students, we ask that parents wait the few extra minutes it will take to pick students up in line. This makes dismissal much smoother for students, teachers, and staff. If you make a habit of coming in at 3:00 and picking your child up, I will ask for a reason. Parking is a real problem at Broadview. Please park to the side of the school and enter through the front door. Cars parked in front of the building hinder our staff, who can leave at 3:00, from backing out of their parking places.

Parents, to avoid confusion for your child, please make sure that your child knows how he/she is to get home. If you are going to change your child's plan of getting home, (unless it is an emergency) you must call the office BEFORE 2:30 pm. When you come in, your child will be called up to the office and must be checked out at that time. Dismissal for all students is 3:00 pm. These students are to report to the gym and sit in the area designated for their bus.

Class Size – Basic Education Program (BEP) – TCA 49—104

Grade Levels	Average	Maximum Class Size
K-3	20	25
4-5	25	30
6-12	30	35

Classroom Assignments

The Principal makes the final decision about students' classroom placements. Equality, accountability, and professional judgments are major considerations in placing students in the best learning environment possible. We also address several academic and social factors in the educational environment and instructional program. Our bottom line goal is to provide a balanced academic classroom, not a social setting.

Dress Code

Students must dress in compliance with the Franklin County Board of Education Dress Code. Neatness is strongly encouraged. Behavior patterns are often affected by what is worn. Any extreme dress or hair color (blue, pink, green, yellow, orange, stripped etc.) disrupts the learning environment. Any student who violates the dress code by clothing or hair color will have their parent/guardian called to bring him/her a change of clothing or to take that student home.

Eagle Pride

Promoting **Respect, Integrity, Discipline, and Excellence**

As a **Broadview Eagle**, I will show my Eagle Pride by promoting:

Respect -- when I treat others the way I want to be treated;

Integrity -- when I am honest and sincere;

Discipline -- when I follow acceptable rules of behavior; and

Excellence -- when I do my best on every task.

Emergency Information

In cases of early dismissal, illnesses, or other emergencies, each student is required to have on file in the office the following information:

1. A complete up-to-date address—NOT a P.O. Box
2. Home phone number and/or cell phone number
3. A parent's work phone number or cell phone number
4. An emergency phone number of a relative or friend
5. Medical alert information
6. Names of authorized persons who may pick up your child
7. Inclement weather sheet on file with their teacher

Enrolling or Transferring a New Student

Enrollment Requirements

1. Certified Birth Certificate
2. Social Security Card
3. Immunization Records
4. Physician's Physical Record

Transfer Requirements

1. A complete transfer form with the teacher and principal signatures.
2. Parent or guardian will have to pay any fees owed to the school and return all books.
3. Student records will be sent when all transfer requirements are met.

The Environment of our School

Broadview Elementary School is a drug and smoke-free environment for all staff, students, and visitors. No weapons of any kind will be permitted on the school grounds. Any violation of these rules will result in suspension from school. Please do not litter our campus with cigarette butts.

Extended School Program

The Broadview Elementary Extended School Program is available to students..Registration fee is \$15.00 per child. Full time students (\$40.00) -- 2nd child (\$35.00) per week. Part-time students pay \$20.00 a day ESP is open on snow days, staff development days, scheduled holidays and school breaks. Parents who are interested

in the program can pick up the registration papers in the office. The Extended School Handbook can be found on the Franklin County Schools website under the heading -- Departments.

Family Involvement

The faculty and staff of Broadview School encourage the involvement of parents and extended family in the education of your child.

Field Trips

Field trips are part of the learning experience at Broadview Elementary School. Students must have written permission from a parent/guardian to participate in any field trips. Please note that in order for students to be eligible for special events or field trips all lunch charges, library fees, picture money, ESP, candy money, or other fees owed to the school must be paid in full before the date of the event.

Fidget Spinners

Fidget Spinners are banned from Broadview Elementary. Please do not allow your child to bring a fidget spinner to school; it will be confiscated by faculty and/or administration.

Fine Arts

Students will receive instruction in music and creative dramatics during regularly scheduled classes and with exposure through daily activities.

Fire Drills

Fire 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 classroom teacher will give the students instructions.

Folders

School folders will be sent home each week to show student progress, student work, and student behavior. Please be sure to go over your child's papers. This folder is to be returned to school on the next school day.

Grading Scale

Report cards will be sent home at the end of each six weeks. A mid-9 week's progress report will be issued. Please sign these reports and return to the teacher as soon as possible.

Kindergarten:

Students will be evaluated by skill mastery on an individual basis in math, language arts, letters, and sounds.

First and Second Grade:

Letter grades of "E", "G", "S", "N" and "F" with the numerical values will be used in reading, language arts, spelling, and math.

E	Excellent 93-100
G	Good 85-92
S	Satisfactory 75-84
N	Non-Satisfactory 70-74
F	Failing Below 70

The symbol of “S” will be used to show “satisfactory” work, and the symbol of “U” will be used to show “needs improvement” in the areas of science, social studies, art, music, PE, and handwriting.

Third, Fourth and Fifth Grades:

Letter grades of “A”, “B”, “C”, “D”, and “F” shall be used with the corresponding numerical values.

A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70

Guidance

Broadview Elementary School has a guidance program which is designed to meet the social and emotional needs of the students. Topics such as getting along with others, bullying, problem-solving, and organizational skills are discussed in classes. Referrals for individual students may be made by the student, parent or teacher.

Hallway Behavior

Students at Broadview School are expected to move quietly through the halls at all times. Running and loud talking is not allowed.

Handicap Parking

Broadview School has two designated spaces for parking. They are located as you enter the school parking lot. Please contact the school if you need some type of special arrangement.

Head Lice

School personnel will notify parents/guardians immediately when their child has been identified as having head lice (including nits). Upon this notification, parents/guardians are required to pick their child up from school to minimize the risk of transmitting to others. The student must be checked in the office and be free of bugs and nits before being allowed to return to school.

Homework Policy

Elementary students need time for independent practice of lessons taught during the day. Homework should be directly related to the instruction received during the classroom hours and should serve to increase students’ understanding. Parents are encouraged to assist students where appropriate. Parents are also encouraged to stress the importance of homework to their children. All students will participate in some type of homework. Students will be given every opportunity to achieve academic success. Students will generally have more homework as they progress through the grades. **(District Homework Guidelines included in the back of Handbook)**

Inclement Weather

You will be given an Inclement Weather sheet to be filled out at the beginning of the school year giving the school an alternate plan of contact/notification should the school be dismissed prior to 3:00 pm. If the weather situation warrants that school is to be dismissed early or called off for the next day, you will receive a message from Mr. Bean through the school messenger system. Procedures for early dismissal will be the same as a normal school day with our students being picked up in the pick-up line. ESP will be open on these days

Label 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 lunchboxes, coats, sweaters, sweatshirts, notebooks, and backpacks.

Library

Students at Broadview Elementary School may check out books for pleasure and conduct research on topics of study based on classroom instruction. Students may go to the library one or more days a week, check out books and take AR tests. AR requirements are established by each classroom teacher. All students are responsible for library books checked out in their names. Current book prices will be charged for lost or damaged books.

Lock Down Plan

A Lock Down plan is in place for Broadview School. Each student, faculty and staff member will be familiar with the plan. The classroom teacher will give the student instructions when a code is called. Students will remain in this position until the drill or threat of danger has passed.

Lunch/Breakfast

Lunch is served each day in the school cafeteria. Students may bring a lunch from home or purchase a lunch from the cafeteria. Students who have food allergies are required to submit a Diet Prescription from his/her doctor. Milk and water are available for purchase to students who bring their lunch and for those who want an extra carton. Every student has their own lunchroom account. Each student will be allowed 5 charges. Paying in advance will keep your child's lunchroom charges limited. Failure to pay these charges will result in extracurricular activities being denied to the student.

The cost of meals is as follows:

Elementary Breakfast--- **free for all students**

Elementary Lunch—\$2.25

Adult Breakfast—\$1.75

Visitors Lunch—\$3.75

Holiday Visitor Meal—\$4.25

Carton of Milk—\$.50

Carton of Juice—\$.50

Ice Cream--\$.50— (offered for purchase every day)

Extra Entrée--\$1.25

Ala Carte items will be priced in the cafeteria and offered to the students. **If you do not want your child/children to purchase Ala Carte items, please notify the cafeteria manager.**

Our faculty and staff welcome parents/guardians to have lunch with their children. The cafeteria manager does ask that notification is made in advance. (962-2320) According to cafeteria guideline, you are not to bring fast food items (McDonald's, Wendy's, Burger King etc.) in the cafeteria.

Cafeteria Expectations

1. Enter the cafeteria quietly.
2. Stand in line to get your lunch without talking.
3. Choose items from the lunch menu for your tray.
4. Sit at your designated table.
5. Use good manners.
6. Use soft voices to talk with others.

7. Follow directions given by cafeteria monitors.
8. When dismissed to go to the bleachers, talk quietly to the person next to you.
9. When the lights are turned off all talking stops.
10. Exit the cafeteria quietly when your classroom teacher comes to your class.

Soft drinks **are not allowed** in the cafeteria. Students who bring their lunch from home may bring water or juice drinks (but NOT soft drinks) as long as they are in no-leak, non-breakable containers. These must remain inside the lunch box/bag until lunchtime and must be consumed only during lunchtime in the cafeteria. While in the cafeteria during lunch, students are expected to maintain the same standards of behavior as in other parts of the building. Once seated, students are to remain in their seats except to return trays. Students may not leave the cafeteria without permission until dismissed by their assigned teacher or the cafeteria supervisor. Students are asked to return their own trays, dispose of their own trash, and keep the tables and floor clean. Food and drinks are not to be taken from the cafeteria to the classroom.

Make-Up Work

Make-up work must be completed and submitted to the teacher within 3-5 days of students' return to school. The classroom teacher will make the student aware of when this work is due.

Media Access for students

Student pictures will occasionally be submitted to the school website and Herald-Chronicle Newspaper. Parents must send a note in writing if they wish for a student's picture to be **not be submitted** to the website or newspaper. Otherwise, it is considered passive permission that student will be included in media publications.

Medication

If a student needs to take medication at school, the following procedure must be observed.

A written statement provided by the physician with the following:

Name of student, type of disease or illness, and type of drug (time to be given and dosage).

- Parent or guardian must provide a written statement authorizing the administration of the medicine at school. Parents must fill out a Permission to Administer Medication form to be kept in the school office. Parents **MUST** bring in the medication to be administered and speak with our school nurse.
- All medication shall be brought to school in a container which is appropriately labeled by the pharmacy or doctor including the date of the prescription and given to the school nurse.
- Medicine should be sent for a week at a time and picked up at the end of each week.
- At the end of the school year, all remaining medication will be discarded if it remains in the office.
- Students may not keep medication of **any** type in their possession.

Money Owed to the School

(Cafeteria charges, fundraisers, school pictures, textbooks, library books, ESP payments, etc.)

Under Statutory Authority: P.C. A. 49-3-306 (0520 1-2-03) (a) (13): Local education agencies are authorized to withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has taken property which belongs to a local education agency, has incurred a debt to school, or will be allowed to attend a fieldtrip until such student's parent makes restitution in full. This means your child will not receive his/her report card or release of school records until the amount(s) owed have been paid.

Morning and Afternoon Bus Hall

Good behavior is expected each morning and afternoon. Bus/study hall is supervised by school staff. Students must comply to bus/study hall rules. Students are expected to use this time to work quietly. There should be no toys, games, cards or devices that cause a distraction.

Parent Communication

Communication is very important. Please direct any concerns to your child's teacher. After you have made an initial contact and discussed your concerns with your child's teacher and feel there is a need for further discussion, please schedule a conference with the teacher and the school principal. Please email, call or stop by my office with any concerns you may have.

Parent-Teacher Conferences

Communication is an essential key to your child's success at Broadview Elementary: therefore, your attendance at parent/teacher conferences is strongly encouraged. These dates are October 1, 2019, 3:15 - 6:15 pm – and March 10, 2020, 3:15 - 6:15 pm. Your child's teacher will arrange a time which will be convenient for both of you.

Parties

School parties include Halloween, Christmas, Valentine's Day and Easter. Please make arrangements with your child's teacher if you want to celebrate his/her birthday in the classroom. This year the cafeteria can provide cupcakes and a drink for the birthday boy or girl. The cost will be \$1.25 a child.

Physical Education

Physical education is an important part of our learning process. The activities that students are involved in enhancing their fine motor and gross motor skills. Physical Education also stresses the importance of team play. Students must wear gym shoes when taking part in their physical education class.

If for any reason, your child cannot participate in Physical Education, a note needs to be sent with your child from the doctor or the parent to the physical education teacher.

Pick-Up Number

Parents who pick up their child/children will be given a number on the first day of school. This number will hang on your rear-view mirror. Any person who picks up your child must have the number displayed on the mirror. The children will retain this number throughout their years at Broadview School. A number made by the school is required.

Playground

The following playground rules are to be observed at all times:

1. Playground equipment must be used for its intended purpose.
2. Only one person on a swing at a time.
3. No tackling, grabbing, or hitting is allowed.
4. Do not jump out of a swing.

Pre-K Arrival and afternoon Pickup

Students can be signed in starting at 8:00 at the door closest to the library in front of the school. Parents must come in with their child and sign in on our sign-in sheet. Students will be dismissed every Wednesday at 2:00 pm and all other days will be dismissed at 2:20 outside the back door of our room.

Report Cards

Report cards are issued six times per year at the end of each grading period. In the event that report cards are to go out on parent-teacher conference day, the report card will be given to the parent at the conference or it will go home with the child the following day. The report card must be signed by the parent/guardian and returned the following day. Report cards will be held if the student owes any money to the school.

School Safety Plan

Broadview School has a safety plan approved by the Central Office and turned into the State Department of Education covering just about any type of threat to our students that could be imagined.

School Clubs and Organizations

In compliance with a newly passed law (public charter 990), the school is required to identify school clubs and organizations that students have the opportunity to participate in during the school year. The following activities are offered to students at Broadview Elementary School: 4-H, LEAD Program, Elementary Basketball, Good News Club.

Classroom Field Trips, seasonal calendar events, (Halloween, Thanksgiving, Christmas Play and activities, Valentine's Day, Easter Egg Hunt), Accelerated Reader (AR) Program. "Parents are allowed to prohibit their children from participating in any clubs or activities by providing written notification to the school."

School Property

Everyone at Broadview is expected to cooperate in helping keep both the building and the school grounds clean and free of litter. Should students mark, break or damage property or equipment, in any way, parents will be responsible for paying for all damages.

School System Web Site

The Franklin County School System has a website which highlights all schools. The web address is <http://fcstn.net>

Security

Security cameras, both inside and outside have been added to our school. You will not be able to enter the school without pressing the monitor pad. When you press the call button someone on staff will let you in. There will be a person in the office at all times to monitor our new system. Please do not enter our building through any other door.

Snacks

Individual teachers schedule their class snack breaks once each day. We encourage students to bring nutritional snacks.. Students are not to bring glass bottles or carbonated beverages (Coke, Pepsi) for a snack or for lunch.

Student Fines

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

The report card of a student who is responsible for any of the above instances, or who has incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the charges or damages. Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issue

Student Fund-Raising Activities

Students shall not go door-to-door for the purpose of fund-raising for the school or support groups affiliated with the school. (Board Policy 6.701)

Student Supply List

Our school supply list for the 2019- 2020 school year is listed in the back of this handbook.

Telephones

Telephones are for business use only and not for student use without the permission of a faculty or staff member.

Testing

Students at Broadview Elementary School follow the testing program recommended by the State of Tennessee for all grades. An assessment schedule is inserted in the back of this handbook.

Textbooks

Textbooks are loaned to students without charge. These books are the property of the Franklin County Board of Education. Damage to or loss of textbooks will result in payment for that book to the FCBOE by the parents/guardian. Textbooks lost or destroyed shall be paid for according to the following scale:

Year of Adoption	% Replacement
1 st yr	100%
2 nd yr	100%
3 rd yr	100%
4 th yr	90%
5 th yr	80%
6 th yr	Minimum of \$10.00

The Three B's of Broadview School

- 1. Be Respectful** — Enter the building and go to your designated area, sit quietly until dismissed by a teacher on duty.
- 2. Be Responsible** — Walk quietly down the halls. Keep your belongings in your personal space. Keep your hands to yourself. Report any problem to a responsible adult.
- 3. Be Ready** — Have paper, pencils and any other supplies that you will need for the day. Have your homework done and ready to turn in. Listen and follow directions. Be ready to learn.

Time Out

Children in time out will be properly supervised. If your child is sent out of afternoon bus duty, he/she will be picked up at the office.

Tobacco Products (Board Policy 1.803)

The use or possession of tobacco or tobacco products by a student is prohibited on school premises and school buses. Any student who has not attained eighteen (18) years of age and who possesses tobacco products shall be issued a citation by the school principal. The citation shall require the student to appear in Juvenile Court. Students over eighteen (18) years of age shall be disciplined appropriately. Smoking or vaping must be done 100 feet from the school

Tornado Drills

At the sound of the tornado warning, everyone will follow the tornado drill plan and go to a previously designated area in the downstairs hall or inside wall. Each student will assume the "tornado position". Students will remain in this position until the drill or threat of danger has passed. The weather is monitored constantly during any threat. When a tornado warning is issued the school will be in full lockdown. You are welcome to come in and stay with your child/children, but no student will be released until the warning is lifted.

Traffic

Traffic will flow in one lane in the mornings. A staff member will be at the gym door each morning to make sure that the students get to their class. In the afternoons, traffic will line up in two lines. There will be faculty and staff members outside helping the students get into their vehicles. Traffic will not move until the person holding traffic lets the cars move. Taking your pickup number off of the mirror indicates that you have your child/ren in your car. This is very important for the safety of your child.

Transfers within the School System (Board Policy 6.206)

Transfer students will meet the same enrollment requirements as new students. During summer break, up to ten days prior to the beginning of the school year, a student may register through the attendance supervisor to attend a school within the system other than the one to which he/she is zoned as determined by the school destination of the school bus going by their home if space is available. However, the student must provide his/her own transportation to and from the school.

After the student has enrolled in a particular school in accordance with Board policy, he/she will not be permitted to transfer to another school during the school year unless there is a change in residence of the student's parent/guardian to a school outside his/ her zone.

Vision

The vision of Broadview Elementary School is to develop a collaborative approach to education that includes teachers, parents, and members of the community. We will provide a program of excellence that meets the diverse needs of our student population who have been entrusted in our care. The school will become the center of our community and the hub of our community encouraging ownership and a sense of belonging by all.

Visitors

Visitors are welcome at Broadview Elementary School. In order to know who is in our building, ALL visitors must come in the front door, not the gym door or a classroom door. Visitors must sign in and put a visitor's tag on. This includes parents who want to eat lunch with their children. NO one is allowed in a classroom after 8:00 am and all visitors must exit the building unless you check with the office and have a purpose to stay.

X-tra Special Students

Children who attend Broadview School are X-tra special. The decisions made here at Broadview are always in the best interest of the children.

Year Books

Each year a yearbook is published for Broadview Elementary School. Yearbooks are sold in the spring for delivery near the end of the school year.

The intention of this handbook is to make every effort to inform parents, guardians and students of the expectations of Broadview School. The policies and procedures are not meant to inconvenience anyone at any time. If you have any questions or comments, please feel free to contact me.

Sandy Schultz sandy.schultz@fcstn.net

931-967-0132

Your signature will signify that you have been notified of the Broadview School Handbook and the 2019-2020 Code of Behavior and Discipline being available online (www.fcstn.net)

Parent's Signature _____ Phone Number _____

Relationship to student _____