T. C. Cherry Elementary School

Student Handbook

“Educating the Whole Child”

T. C. Cherry Elementary School
1001 Liberty Way – Bowling Green, KY 42104 (270)746-2230 – FAX (270) 746-2235
Dear Parents and Students:

Welcome to the exciting world of learning at T. C. Cherry Elementary! Our excellent faculty and facilities should provide every opportunity for the young learner. We encourage you, the parent, to become involved with our school as a volunteer or as a patron.

Our handbook is designed to answer any questions you might have and be a continuous source of information for you throughout the school year. We want you to learn about our staff, instructional programs, policies and procedures. In an effort to be more efficient and to reduce paper waste and copy costs and be more environmentally friendly, our student handbook will be linked to our web page. If you would like a paper copy please let us know. Bi-weekly newsletters will also be posted on our web page and sent via Alert Now. If you would like a paper copy, please let us know.

T. C. Cherry Elementary School enjoys and merits a fine reputation! Our staff, our students and our strong parental support are our strengths! We encourage you to stay in touch by reading school newsletter and visiting our web page.

We are glad to have you with us this year and we want to assure you that we will do our best to help your child experience academic, social and emotional growth. With your help and cooperation we will become active partners in education.

Sincerely,

Kory Twyman
Principal

T. C. Cherry Elementary School
Mission Statement
The T. C. Cherry family believes in the importance of learning cooperation, responsibility, open-mindedness, problem solving and treating others with dignity and respect.

Guidelines for Success

Be Cooperative
Be Responsible
Be Open-Minded
Be a Problem Solver

Treat Everyone with Dignity and Respect
GENERAL INFORMATION
The doors will open at 7:30 a.m. School begins each day at 8:10 a.m. Students must be in their classrooms at 8:10 a.m. or they are counted tardy. Dismissal begins each day at 2:45 p.m. If you check your student out before their group is dismissed, they are counted tardy. All students must be picked up by 3:00 p.m.

Attendance:
The only valid excuses for absences and tardies are:
1. Illness of the pupil
2. Death or serious illness in the immediate family
3. Participation in school-related activities (approved by Principal)
4. Other valid reasons as determined by the principal
Students are allowed ten (10) parent notes that will be accepted as excused absences for illness for the school year, 5 in the fall semester (August – December) and five in the spring semester (January – May). Other absences must have a medical note attached in order for them to be excused. Medical notes where you have contacted the doctor but not seen them is considered a parent note. Attendance records do transfer with your student and are used to calculate absences for the entire school year.

Bowling Green City Schools Attendance Guidelines: The process for accepting doctor’s excuses is the next day the student is present. It is the responsibility of the parent/guardian to make sure the school receives the medical excuse.

All other absences and tardys will be considered unexcused.
- A note must accompany your child upon his/her return or the absence will be unexcused.
- Absences due to religious events are unexcused.
- Make every effort to schedule doctor or dental appointments after school hours. However, if your child is absent or tardy due to a doctor’s appointment, have the doctor issue an excuse for your child to bring back to the school.
- Late arrivals to school are considered tardy. Students must be in the classroom at 8:10 a.m. The school will issue excused and unexcused tardys according to the school attendance guidelines: Students arriving after 8:10 a.m. must be signed in by an adult.
- Students being picked up before dismissal are also considered tardy. The school will issue excused and unexcused tardys for early pick-ups. PARENTS MUST SIGN STUDENTS OUT IN THE OFFICE. Please do not go to the classroom to get your student. Please do not call and ask us to have a student waiting in the office. We will call the student when you have arrived to check them out. Please allow adequate time to check them out prior to their appointment time.
- Any student who has been absent from school without a valid excuse for a combined total of five days or more is a truant. Students who are truant are referred to the Director of Pupil Personnel and/or Family Court.
- Students that are not in class by 8:10 a.m are tardy. Any student, who has been tardy more than three times, will have points deducted from the a.m. assembly portion of the Incentive Program (more commonly known as “The Cherry Pit”). After the sixth tardy in one semester, a letter will be mailed to the parent/guardian from the Director of Student Personnel and the parent/guardian will be contacted by the school to arrange a conference with the Principal. After the ninth tardy a petition will be filed with Family Court.
- All students must be picked up by 3:00 p.m. After school care is available through Community Education and BG Parks & Rec. Please contact these offices regarding hours and fees. After 3:00 p.m. we do not have staff in place to care for your child. Continuation of late pick-ups may be referred to Family Court and in extreme cases the police may be contacted.

IMPORTANT
It is important that the school has current home, work, and contact phone numbers or some way to contact you, or a person who can assume responsibility for your child at all times in case of sickness or an emergency.
T. C. Cherry Elementary School
Wellness Policy

The Bowling Green Independent School District is committed to providing a school environment that enhances learning and development of lifelong wellness practices. A district plan has been established based on the Standards and Indicators for School Nutrition and Elementary Wellness policies and School Health indexes. This policy may be viewed on the District webpage www.b-g.k12.ky.us / departments – Food Service / Wellness Policy.

Below is the T. C. Cherry Wellness Policy, adopted in January 2007 by the SBDM Council to meet the School Nutrition and Elementary Wellness policy standards and indicators.

- Physical activity will be integrated across curricula and throughout the school day.
- Each student shall have at least 15 minutes of daily, supervised moderate to vigorous physical activity, which will be integrated into the school day at the elementary level.
- Teachers shall make all reasonable efforts to avoid periods of more than 40 minutes without some physical activity. (i.e. using active based learning activities from Madigan’s Thinking on Your Feet Program or Take 10! Program.)
- Students shall not be kept from physical activity time as a consequence for behavior or academic performance.
- Appropriate accommodations shall be made for students with special needs, as required by law.
- Every student will participate in physical activity time. Teacher discretion will be used in determining if a child is able to participate on a daily basis.
- A medical excuse will be necessary for any student not participating in physical activity.
- The Principal will have final say in participation.

Our school shall assess the level of physical activity at least once a year using an assessment selected by the school council. The principal shall develop a schedule for completing the assessment.

Our school shall encourage healthy choices among students using the following methods:

- Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day.
- Our Practical Living curriculum shall address Core Content, including health, consumerism, and physical education.
- Our curriculum and lesson plans shall reflect an integrated concern for wellness.

BEHAVIOR GUIDELINES
T. C. Cherry strives to develop self-esteem, personal responsibility and academic excellence. Our school is designated a Model School for Behavior / Discipline. Behavior is an integral part of the total school curriculum. We attempt to make behavior and its modification positive. It is our belief that the most important prerequisite to learning is a controlled, safe, and orderly environment.

When we correct students’ misbehavior we view it as an opportunity to teach students. We want students to be happy at school and learn all they possibly can. We have identified five guidelines that will help us all be successful:

GUIDELINE ONE: Be Cooperative
Cooperation includes being polite, treating people with dignity and respect, accepting differences between people, dealing with disagreements, and encouraging others to do their best.

GUIDELINE TWO: Be Responsible
All through your life you must decide how to act. Therefore, we expect all of our students to do what is right whether anyone is watching them or not. This is called “being responsible”; it isn’t always easy to make responsible choices, especially if someone else isn’t being responsible. It’s important to remember that you are in charge of yourself. You can do what is right!

GUIDELINE THREE: Be Open-minded
Display a willingness to be open to suggestions and different points of view. Accept differences among people in culture, race, and religion.

GUIDELINE FOUR: Be a Problem Solver
You are able to identify a problem and seek solutions that are positive and responsible.

**GUIDELINE FIVE: Treat Others with Dignity and Respect**

T. C. Cherry is a safe and supportive place to be. Any behavior that could hurt someone else will not be allowed. Examples of respecting property include caring for our school, play equipment; personal property of classmates and staff, and returning found items to the “Lost and Found”.

In the classroom each teacher will display classroom rules and consequences. A copy will be given to each student and parent. Each teacher structures activities a little differently therefore, teachers will clearly communicate their expectations for each activity.

When classroom strategies have failed, an office visit is required and a disciplinary report is sent home. Students will be given certain disciplinary actions such as Time Out or referral to the Alternative Learning Center classroom as deemed appropriate. Continuation of misbehavior by 4th and 5th grade students may result in referral to the 11th Street Alternative to Suspension program.

Bowling Green City Schools publishes “Student Discipline Guidelines” annually. That publication has been adopted by our SBDM Council and is in addition to this handbook

**TOYS AND GAMES**

Toys and games are not allowed at school. Toys and games brought to school may be put in the “May Box” and not returned to the student until the end of school. Toys and games brought to school may be picked up by the parent or guardian.

**BALLOONS AND FLOWERS**

Your child may receive balloons or flowers while at school. In an effort to lessen the distraction in the classroom, these items will remain in the school office until the end of the day. Children cannot take balloons or flowers on the school bus.

**PARTY INVITATIONS**

To avoid hurting children’s feelings, we do not allow party invitations to be passed out at school. The only exception to this rule is if the ENTIRE class is being invited to the event.

**BUS GUIDELINES: NEVER PASS A BUS THAT HAS THE STOP ARM EXTENDED**

Please do not use the visitor spots in the bus loop if a bus is loading or unloading students. Kentucky law governs the behavior of students who ride school buses. In one word students are expected to BEHAVE. Riding the bus is a privilege.

We, in the Bowling Green Independent School District transportation department, have three goals: Safety, service and efficiency. We provide you and your children- our customers- the best maintained buses and the best-trained drivers to insure the safest program possible.

The next three sections summarize what is expected of students who ride our buses. Please read each section carefully and then discuss these expectation with each child individually. We need your support and cooperation to provide the safety, service and efficiency you deserve.

**Waiting for the Bus**

Arrive at least five minutes before the bus is scheduled to arrive at your designated pick up point. THE DRIVER CANNOT WAIT FOR YOU AND WILL NOT COME BACK TO GET YOU.

1. Do not damage the property of others while waiting.
2. Keep the roadway clear of books, clothing and other articles. Do not play in the road.
3. Wait until the bus has come to a complete stop before attempting to board. Do no push or shove.
4. Remember that students living on the opposite side of the street must wait on their side until the bus arrives and the driver gives the signal to cross in front of the bus.

**Riding the Bus to School**

1. Obey the instructions of the driver, who is in complete charge. Do not talk to the driver unless necessary. Discipline problems will be reported to the principal.
2. Remember that the driver may assign seats.
3. Take your seat immediately and remain seated. Do not exchange seats or open/close windows without permission. Do not extend any part of your body out of a window.
4. Hold books, clothing and other items in your lap. Objects too large to be held in your lap must be transported privately. Do not block an aisle in any way.
5. Remember that glass, skateboards, animals, etc are not allowed. The bus driver’s say is FINAL.
6. Do not tamper with the emergency door, fire extinguisher, radio or other equipment on the bus.
7. Do not tear up or damage any part of the bus. Anyone who damages a bus will be subject to disciplinary action and/or restitution.
8. Do not fight or scuffle. Do not use obscene gestures or language. Do not eat or drink on the bus.
9. Place trash in approved receptacles in the front of the bus. Do not throw objects from the bus.
10. Stay seated while on the bus. Do not change seats.
11. If you need to ride another bus, YOU MUST HAVE WRITTEN PERMISSION.
12. Leave the bus only at your designated stop.
13. Do not cross the street in front of the bus until your driver gives the signal. Never cross BEHIND the bus!

WALKERS, BIKE RIDERS
Children walking or riding bikes to school should arrive by 8:00 a.m. and enter the school at the cafeteria door. Walkers and bike riders will be dismissed in the afternoon at approximately 2:50 p.m. Please encourage your child to proceed directly to and from school and to conduct themselves in an appropriate manner. Bike riders and walkers should utilize the community sidewalks where possible. Skate boards, scooters, and skates are not allowed. Students who leave school in the afternoon and walk home by themselves or with school age friends or siblings are considered walkers.

AFTERTNOON PARENT PICK UP
If you walk from home to school in the afternoon to meet your child then your child is a parent pick up. Parents or responsible adults are expected to walk to the flagpole to get their children. Students who are being transported home in a car are NOT parent pick up. Please join the car line. Do not park in the lot, in the spaces near the stop sign or on a side street and walk to pick up your student. Children are never allowed to run into or across the road to get into vehicles.

MORNING & AFTERNOON CAR RIDERS
All students being transported by car are CAR RIDERS. Students may be dropped off no earlier than 7:20 a.m. and picked up no later than 3:00 p.m. Car riders are dismissed first in the afternoon. Please do not park and walk to the school to get your student. When you transport your child to or from school, the following procedures are to be followed:
- Use the car rider lane by turning in to the large parking lot and following the arrows.
- In the morning please pull through the car rider lane and let your student out at the sidewalk that comes in to the cafeteria. Do not let your child out of the car in front of the school or across the street.
- In the afternoon, please get in the car rider lane and remain in your car. Students will be called by a staff member and loaded in your car when your car has come to a stop.
- If for some reason your child does not come out of the building when you are ready to pick them up, please advise the staff person on duty. Your child will be paged and sent to your car, or you will be given other instructions.

TRANSPORTATION CHANGES
In order to achieve the safest possible “change of transportation” arrangement for your children, the following policy is in effect: Any student that will not be leaving school in the usual manner, MUST have a written note from their parent/guardian stating the change in transportation, the dates involved in the change, and the name of the person who will be picking the student up (if applicable). Phone calls to make changes are discouraged. We understand that some changes have to be made after a child has arrived at school and will take that into consideration. (Note: “usual manner” reflects the way you have told the teacher that your child will get home every afternoon, and/or written on your information form.) Students are not allowed to call parents to request a change of transportation. This is something that should be taken care of prior to arriving at school. The Principal will make the final decision on these requests. Car riders are dismissed first.
**DRESS CODE**

The way you dress has an impact on what people think of you. Making a good first impression is very important. You should be neat in appearance as well as dressed appropriately.

If a student wears something that is deemed inappropriate, they will be counseled and asked to change clothes. If a parent cannot be reached, and the Family Resource Center does not have appropriate clothing, the student will be allowed to finish the school day. If dress code violations continue, the student will be referred to the office for further disciplinary action.

The following would be considered inappropriate clothing to wear on a school day at T. C. Cherry:

- Skirts or shorts that are too short (when standing with hands at your sides, shorts and skirts should be no shorter than fingertip length)
- Shirts and tops having insignias, symbols, sayings and/or profane or vulgar language that disrupt the learning environment are not allowed. (This would include but not be limited to, Confederate flags, Malcolm X, marijuana, alcoholic beverages, tobacco products, Coed Naked, Big Johnson, gang signs or paraphernalia or as deemed inappropriate by the administration or faculty)
- Spandex shorts, biker shorts, and Daisy Dukes (short cut offs) are not allowed
- Oversized tank tops that expose the rib area, shirts that show stomachs or backs, halter-tops, and shirts that are less than 2 inches across the shoulder are not allowed.
- Shorts and pants should not sag.
- Hats, caps, bandanas, sunglasses, house shoes, and anything else deemed inappropriate to the learning environment by the principal are not allowed.
- Shoes with skate wheels in them are not permitted.

**DRILLS / SAFETY**

We have periodic fire, tornado, terrorism and earthquake drills so students will know what to do in case of a real disaster. Please DO NOT call the school or come to pick up your child during a tornado warning or severe thunderstorm warning. Our school personnel will move our students to the safest areas of the building where they will remain until all threatening weather has passed. School will not be dismissed until the threat of severe weather is over.

**EMERGENCY SCHOOL CLOSINGS**

Reports of emergency school closings due to weather conditions are given on all local radio stations, and on television stations beginning at 5:30 a.m. This information is also posted on the BGISD web page. Please listen to your local radio or television stations for any early dismissal or cancellation information. Remember we are a Bowling Green City School. The Alert Now notification system is also utilized to keep parents informed.

**ENTRANCE REQUIREMENTS / REGISTRATION**

Students who are entering the first year of the primary program must be five by October 1. Registration for entry-level students is held each spring. The following documents are required for enrolling in the Bowling Green Independent School District.

- State Birth Certificate
- Kentucky Immunization Certificate (current)
- Physical Examination Form Eye Examination Form (from an eye doctor)
- Dental Exam Form (new in 2010-2011)
- Proof of Residency (utility bill or lease agreement)

NO CHILD WILL BE ALLOWED TO ENTER SCHOOL WITHOUT HEALTH DOCUMENTS.

**HOMEWORK**

**A. DEFINITION**

Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

**B. POLICY**

It is the policy of T. C. Cherry Elementary School that teachers will assign homework as appropriate on a regular basis to all students capable of completing assignments and that homework will never be used as a part of a system of punishments and/or rewards.
Homework should consist of material already explained or taught. A reasonable time limit is recommended:

- Primary – 15 to 30 minutes per day
- Fourth Grade – 40 minutes to 60 minutes per day
- Fifth Grade – 40 minutes to 60 minutes per day

Homework will be posted on the teacher’s classroom webpage. [www.bgreen.kyschools.us](http://www.bgreen.kyschools.us)

Select TCC from the school list and then access the teacher pages.

C. PARENTAL SUPPORT

Parents are urged to actively involve themselves with their children’s schoolwork. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning. Parents can help in the following ways:

1. Showing interest in the schoolwork and their children bring home
2. Providing a suitable place to study, free from disturbances.
3. Supplying needed materials for completing homework.
4. Offering to clarify instructions and answer questions
5. Checking to see what work is complete and signing the agenda if applicable.
6. Encouraging their children to do their best and praise a job well done.
7. Assisting in the use of time and monitoring the amount and type of television their children watch.
8. Staying in close communication with teachers.
9. Rewarding their children in appropriate ways for completed work.

D. STUDENT RESPONSIBILITIES

Students are responsible for completing their homework and with support from their parents, may want to follow some of the following practical suggestions:

1. Write down assignments and due dates, ask questions and select necessary books and supplies before leaving school.
2. Keep homework in the same place at home each day and take books and material directly to the study area.
3. Plan the best time to complete work.
4. Complete work so that it is neat and legible.

Please refer to the following:
Bowling Green Independent School District policies regarding missed homework:
Student Discipline Guidelines Handbook –
Level I Misbehavior includes:
  2. Not completing homework assignment; failure to carry out instructions of the teacher
Level II Misbehavior –
  1. Repeated Level I misbehavior

Procedures in handling violations of Level II Category
  5. Referral to Alternatives to Suspension Program (Grades 4-6)

Working together, we will have our T. C. Cherry students ready for junior high, high school, college and life.

We encourage and expect our students to be responsible. We encourage parents to check nightly to be sure your student is completing their agendas and all homework assignments.

Questions regarding detention should be directed to the Principal.

INSURANCE

You will receive information about student accident insurance that is provided through BGISD if your child is injured during the school day.

LOST AND FOUND

Students frequently leave items at school. **Keeping up with personal items is the responsibility of the student.** We ask that you write your child’s name on coats and lunch boxes. If an item is lost, check with the classroom teacher and near the area where the item was lost, then in the lost and found. Items not claimed will be donated to our Family Resource Center.
LUNCH / BREAKFAST PROGRAM

- If your child eats breakfast at school they are encouraged to arrive by 7:50 a.m.

The lunchroom is a very important part of our school and we encourage you to see that your child takes part in the program T. C. Cherry Elementary is participating in the “Community Option” food service this year. All school meals will be provided free of charge to TCC Students. T. C. Cherry encourages good eating habits. Our school cafeteria serves a hot lunch each day. Please do not send soft drinks or “fast foods” during lunchtime.

Parents are welcome to enjoy school lunch with their children. Please call the cafeteria by 8:30 a.m. on the day you want to join us so that plenty of food can be prepared. If you bring fast food we ask that you and your child leave the cafeteria and eat at another location in the building. Please do not ask if a friend can join them.

FIELD TRIPS

Throughout the school year, all classes will be taking field trips. Students are expected to be on their best behavior while representing T. C. Cherry on field trips. Classroom behavior can cause a student to lose their field trip privileges for specific trips. This decision is left up to the teacher and guidelines regarding field trips will be explained to students at the beginning of the school year. A permission form allowing your student to attend all field trips in the Bowling Green-Warren County and surrounding areas is obtained as part of the beginning school packet. It should be signed and returned to the teacher.

Information regarding all field trips will be sent home prior to the event. If a class is traveling outside of our immediate area, the teacher will send a permission form and information home. You must sign and return any forms sent home by the teacher regarding an upcoming field trip. Student’s who do not have permission will not be allowed to attend field trips. The teacher will inform you of the dates for upcoming field trips, it is the responsibility of the student to get all permission slips signed and returned to school. Waiting until the day of the trip, and then calling for permission is strongly discouraged. The Principal will make the final decision in this matter.

All students will ride on the bus with their class to all field trips. Parents who have driven their cars to the field trip may take their child after the trip is complete by signing them out with the teacher. Parents may check out only their own child.

MAKE-UP WORK

The teacher shall allow those students who have an excused absence to complete activities directly related to the matter covered in the class at the time of the absence. The assignments shall not be considered extra or additional work, but as regular work so that the student will compensate for the day missed.

The student shall be allowed one day make up per each day absent for completing the assignment from the date the student returns to school. Satisfactory completion of the activities shall meet the requirement for the class missed.

OUT OF DISTRICT STUDENTS

Attending T. C. Cherry as an out of district student is a privilege. Students who attend T. C. Cherry but live in another school district, either another county or another area of BGISD, are considered out of district. To remain at TCC a student must be in good standing. Good standing means a student must: 1. Have good attendance, 2. Have no office referrals requiring ALC placement, 3. Arrive to school on time and be picked up on time. 4. Have no behaviors that interrupt the learning environment.

MEDICATION

Students will not be permitted to take medicine while at school unless such medicine is given by the nurse, principal, school secretary, or a designee acting under the specific request of the parent/guardian or under the directive of the personal physician. This regulation covers all medicines, prescription or non-prescription. Medication given on a regular basis must have a medication authorization form completed and on file before medication can be given at the school. Any medication sent to school must be in the original container with correct dosage and written instructions. The availability of a school nurse is dependent on funding. T.C. Cherry has the right to refuse to administer medications if the appropriate paperwork, bottle, or instructions are not supplied. Prescription medication cannot be transported by the student. If medication is not picked up by the last day of school then the medication will be properly disposed of.
**MOVING DURING THE SCHOOL YEAR**

When a family moves from one city school attendance area to another city school during the school year, the student may finish the year at the old school, if approved by the Principal and the Director of Student Personnel for BGISD. If a student moves to a county school district, The Director of Student Personnel must be contacted if the student wants to remain at T. C. Cherry and approval has to be given by the Principal. A tuition fee is applicable in this situation. Parents/guardians are responsible for transportation to and from school. The student must arrive and be picked up on time and have good behavior and attendance.

**PARENT TEACHER ASSOCIATION (PTA)**

Parents are invited to join and participate in PTO. Meetings and events will be announced. Watch your newsletter for more information.

**SITE BASED DECISION MAKING COUNCIL (SBDM)**

The T. C. Cherry Elementary School Site Based Decision Making Council is comprised of the Principal, three teachers and two parent representatives. The SBDM Council coordinates a variety of excellent educational practices into a common plan guided by a stated mission. This mission is based on the assumption that all children can learn. SBDM is guided by the belief that the educational success of students is served primarily from the instructional effectiveness of our school. This program requires the cooperation and commitment of every staff member in the school community and is enhanced by the support and encouragement of parents. The Effective School Correlated is:

- Safe and Orderly Environment
- High Expectations
- Instructional Leadership
- Home –School Relations
- Clear School Mission
- Opportunity to learn / Time on Task
- Frequent Monitoring

**STUDENT CHECKOUT POLICY**

A student is not to leave the school grounds during the regular school day for any reason unless approval is obtained from the principal or school representative. No one other than the parent, guardian, or listed individuals, may check a student out of school. Student Information Forms will be given to each student. They should be filled out and returned to school. No student will be released from school on the basis of a phone call, unless authorized by the Principal. School authorities designated to check out students will ask the person checking the student out for acceptable identification unless they know the person. Any student who leaves before dismissal is counted afternoon tardy and must be checked out by a parent or designee of the parent.

**VIDEO VIEWING POLICY**

The principal will monitor the video viewing policy of T. C. Cherry Elementary School. Video viewing will be limited to movies, which are rated G only. If a teacher requests to view a movie with other than a G rating it will be necessary to conference with the principal. If approved, letters to parents requesting their approval for their student to view will be necessary before the movie is shown. The movie in question must be curriculum based with evidence of lesson planning.

**VIOLENT ACTS / VERBAL VIOLENCE**

All students must be aware of the importance of responding immediately to threats of violence or statements of violent intent by fellow students. If any student tells you they intend to engage in an act of violence toward another individual, or if you overhear a threat, it is your duty to immediately report that threat to a teacher, counselor, or school administrator.

**YOUR PROMPT ACTION COULD PREVENT A TRAGEDY AND PROTECT THE LIVES OF YOU, YOUR FRIENDS, CLASSMATES OR TEACHERS.**
**PHONE CALLS**

We are always glad to help at T. C. Cherry. If you need to contact a teacher your call will be forwarded to voice mail for that teacher, the office will not interrupt class for you to speak to the teacher. The teacher will call you at the end of the school day or during a break. We do ask that you respect the teacher’s personal time if phoning them at home after work.

Please do not call and ask us to call your student from class to the phone. If it is an emergency, please let us know and we will do what is necessary to help you.

Students are not generally allowed to make calls requesting homework or permission slips or making play dates. These cases are handled on a situational basis and the teacher or principal makes the final determination. Students may not use the school phone to arrange after school visits with friends. It is the responsibility of the student and parent to make these arrangements prior to the event and information should be sent to school about the change if it affects the way the student leaves the grounds in the afternoon.

**CELL PHONES**

All cell phones must be turned off and left in backpacks during the school day. Cell phones cannot be worn on a belt or as a headset. Phones will be confiscated from student’s who do not follow this policy. Parents are required to pick up confiscated cell phones; they will not be given back to the student. The phone may also be kept in the office until school ends in May if deemed appropriate by the teacher/principal.

**TECHNOLOGY**

The Computer Lab is utilized by K through fifth grade students. One or two multi-media computers are housed in each classroom. We also have a traveling cart of netbooks that are utilized in classrooms.

Each teacher in the Bowling Green Independent School District is linked to the internet with an e-mail address. These addresses consist of [firstname.lastname@bgreen.kyschools.us](mailto:firstname.lastname@bgreen.kyschools.us)

**VISITORS**

Close home and school relationships are essential and we want you to feel free to call or visit our school. We ask that you phone in advance and we will inform your child’s teacher that you will be visiting the class. While it is not absolutely essential that you phone in advance, we feel that it is a common courtesy and should be afforded the teacher

**VOLUNTEERS**

We Love Volunteers! If you would like to volunteer, please contact the Family Resource Center Coordinator or your child’s teacher. Volunteers must pass a routine background check and receive training before working with, or going on field trips with, our students. Please stop by our school office to sign in before you start to volunteer.

Principal: Mr. Kory Twyman
School Counselor: Mrs. Terri Hinton
Secretary: Mrs. Donna Holton
FRC: Ms. Jennifer Shoemake

Any staff member can be reached by email using [firstname.lastname@bgreen.kyschools.us](mailto:firstname.lastname@bgreen.kyschools.us) or by calling the school and leaving a message on their voice mail.