

North Stewart Elementary School

Excellence in Education

Debbie Grasty, Principal
Jacquelyn Perigen, Assistant Principal

Student Handbook
Grades PreK-5

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TO ALL STUDENTS

We are delighted to welcome you to North Stewart Elementary School. This handbook is published so that all students will have a ready reference to information regarding the policies at North Stewart Elementary School. We are looking forward to an exciting and productive year. We will achieve this mission by following the 4 B's of NSE: Be Here, Be Prepared, Be Respectful and Be Responsible.

MISSION STATEMENT

At:

North Stewart
Students, Staff and Parents
Expect Academic and Social Success

VISION FOR NSE

The vision for North Stewart Elementary School is to enable each child to become a productive member of society, a life-long learner, and possess a positive attitude toward self and others.

SCHOOL TELEPHONE DIRECTORY

Main Office	232-5505
Cafeteria	232-4188
Board of Education	232-5176
Stewart County High School	232-5179
Dover Elementary	232-5442
The Center	232-5351
Stewart County Middle School	232-9112
Transportation Supervisor	232-7342

VISITORS

In an effort to maintain a safe and orderly environment at North Stewart Elementary, it is important that all parents and visitors abide by the following guidelines. These guidelines were written by the Advisory Committee and agreed upon by the faculty, staff and PTO representatives. Please remember, these guidelines are in place for the safety of YOUR child.

1. Every visitor must report directly to the office upon entering the building and sign in to receive a visitor pass.
2. All students must be dismissed from the office.
3. In an effort to foster independence, please allow your child to walk to their classroom (gym or cafeteria) by themselves.
4. If you wish to visit your child's classroom, discuss your child's progress or behavior, please make an appointment with the teacher. This appointment will be scheduled during the teachers planning time.
5. Please do not leave cars unattended in the car rider line. (Area between parking lot and front entrance)
6. The rear entrance is for busses and employees only.
7. If you would like to be a volunteer at NSE, please let your child's teacher know. Teacher must turn in a volunteer schedule to the office.

PARENT- SCHOOL COMMUNICATION

Parent-Teacher conferences are held three times a year, in the months of September, November and March. Parents are encouraged to contact their child's teacher if the need arises anytime throughout the school year. Parents may call the office to schedule a conference. Many teachers are using apps such as Dojo or Remind. Teacher's emails' are listed on our website that can be accessed from stewartcountyschools.net.

Grades 1-5 use Agenda books. These Agenda books are daily planners that the student will use to write down homework assignments and test date information. It is a daily communication tool between teachers, students and parents.

REQUEST FOR MEETINGS

It is the desire of the Stewart County School System to provide parents with opportunities to request meetings, to formulate suggestions, and to participate in decisions relating to the education of their children. If you would like to request a meeting with the administration of your child's school or with your child's teacher please contact the school administration and a meeting will be scheduled.

North Stewart Elementary School – 931-232-5505
Principal: Debbie Grasty
debbiegrasty@stewartcountyschools.org

GETTING INVOLVED IN THE SCHOOLS' PLANNING PROCESSES

Advisory Committee

North Stewart Elementary has a School Advisory Council consisting of representatives from each grade level, support staff and parents. If you have a concern, please place a written and signed letter stating the problem and place it in the black mailbox found in the office at NSES. The Advisory Council meets on a monthly basis or as needed based on requests.

School Improvement Planning Teams

School improvement is a continuous process utilized in Tennessee schools to ensure that schools are meeting all students' needs. School Improvement teams are one way to begin building the professional learning communities needed to support the continuous improvement effort. These teams are charged with learning to effectively use data to determine student performance goals and to use research to identify strategies and interventions to achieve these goals. School-wide planning includes all constituencies involved in the school. The quest for tools to improve student learning will be sustained throughout the continuous school improvement process.

Each school develops or updates a School Improvement Plan every year. If you would like to be a part of your child's School Improvement Planning Team, please contact the school's administration.

School PTO

The objective of the PTO is to promote the welfare of all children through a working partnership among the parents, educators, and the community at large. We encourage everyone, parents and community members alike, who are concerned about the welfare of children, to use the PTO as a vehicle for becoming involved in education.

Effective Schools Surveys

Each November parents of students in the Stewart County School system should receive a survey in the mail concerning their student's school. This survey is an important data source for the schools to use in their school improvement process. If you do not receive a survey please call the Board of Education at 931-232-5176.

FAMILY RESOURCE CENTER

Coordinator: Nancy Spiers (nancyspiers@stewartcountyschools.org)

1. The purpose of the Family Resource Center is to provide families with an additional support system that will assist them in identifying and addressing home/community barriers to their child's success in school.
2. The Family Resource Center acts as a family education center and offers a place where families with children can turn to for guidance, counseling, networking and problem-solving.
3. The Family Resource Center acts as a referral agency helping families to connect with resources that will aid problem solving.
4. The Family Resource Center encourages the development of strong families and the preservation of the family unit. Parents are recognized and valued as a vital part in the solution-finding process. The intervention is hoped to break the cycles of at-risk behaviors which may lead to family disruption and impede school success.
5. The Family Resource Center is a comprehensive family program that offers support and information to families in need. The Family Resource Program links families with resources and services available within the community.

Family Resource Services

Head Start Programs	Community Health Fair
Reading Readiness Resources	Student Health Fair
Mentoring Programs	CPR/First Aid Classes
Resources for After-School Tutoring	Parent Checkout Library
Make n' Take Workshops	Referrals to Medical and Social Services

EQUAL EDUCATION OPPORTUNITIES

NONDISCRIMINATION POLICY

It is the policy of Stewart County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of the district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title VI, Title IX, and Section 504 may be directed to:
Stewart County Central Office 232-5176

Mrs. Leta Joiner, Director of Schools
Marian Page, Section 504
Tracy Watson, Title VI , Title IX
Robyn Crain, IDEA

The Stewart County Board of Education provides services for all eligible students under IDEA, Part B and Section 504. If you know of a child who may be in need of services due to a disability, please contact the Stewart County Board of Education at 232-5176.

North Stewart Elementary uses the State of Tennessee Curriculum Standards and The Blueprint for Learning as the basis for instruction. This information can be accessed from our school website at www.stewartcountyschools.net.

ESL PROGRAM POLICY

The English as a Second Language (ESL) Program Policy is designed to set minimum standards for Tennessee school districts in providing services to non-English language background (NELB) students who are also limited English proficient (LEP). These students are referred to as English Language Learners (ELLS).

States, districts and schools are required to provide specialized programs for LEP students to comply with Title VI of the Civil Rights Act of 1965 and T.C.A 4-21-90. This ESL policy has two purposes. First, it establishes the minimum required compliance components for implementing effective educational programs for ELLS. The ESL contact person for Stewart County Schools is Brenda Smith.

North Stewart Elementary School Title I School-wide Program

North Stewart Elementary School is a Title I school-wide school. Effective school-wide programs are about ensuring high levels of academic success for all students. A school-wide program is built on reform strategies rather than separate, add-on services. The focus of a school-wide program is to implement research based programs that improve instruction in every aspect of the students' school experience. Opportunities are provided for all children to meet the state's proficient and advanced levels of student performance. Instruction is provided by highly qualified professional staff. Professional development opportunities which focus on researched best practices are provided for teachers, educational assistants, and other staff. School-wide programs have flexibility in the use of federal funds and allows for shared decision making. The Title I school-wide program at North Stewart Elementary fosters both equity and excellence. If you have questions concerning the Title I program or would like to view the Title I Consolidated Application, please contact the local Board of Education at 232-5176.

FEDERAL PROGRAMS

The federal government provides funds for the following programs within a school system: Title I, Title II, Title III, Title IV, Title V, Migrant and Homeless. Stewart County meets the criteria to receive funds in the following federal programs:

Title I - Both elementary schools meet the criteria to be Title I School Wide schools. Criteria is based on the number of students receiving free and reduced lunches. Every student is considered a Title I student in a school wide school. The purpose of Title I is to work with students who are at-risk of failing.

Title II – Federal funds provide staff development opportunities for teachers in areas of science and math.

Title IV – Federal funds are provided to ensure a safe and drug free environment. These funds are used for programs such as DARE, GREAT, etc.

Title V – Federal funds are used for staff development opportunities as well as parent trainings and supplies used through the Center.

At the present time, Stewart County does not meet the criteria to receive funds for Migrant and Homeless students. However, if you have questions about these programs or those mentioned above or you know of a migrant or homeless child in our community please contact the Board Office at 232-5176.

504 Complaint Procedure

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

**SCHOOL SCHEDULES
DISTRICT SCHOOL CALENDAR**

• August 1	First Day of School - Abbreviated day
• August 3	First Full Day of School
• September 3	Labor Day Holiday
• September 13	Parent/Teacher Conferences (K-12)
• September 14	School Holiday
• September 17	Employee Planning (no school for students)
• October 8 - 12	Fall Break
• November 8	Parent/Teacher Conferences (K-5)
• November 9	School Holiday
• November 12	Veteran's Day
• November 21 – 23	Thanksgiving Break
• December 19	Abbreviated days
• December 20 – Jan. 2	Christmas Break
• January 15	NSE Awards Ceremony K-2 at 6:00, 3-5 at 6:45
• January 17	Parent/Teacher Conferences (6-12)
• January 18	School Holiday
• January 21	Martin Luther King Day
• February 18	President's Day
• March 21	Parent/Teacher Conferences (K-12)
• March 22 – 29	Spring Break
• April 19	School Holiday
• May 16	NSE Awards Ceremony K-2 at 6:00, 3-5 at 6:45
• May 19	High School Graduation 4:00 pm
• May 21	NSE Pre-K and Kindergarten Graduation Pre-K at 10:00, K at 8:30
• May 22	NSE 5th Grade Graduation 10:00
• May 23	Discretionary Day (no school for students)
• May 24	Abbreviated day

**POSITIVE BEHAVIOR SUPPORT
Information**

North Stewart Elementary envisions ALL children and youth receiving exemplary educational services from exceptionally prepared educators. We will work hard to bridge the gap between research and practice by empowering our school, educators, administrators, and families to implement research-based, best and promising educational practices with all school-aged children. In so doing, we hope to facilitate a merger of general, vocational, and special education services into a unified, seamless system of education serving ALL students with equity and excellence.

In 2004, we began working on a School Wide Plan for Positive Behavior Support that addressed the behavior of all students at NSE. The initial goal was to identify the behaviors that we thought were most important. This process involved a team of parents, students, teachers, community members, and administrators. The rules identified for NSE were- Be Here, Be Prepared, Be Respectful and Be Responsible. Classroom teachers then worked with students to decide what it would look like or sound like to be Respectful in the classroom, hallway, bathroom, cafeteria, bus, playground or gym. The same process was used for teaching students to be respectful and prepared for class. Using research based techniques provided by the LRE for LIFE Project now Ed Excellence teachers taught students the desired behaviors for each of these school locations.

School Wide Positive Behavior Support is embedded in every aspect of our school program. LRE for Life is an acronym for Least Restrictive Environment for Living, Inclusion, Friendship, and Employment. It denotes that the ultimate task of schools is to prepare its students to live as valued, contributing, democratic citizens with meaningful relationships and satisfying careers. The project has provided our school with data driven professional development and technical assistance that have paved the way for developing our discipline plan and establishing a positive school climate. Our school is a place where students and teachers want to be. By creating such a nurturing and caring environment, children feel safe and our teachers work hard to meet not only the academic needs of the students but their basic needs as well. Food, shelter, clothing and medical needs cannot be ignored. By working with government agencies as well as private organizations, North Stewart Elementary School makes every effort to ensure every child has what they need in order to be successful.

Ed Excellence has given our school the tools we need to collect data from many sources to make informed decisions about school practices and policies. We devote a tremendous amount of time and effort to disaggregating this data. Our teachers use this information to make changes in their teaching strategies to increase test scores. But more importantly, they identify personal areas of strengths and share these with their colleagues.

Extensive collaboration between the administration, both general and special educators and parents is very important. This communication is imperative for improving comprehensive literacy instruction for all students within inclusive classrooms. By implementing data based instruction that allows the teacher to individualize general education, struggling learners that would normally be “left behind” develop a sense of belonging and a desire to learn. We continually celebrate their accomplishments throughout the year. Research shows that if you want to maintain a behavior or result, you must celebrate the accomplishments. These celebrations encourage higher student achievement.

Positive Behavior Support

Purpose

The purpose of the Stewart County District Wide Positive Behavior Support Initiative is to establish and maintain safe and effective school environments that maximize the academic achievement and behavioral competence of all learners in Stewart County.

Positive Behavior Support...

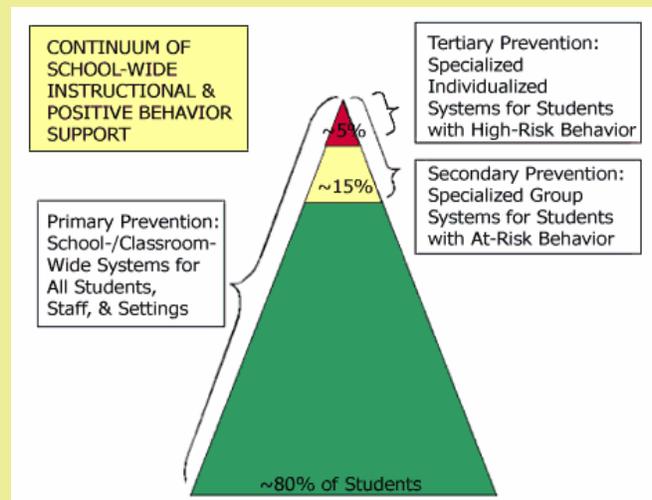
- *Aims to build effective environments in which positive behavior is more effective than problem behavior
- *Is a collaborative, assessment-based approach to developing effective interventions for problem behavior
- *Emphasizes the use of preventative teaching, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle outcomes

Stewart County Board of Education

P. O. Box 433 Dover, TN 37058
931-232-5176

www.stewartcountyschools.net

For more information about Stewart County Positive Behavior Support, please go to the Stewart County Schools web site and click the link to Positive Behavior Support.



North Stewart Elementary School
Positive Behavior Support Ticket Trade
2018-2019

Students are expected to follow the “4 B’s of NSE”:

- *Be Here*
- *Be Prepared*
- *Be Respectful*
- *Be Responsible*

The school-wide expectations for these four rules are taught at the beginning of each school year. A booster training is taught again around the middle of the school year, or as needed depending on the areas showing the most problems.

Tickets are given to students as a reward for positive behavior. They are given by faculty, staff, and bus drivers.

Superstar Cards

Teachers give Superstar cards to students demonstrating positive behavior aligning with the 4 Bs of NSE: Be Here, Be Prepared, Be Respectful, Be Responsible. When the Superstar cards are given, teachers will circle the rule followed by the students, write the child’s name and the homeroom teacher’s name on the card. The student will place it in the Superstar card bucket in each classroom. The tickets will be collected by the PBS team every Thursday and placed in the weekly drawing. The prizes will be announced Friday or Monday morning during announcements.

Lunch room Brownie Points

If a class talks quietly, cleans up their mess, keeps hands to themselves, and lines up orderly then they will receive a brownie magnet for their tray. Once a class fills their tray with magnets, they will get brownies baked for their class.

Monthly PBS reward parties

Every 4 weeks PBS will have a reward day (party) for students to attend. For a student to be able to attend they have to have 3 weeks out of the four without moving a clip or getting a check. This will be tracked on a chart by the homeroom teacher. A list will be sent to Christine Gillum on the Friday before the party.

Classroom Reward Systems

Tickets are given to students as a reward for positive behavior. Every grade level determines what the students can “buy” with these tickets.

Pre-K

Buy items from the treasure box, extra recess, special treats with tickets they earn

Kindergarten

Buy items out of the treasure box or coupon with tickets

1st

Extra Recess--30 minutes per week on Friday

50 tickets—Lunch with teachers

Purchase special activities from their teachers with tickets

2nd

Buy coupons for 20 tickets (coupons include-sit with a friend for a day, wear a hat, etc.)
extra recess reservations-50 tickets once every four weeks

3rd

Buy coupons for 20 tickets (coupons include-sit with a friend for a day, wear a hat, etc.)
extra recess reservations-every Friday from 1:45-2:00 if they do not have a check for the week.

4th and 5th

Punch card for end of nine weeks popcorn, capri sun

Punch card for daily positive behaviors are as follows:

Students can trade in their punch cards for the following rewards:

25 Punches= sticker box, write with a pen for the class period, candy box, treasure box, 10 minutes extra computer time, mechanical pencil, special seat, and wear a hat in the classroom.

50 Punches= special helper for the day

75 Punches = seat swap for the day

100 punches = eat lunch with the teacher

200 punches = sit at the teacher's desk

CDC

Students will be given tickets after completing a task and following classroom rules. Each ticket is worth \$0.01. The students will trade the tickets in on Fridays. They can choose to save their tickets for higher valued items. The choices are as follows:

Choose an activity \$0.05

Treasure Chest \$0.10

Fruit Roll Up \$0.50

Ice Cream \$0.75

One student will be using a smile face reward chart in which he will choose a reward from given pictures. He will be required to earn 3 smiley faces in order to be rewarded. The process starts over for each task.

RTI

Daily sticker chart-fill up the chart and choose a new book or coupon

ATTENDANCE

TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW T.C.A 49-6-3001-

Every parent, guardian, other person residing within the state of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive *, shall cause such child or children to attend public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided. * The meaning of the word "inclusive" is that the child must attend school from six (6) until eighteen (18) years old.

ATTENDANCE REPORTS REQUIRED BY LAW T.C.A 49-6-3007- It is the duty of the principal or teacher of every public, private or parochial school to report promptly to the director of schools, or the director of schools' designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported. Such superintendent shall thereupon serve, or cause to be served, upon the parent, guardian, or other person in Tennessee in parental relation to such children unlawfully absent

from school written notice that attendance of such children at school is required. The superintendent of any local school system, after written notice to the parent or guardian of a child, shall report any child who habitually and unlawfully absents himself from school to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such manner as the judge may determine to be for the best interest of the child.

PENALTY FOR VIOLATIONS T.C.A 49-6-3009-Any parent, guardian, or other person who has control of a child, or children, and who shall violate the provisions of this part commits a Class C misdemeanor and upon conviction thereof shall be subject to a maximum 30 days incarceration and a fine not to exceed \$50 plus court costs. Each day's unlawful absence shall constitute a separate misdemeanor.

STEWART COUNTY BOARD OF EDUCATION ATTENDANCE POLICY

Recognizing that absenteeism is a hindrance to efficient education of students and that punctuality and regularity of attendance affect the progress of a student at school, the Stewart County Board of Education has adopted the following attendance policy. The parents/guardian or other person having charge and control of a child is held responsible for the child's regular school attendance.

A student's absence is determined to be "excused" or "unexcused" and is based on the following information:

EXCUSED ABSENCES

1. The student's personal illness or hospitalization. A physician's statement or parent conference may be required at any time should the principal or the Director of Attendance deem it necessary. If the illness or the hospitalization is to exceed ten (10) consecutive days, the parent/guardian should apply for homebound instruction.
2. An illness or incapacitating condition of a family member which requires the temporary help of a student. (A physician's statement may be required.)
3. A death in the immediate family. (family includes parent, stepparent, guardian, grandparent, brother, sister, stepbrother/sister, aunt and uncle.)
4. Recognized religious holidays/events. Parents and guardians are requested to inform the school principal prior to a student being absent from school for religious holidays/events.
5. Required court appearances. A student may be excused from school attendance for required court appearances. (Verification from appropriate authorities must be provided.)
6. Other emergency or unusual extenuating circumstances beyond the control of the student. These must be approved by the school personnel. Students and parents have the right to appeal any attendance matter to the attendance review committee.

UNEXCUSED ABSENCES

Absences for reasons other than those stated above may be for reasonable cause but are considered to be "unexcused" for official school record keeping and attendance purposes.

STUDENT ATTENDANCE GRADES K-8

All absences will be marked unexcused unless the school receives a communication from the parent. The school will only mark 5 absences excused with communication from the parent. After that, every absence will be marked unexcused unless the school receives a doctor's note or if there are other extenuating circumstances (i.e. death in the family). When a student has accumulated 10 absences (excused or unexcused) in a year, the school will hold a meeting with the student, parent, an administrator, and a guidance counselor to make a plan to improve attendance. If a student accumulates 5 unexcused absences, the school will hold a meeting with the student and parent to make a plan to improve attendance. The student will be placed on Tier 1 Truancy Intervention. The next unexcused absence, a meeting will be held and the student placed on Tier 2 Truancy Intervention. If another unexcused absence the student will go to Tier 3 Truancy Intervention and result in Truancy Review Board and possible Juvenile Court. The attendance of students who have not reached the age of six (6) shall be satisfactory. Unsatisfactory attendance that is not supported by an adequate excuse may result in the suspension of a student for an indefinite period of time.

DEFINITIONS

Absent: A student is not in attendance in regularly scheduled classes at the school where he/she attends.

Present: A student is in attendance in regularly scheduled classes where he/she attends.

Early Dismissal: A student leaving a class or school early before the end of the school day.

Tardy: Entering class or school after the designated time.

Attendance Review Committee: A building level committee to review extenuating circumstances which would adequately explain a student's excessive absence from school and/or class. The Attendance Review Committee is composed of the superintendent or designee, attendance supervisor, principal or designee, guidance counselor, and a classroom teacher.

TARDINESS

School begins at 7:45 a.m. for all grades. Unless you are in your classroom at the time scheduled, you are tardy. Tardy students must get an admittance slip from the office. **Early dismissals and tardies will reflect on a student's permanent attendance record. On your students report card late entries and early dismissals will both be displayed as tardies.**

STEWART COUNTY SCHOOL SYSTEM TARDY AND EARLY DISMISSAL POLICY

Instructional time is very important to a student's academic potential. Therefore, excessive tardiness and early dismissals have a negative impact upon a student's success in school. Recognizing this, the following policy will be implemented.

The actions listed below will apply for unexcused tardies and/or unexcused early dismissals incurred during each grading period:

Grades K-8: 9 weeks grading period

Grades K-8: 5 unexcused tardies and/ or unexcused early dismissals- send parent/legal guardian a copy of the tardy and early dismissal policy along with the number of tardies and/ or early dismissals

10 unexcused tardies and/ or unexcused early dismissals-meeting with parent/legal guardian

Failure of parent/legal guardian to correct tardiness and/ or early dismissal problems may result in a referral to the Truancy Review Board.

TRUANCY REVIEW BOARD

The Stewart County Truancy Board is a body of concerned citizens who recognize the necessity of regular school attendance. This is a joint effort by the school, juvenile court, law enforcement, and community health agencies. This mission and purpose of the Truancy Review Board is to:

1. Insure compliance with compulsory attendance laws and Board of Education policies.
2. Send a generalized message to truancy population that compulsory attendance laws will be enforced.
3. Advise and educate parents of their rights and responsibilities.
4. Reduce amount of dropouts and retention rates due to non-attendance.
5. Decrease time of Attendance Supervisor for prosecuting cases in court.

As of August, 1999, this board will meet as needed at the Stewart County Board of Education. Referrals to the Truancy Review Board will be based on students who have demonstrated a history of truancy. (For more information, please contact Marian Page at 232-5176.)

LEAVING THE BUILDING EARLY

Parents may pick up students early by coming to the office prior to 2:30. After 2:30, parents must go to the parent pick-up line. **ONLY THOSE LISTED ON THE EMERGENCY CARD WILL BE ALLOWED TO OBTAIN AN EARLY DISMISSAL FOR A STUDENT.**

EMERGENCY CLOSING OF SCHOOL

PLEASE DO NOT CALL THE SCHOOL. Information regarding emergency closing of schools will be announced over the radio (103.5 The Froggy), WSMV channel 4, or automated phone messaging system . Unless teachers are told otherwise, students will follow the parent's directions that are on the **Early Dismissal Forms** filled out at the beginning of the year.

LUNCH

1. Breakfast and lunch are free for all students. Students should use good table manners at all times during their lunch period.
2. Throwing food will not be tolerated.
3. Food, snacks, drinks, straws, etc. may not be taken from the cafeteria.
4. Students are not allowed to bring carbonated beverages (coke, sprite, etc.).

Students should talk in a normal conversational tone. If the noise level becomes too high, the monitors on duty may take away the privilege to talk. **In order to continue free lunch and breakfast, ALL families must complete the free and reduced family form.**

GRADING SCALE

Scale- Report cards will be sent home four times a year on a nine week grading period for Grades K-5. Report cards go home five days following the end of the grading period. Parents must sign and return the cards to the classroom teacher. Progress reports will be sent home at 3 and 6 week intervals between report cards. Please sign progress reports and send them back immediately.

Teachers will also send home progress reports that are to be signed and returned.
Grades K-5

90-100	A (outstanding)
80- 89	B (above average)
73- 79	C (average)
70- 72	D (below average)
Below 70	F (unacceptable)

Homework Policy

Homework is an important part of your child's school experience. Supporting good work habits requires a joint effort. While not doing your child's homework for them, please provide necessary assistance and a positive, supportive attitude when your child is completing assigned tasks according to instructions from the teacher.

The following are the established daily homework time guidelines for students who attend North Stewart Elementary School:

All Grades Read 20 minutes every night

Kindergarten and 1st Grades: Monday-Thursday 15-20 minutes daily

2nd Grade: Monday-Thursday 20-30 minutes daily

3rd and 4th Grade: Monday-Thursday 35-45 minutes daily

5th Grade: Monday-Thursday 50-60 minutes daily

The above guidelines are suggested times. Please take into consideration the rate of time at which your child works.

If your child will be absent for two or more days, please call the school before 10:00 AM to request homework. You may pick up your child's homework in the office between the hours of 3:00 PM and 4:00 PM. If you contact the school after 10:00 AM, your child's homework may or may not be available. Students will have the same number of days as absent to make up their work.

Homework brings the school and home closer together. As the school and home share the responsibility for education in the years ahead, cooperation between home and school is even more imperative to develop a sound a sensible educational program at North Stewart Elementary for each and every student.

North Stewart Faculty

HEALTH SERVICES

Medication - Students are not permitted to bring prescription or non-prescription drugs to school. **State Law requires that all medication be brought to school by a responsible adult** and should be in its original new sealed bottle if over the counter or the original prescription bottle. Medicine (including over the counter) is not to be in the possession of a student at any time except for emergency medication which must first be checked in through the school nurse. Forms must be completed by the parent and/or physician in order for any medication to be administered to the student

Excuses from PE class - TN State law requires all children to participate in physical education. North Stewart Elementary does not require a physical education uniform. Students may be excused from PE for the following reasons:

1. Note from parent or guardian indicating a one-day minor illness or condition that would not allow the student to participate.
2. Note from Doctor.
3. Religious exemptions signed by an ordained clergyman.

Students who do not take PE will not participate in recess as well.

Immunizations - All students enrolling in the State of Tennessee must have their immunizations up to date. Shot records can be taken to the Stewart County Health Department. They will in turn give the student a "green card" which is proof of immunizations.

STUDENT HEALTH SCREENINGS NOTIFICATION

As required by the Tennessee Department of Education, mandated Student Health screenings will be conducted at your child's school this year. The high school students will be screened in their Wellness classes. Austin Peay State University (APSU) Nursing Department, Lions Club and various other trained volunteers will be assisting with screenings. While all information is private and confidential some information may be shared with the classroom/PE teacher(s) such as elevated blood pressure, vision or hearing needs to assist with your students educational needs. This data is reported to the Tennessee Department of Education and the Tennessee Department of Health.

We will be screening to determine if your child has a health risk that 1) needs medical attention and/or 2) might affect his/her classroom work. Pre-K, K, 2 and 4 grades **may be** rescreened at the **end** of the school year to allow for rescreening during the following year. The screenings are typically conducted in but not limited to these grades:

Vision & Hearing – Grades Pre K, K, 2 and 4. **Dental** – Grades K, 2, and 4.
Blood Pressure & Height and Weight – Grades K, 2 and 4.

You will be notified of the results if your child's screenings only after review by the school nurse and if there is a need for further evaluation. You may request them by contacting the school nurse at the number indicated below. These screenings do not qualify as an examination and parents are encouraged to make sure your child has annual medical checkups as well as bi-annual dental checkups. ***You will be notified if any screening is thought to be outside of normal range.***

The state mandated screenings usually take place the first few months of school but could be conducted at any time during the year. If you have any questions regarding this free service, **or if you want your child excluded from the Health Screenings, please contact the School Nurse at the number below or return a note with your child's name, grade, and homeroom teacher stating that you do not wish for your child to be screened and sign/date it.**

North Stewart Elementary School – 232-5505

GENERAL

MEDIA ACCESS TO STUDENTS

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parent/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school. Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

BOOKS, MATERIALS, AND EQUIPMENT

All textbooks, library books, and other materials and equipment necessary to the educational process are property of the Board of Education. Students are responsible for their proper care and safeguarding. Students are not to mark or damage books and materials in any way. Failure to return and/or provide replacement value shall result in 1) no additional books, materials, or equipment being issued to the student.

PHONE CALLS

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

FIELD TRIPS

Students who leave on a school sponsored will accompany the teacher and group back unless arrangements are made in advance for a parent or guardian to pick the student up in person. The parent/guardian will be responsible for the student at that time.

In many instances, it will be necessary to have permission slips turned in before leaving the school. Students who ride buses on all school-sponsored trips are under the jurisdiction of the teacher and bus driver at all times. All school rules are in effect during school sponsored trips. Any violation of these rules or unsatisfactory conduct will result in the student being suspended from making any further school trips. Other disciplinary action may be imposed. All absences associated with a school-sponsored trip are excused. It is the responsibility of the student to obtain and complete all assignments missed while on a school-sponsored trip.

SUPERVISION OF STUDENTS BY TEACHERS

It is the duty of each member of the NSES faculty to make needed corrections to students at any time during the school day. This includes the time at school prior to 7:45 a.m., during lunch, assembly, restroom breaks, outside the building and at all school sponsored activities.

PHONES AND ELECTRONIC DEVICES

Cell phones or electronic devices can not be used during the school day. If the electronic device is found out the device will be turned into the office.

- 1st Offense- Turned into office, returned at end of the day
- 2nd Offense – Turned into office, device kept overnight, returned next day
- 3rd Offense – Turned into office, parents must pick up device

ASSEMBLY PROGRAMS

NSES has a reputation as being an excellent audience for visitors. Courtesy is always appreciated by visiting performers and speakers. Students are to sit in the area designated for their class. Any disruption during an assembly program will result in disciplinary action.

LIBRARY

The library is open from 7:10 a.m. until 2:30 p.m. The library is a classroom resource and an area for student enjoyment. No continuous or disruptive talking is allowed. Students are not to be in the library during class time without written permission from their teacher.

ENERGY DRINKS

All energy drinks are prohibited.

EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado, bomb threat, earthquake and intruder drills. At the beginning of each semester, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's *Student Code of Conduct* may be reported to law enforcement officials.

LATE PICKUP/BUS DROP OFF

We continue to have a problem with some parents, not taking responsibility to ensure that their child is picked up from school in a timely manner or there is no one at home to care for children when the school bus drops them off in the afternoon. Children under the age of 12 will not be let off of the bus by the bus driver, unless the bus driver sees someone at the residence. Parents will need to talk to Transportation Director to make any arrangements if this is not possible. Upon review of the problem, the following actions have been deemed to be appropriate in response to the problem and shall be implemented.

The principal shall make notice in the student handbook that this problem exists, what constitutes this problem, and the possible consequences of violating this policy. This shall serve as a first notice.

FIRST OFFENSE: Upon the first offense of a child being left after school without prior arrangement with the school, the principal or the principal's designee shall make verbal contact with the parent(s) of said child to indicate that this problem has occurred. The principal will attempt to seek remedy of future situations with the help of the parent(s). The conversation shall be documented.

SECOND OFFENSE: In the event that a second offense occurs, the principal shall send a letter to the parent(s) of said child indicating an apparent continuing problem exists and outline possible consequences of further action of this type. The letter shall invite the parent(s) to discuss a remedy to prevent further action. The letter and any response shall be documented.

THIRD OFFENSE: Should a third offense occur, a letter requiring the child's parent(s) to attend a mandatory meeting shall be sent to the child's parent(s). The purpose of this meeting is to review the last two offenses and to explain that this will be the last offense before court action. This will allow the child's parent(s) to explain the circumstances of the offense. Actions and conversations relating to this offense shall be documented.

FOURTH OFFENSE: In the event that a fourth offense occurs, the principal or the principal's designee shall contact the court with documentation of prior actions taken to discuss filing charges for dependent child neglect.

The principal, after a review of the facts of each individual case, has the option of escalating or de-escalating the response to each offense. If the facts of an individual case, after review, should lead a reasonable person to believe that the case is more serious or less serious in nature, then the principal may defer to any action deemed appropriate from the options above and clearly document why such action has been taken in lieu of the prescribed order of steps. The principal may seek the assistance of local law enforcement when deemed necessary.

CODE OF CONDUCT BUS

Bus service is an extension of the classroom. Student behavior on a bus is to be consistent with the established standards for classroom behavior. All reasonable directions given by the driver are to be followed. Students brought to the office for inappropriate behavior will be given a warning, ISS, or, depending on the infraction, may lose bus privileges for a minimum of 5 days. A student wishing to ride a bus other than his/her own must bring a note from the parent to the classroom teacher or office. The note must be signed by the office staff and given to the bus driver by the student.

****THE SCHOOL MUST BE NOTIFIED PRIOR TO 1:30 P.M. IF A STUDENT WILL BE RIDING A DIFFERENT BUS OR RIDING IN A CAR.**

SCHOOL BUS RULES & REGULATIONS FOR STUDENTS

1. To insure safety, everyone is under the supervision of the bus driver on the bus. Passengers must respond promptly to instructions given by the bus driver including seating assignments.
2. The bus is an extension of the classroom and all rules of behavior for students as specified by School Board Policy and the School Handbook Manual are applicable.
3. Food, drink, and candy on the bus are prohibited except in unusual circumstances as specified by the bus driver or Supervisor of Transportation.
4. Animals, oversized objects (including balloons), and glass containers are not permitted. Flammable items are not to be on the bus including cigarette lighters or matches.
5. Passengers must observe conduct similar to that in the classroom. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive, obscene language or gestures are not acceptable.
6. Keep aisles and step-off platform clear at all times.
7. The student should never extend any portion of the body outside bus windows. Objects are not to be thrown from the bus.
8. Students are to sit in the seats. Students should not attempt to move about while the bus is in motion but remain seated until the bus stops.
9. Damage to the bus must be paid for by the student/guardian. Bus service will not be provided until this is done or arrangements are made.
10. Regular pickup time schedules must be observed by the student.
11. Students must wait at the proper stop and never stand in the road.
12. Students are to wait for the drivers signal before crossing the road to board the bus. Students are to cross well in front of the bus.
13. Observe driver's instructions when loading or unloading.
14. Drivers will not unload passengers at places other than the regular stops near their home or at school without proper authorization from the parent and school officials.
15. Failure to follow regulations, procedures, or bus driver directions may result in suspension from bus service.
16. Parents/guardians should never board a bus to talk to the driver. Any issue or problem should be addressed at the school.

--SAFETY IS EVERYONE'S RESPONSIBILITY--

BUILDING RULES

1. **Students may enter the building after 7:10 a.m. There will be no supervision prior to 7:10.**
2. All students will be dismissed through the office. Parents are not to go to the classrooms unless they have cleared it through the office prior to the visit and are wearing a visitor's pass.
3. Chewing gum is prohibited.
4. Obscene or vulgar language will not be tolerated at North Stewart Elementary.

5. No student may ride motorbikes or bicycles on campus, nor should they be on the playground after school hours.
6. Radios, electronic games, toys, etc. or other items that could cause disruptions are not to be brought to school. The teachers may collect any items that cause a disruption to the learning process. These items must be picked up by the parents. Phones or any electronic device cannot be out during the school day.
7. During assemblies, courtesy should always be shown to our guest. Entering and leaving the assemblies is to be done quietly and orderly. The appearance of someone on the stage or at the microphone is the automatic sign for silence.
8. Soliciting and/or sales by individuals or non school groups is not permitted. School clubs and organizations must secure permission from the principal to sell items of any type at a school sponsored activity.
9. A note is required from the parents if their child is riding a different bus that day, getting off the bus at a different location, being picked up by anyone other than the people on the child's emergency card, or being picked up by a parent after school when the child usually rides the bus home.
10. Parents must notify the school **before 1:30** to request the change of a student's bus number for that afternoon. This ensures enough time to notify the student of the bus change before the dismissal of school.

CARE OF SCHOOL PROPERTY

1. Individual students, except for those who have waivers, shall be responsible for purchasing workbooks when workbooks are required by the teacher.
2. Students are responsible for the proper care of all books, supplies, furniture, and equipment supplied by the school. Students who deface school property or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

DRESS ITEMS AND GROOMING

Student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The wearing of clothing, hair arrangements, or other personal adornments clearly intended to be disruptive or to interfere with the regular operation of school are prohibited. Also, the dress or appearance must not interfere with the rights of others. The following attire is prohibited:

1. Head coverings of any kind, including but not limited to scarves, bandannas, masks, kerchiefs, caps, or hoods. Hair rollers are not to be worn in the building.
2. Footwear which marks/damages floors.
3. Sunglasses
4. Spiked or studded attire or accessories.
5. Attire or accessories which portray disruptive writing or pictures.
6. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverage.
7. Clothing depicting any words or symbols, including those with double meanings that could in any way be construed as sensual, sexual, violent, obscene, or with inappropriate language.
8. Shirts and/or blouses, which reveal the abdomen, chest, back, or undergarments. (Any tops that reveal the abdomen when the arms are raised above the head are not appropriate.)
9. See through clothing, white undergarment type T-shirts, biker shorts, and clothes with excessive tears or holes.
10. Shorts, mini skirts, or dresses which reveal the upper thigh or undergarments. (These should reach the fingertips when arms are at sides.)
11. Clothing or jewelry that is obscene, profane, provocative, or contains inflammatory words or pictures.
12. Clothing or accessories displaying words or pictures that is offensive based on race or gender or that harasses, threatens, intimidates, or demeans an individual or groups of individuals because of sex, color, race, religion, handicap, or national origin.
13. Clothing, apparel, tattoos, accessories, jewelry or "colors" that are specifically intended to identify one as a member of a gang which is associated with criminal activities.

14. Pants that sag. The pants are to be sized appropriately and fit at the waist so that underwear is not revealed. Oversized pants with large pockets will not be allowed.
15. Piercing of body parts that might pose a safety hazard.
16. Large duffel bags will not be allowed to be used for book bags.
17. Sleepwear is not to be worn to school.

CONDUCT ITEMS

Students are expected to conform to the rules and regulations of the school system. Below is a non-inclusive list of behaviors deemed inappropriate for the school environment. These behaviors may result in disciplinary actions. These actions are at the discretion of the Principal and Assistant Principal. Repeat offenses will result in more severe punishment. The following is a list of behaviors not acceptable in the Stewart County School System. Most of these are not an issue at North Stewart Elementary, but are only listed for information.

- | | |
|---|---|
| 1. Angry Altercation (Major) | 30. Bomb Threat |
| 2. Behavior Inappropriate | 31. Gambling |
| 3. Bullying/Harassment (Gender) | 32. Alcohol Possession |
| 4. Bullying/Harassment (Race) | 33. Alcohol Distribution |
| 5. Bullying/Harassment (Disability) | 34. Drug Use |
| 6. Bullying/Harassment (General) | 35. Drug Possession |
| 7. Bullying/Harassment (Religion) | 36. Drug Distribution |
| 8. Bullying/Harassment (Sexual Orientation) | 37. Technology Type:_____ |
| 9. Defiance | 38. Threats of Physical Attack w/o Weapon |
| 10. Disruption (Major) | 39. Threats of Physical Attack w/firearm |
| 11. Dress Code Violation | 40. Threats of Physical Attack w/weapon |
| 12. False Fire Alarm | 41. Physical Attack w/o Weapon |
| 13. False Call to 911 | 42. Physical Attack w/firearm |
| 14. Fighting | 43. Physical Attack w/weapon |
| 15. Forged Note | 44. Aggravated Assault Teacher/Staff |
| 16. Forged Phone Call | 45. Aggravated Assault of Student |
| 17. Hands Off Policy | 46. Assault/Battery of Student |
| 18. Inappropriate Language
(Abusive/Profanity) | 47. Assault of Teacher/Staff |
| 19. Knife Possession | 48. Assault Verbal |
| 20. Left School without Permission | 49. Rifle/Shotgun Possession |
| 21. Physical Aggression | 50. Handgun Possession |
| 22. Physical Contact | 51. Weapons Possession/Use/Transfer |
| 23. Sale/Possession of Stolen Property | 52. Robbery (No Weapon) |
| 24. Theft | 53. Robbery (Weapon) |
| 25. Three Minors= One Major | 54. Robbery(Firearm) |
| 26. Tobacco/Paraphernalia Possession | 55. Explosive Possession |
| 27. Vandalism | 56. Sexual Assault |
| 28. Vapor Device | 57. Sexual Harassment |
| 29. Arson | 58. Extortion |

ZERO TOLERANCE

Some of the behaviors above fall under zero tolerance. **Zero tolerance** acts are as follows:

1. Students who bring or unlawfully possess alcohol, a narcotic or stimulant drug, prescription drug, any other controlled substance, drug paraphernalia, or a dangerous weapon on to a school bus, on to school property or to any school event or activity on or off campus.
2. Any student who while on a school bus, on school property or while attending any school event or activity:
 - a. Uses, possesses, purchases, sells or manufactures alcohol or illegal drugs, drug paraphernalia; or

- b. Is under the influence of alcohol or illegal drugs; or
- c. Possesses a dangerous weapon; or
- d. Commits battery or assaults or threatens to assault a teacher or other staff member

Battery is committed when a person intentionally causes contact with another that is extremely offensive or provocative or when a person threatens to do so.

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year.

The superintendent shall have the authority to modify this suspension requirement on a case by case basis.

WEAPONS AND DANGEROUS INSTRUMENTS

It is in violation of school policy and State Law for anyone to bring a dangerous weapon on school premises or at any school-sponsored event or activity. Any weapons found upon a person, within an automobile or any other manner upon school property will be confiscated and reported to law enforcement authorities. Persons who bring such items on school premises, whether students or not, will be prosecuted in accordance with State Law.

Dangerous weapons for the purpose of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawkbill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles..." TCA 39-17-1309

A student in possession of a knife with a blade in excess of three (3) inches at any of the above places will be considered in possession of a dangerous weapon.

BULLYING/INTIMIDATION

According to the State of Tennessee, several definitions of bullying exist, but bullying always involves at least these elements: (1) unwanted, aggressive behavior, (2) involving an actual or perceived imbalance of power, that is (3) repeated or occurring over a period of time.

Tennessee Code Annotated § 49-6-1015 authorizes and requires a district to address harassment, intimidation, bullying, and cyber-bullying – behavior that “substantially interferes with a student’s educational benefits, opportunities or performance” whether occurring on or off of school property. While LEAs may want to reference this statutory authorization in their policies, LEAs should specifically define bullying. Bullying is peer abuse. Not all behavior that “substantially interferes” with the school environment rises to this level and constitutes bullying. Community members will understand this as policies clearly distinguish bullying from harassment.

Students shall be provided a safe learning environment. It shall be a violation for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. This includes conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following de-boarding. .

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All allegations shall be fully investigated by a complaint manager.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual’s need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take

necessary action to resolve a complaint the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment toward a student by an employee or another student will not be tolerated.

Sexual harassment is defined as conduct, advances, gestures or words of a sexual nature which:

1. Interferes with the student's work or educational opportunities.
2. Creates an intimidating, hostile or offensive learning environment.
3. Implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit.
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Victims of sexual harassment should report these incidents to an appropriate school official. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The principal shall be responsible for investigating all complaints of sexual harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director of Schools, and ultimately, to the Board of Education.

THREATS

The administration of NSES will take all threats of violence including verbal, written, and physical threats very seriously. Any student that threatens another student is subject to harsh disciplinary action.

DUE PROCESS

No disciplinary measure of any nature shall be imposed against a student until the student has been given oral or written notification of the charges against him/her. If the charges are denied, the student will be given an explanation of the evidence against him/her and an opportunity to present his/her version of the facts.

PARENTAL NOTIFICATION

Parents will be notified of all disciplinary procedures handled in the office. For more minor offenses, this will usually consist of a disciplinary notification form sent home with the student. This form must be signed by the parent/guardian and returned to the office. Failure of the student to return this form will result in the extension of any assigned punishment or the assignment of additional punishment. In the case of out of school suspensions or expulsions, parents will receive personal notification in the form of a phone call. In these cases the parent may be required to meet with the principal or pick the student up from school.

NORTH STEWART ELEMENTARY SCHOOL BULLYING/INTIMIDATION/SEXUAL HARASSMENT PLAN

If a student is experiencing a bullying situation they are to:

1. Stop – Using hand signals
2. Walk away.
3. Talk/Report to an adult

When problem behavior is reported, the following response will be initiated:

1. Reinforce the student for reporting the problem behavior (ex. I am glad you told me.)
2. Ask who, what, when, where.
3. Ensure the student's safety (victim and/or witness)

- a. Is the bullying still happening?
 - b. Is the reporting student still at risk?
 - c. Fear of revenge?
 - d. What does the student need to feel safe?
 - e. What is the severity of the situation?
4. “Did you tell the other student to stop?” (praise student for appropriate responses)
 5. “Did you walk away from the problem behavior?” (again, use praise student for appropriate responses)
 6. Investigate.
 7. Speak with perpetrator(s).
 8. Contact parents.
 9. Use punishment only if problem behaviors continue.

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111 (g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Marian Page at 931.232.5176.

DISCIPLINARY OPTIONS

In school Suspension (ISS) - The principal or assistant principal may institute an in-school suspension for discipline purposes. The student will be placed in a physical setting where there will be appropriate supervision by a designated professional person. Any disruption by the student in this setting will result in the student being sent home. Most In School Suspension time is served during student recess or activity periods such as art or library. Removing a student from an academic class is a last resort. However, it is sometimes necessary to protect the other students from loss of instruction time.

Early/After School Detention - Students may be detained before or after the school day as a means of disciplinary action. The student will be given at least one day of notice before detention. Parents will receive written notice before detention takes place. Students in detention will be under the supervision of staff members. Detention will not exceed one hour before or after the official start or closing of the school day but may be administered several days in succession. Teachers must have the approval of the Principal or Assistant Principal before detaining the student.

Out-of School Suspension - Any Principal or Assistant Principal may suspend any student from attendance at school or any school-related activity on or off campus or from attendance at specified class or classes, or riding a school bus, without suspending such student from attendance at school for good and sufficient reasons.

Expulsions

The Stewart County School System refuses to tolerate behavior dangerous to others or detrimental to the good order of our schools. Students exhibiting such behavior will be removed from the school system.

Student Complaints and Grievances - Student complaints and grievances shall first be made to the teacher, then to the Principal. If not resolved, the matter may then be appealed to the Superintendent and ultimately to the Board.

DRUG AND ALCOHOL TESTING

Any student while on a school bus, on school property or while attending any school event or activity, who acts in an abnormal manner sufficient to cause reasonable suspicion that he/she has violated this policy concerning alcohol and drugs, will be required to submit to an alcohol and/or a controlled substance test upon the approval and written referral of the school principal.

A REFUSAL TO SUBMIT TO REQUIRED TESTING WILL BE TREATED AS A POSITIVE TEST RESULT.

SEARCHES AND SEIZURES

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student conduct;
3. Any object or substance, which because of its presence presents an immediate danger of harm or illness to any person.

Any items found in the course of a search may be turned over to law enforcement for investigation.

LOCKER SEARCHES

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or storage areas provided for student use on school premises remain the property of the school system and are provided for the use of the students subject to inspection, access for maintenance and search.

SEARCHES BY POLICE

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers, desks, cell phones, or students' or non-students' automobiles for drugs, weapons or items of an illegal or prohibited nature.

PARENT/FAMILY INVOLVEMENT GENERAL EXPECTATIONS FOR ALL SCHOOLS

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

The Board shall implement the following as required by federal and state legislation:

- The school district will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall incorporate activities and strategies that support this district wide family and community engagement policy into its Tennessee Comprehensive System wide Planning Process (TCSPP).
- The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.

- The TCSPP shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.
- If the school district's TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- To the extent practicable, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and to the extent practicable, in a language parents understand.
- The school district shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of the school board, and representatives from the school district.
- Every school district shall ensure Title I schools are in compliance with the *No Child Left Behind Act*.

Parental/Family Involvement Policy

The Stewart County Board has adopted a Parent/Family Involvement Policy. The following policy will be used to create Family and Community Engagement Plans for each of the four schools in Stewart County. Suggestions for additions or improvements to the policy will be appreciated. Additionally, suggestions for programs, activities and procedures to involve parents are welcomed.

Please contact the Stewart County Board of Education at 931-232-5176 or email letajoiner@stewartcountyschools.org or tracywatson@stewartcountyschools.org. For more information visit stewartcountyschools.net and click on any of the individual schools.

Parents have the right to request that their child's name, address and telephone number not to be released to a military recruiter.

North Stewart Elementary Family and Community Engagement Plan 2018-2019

I. Communication

- Grades - Skyward, progress reports, newsletters, report cards, apps such as DoJo or Remind and school website
- Attendance - report cards, attendance letters, Truancy Review Board, Awards Ceremony, incentive parties, newspaper recognition, Skyward
- Discipline - parent phone calls, letter home, referral forms, office communication, discipline contract, Positive Behavior Support Ticket Program
- Program/Activities – afterschool tutoring(EXCEL Program), scouts, Jr. Pro Activities, awards ceremonies, school newspaper, Family Resource, Coordinated School Health Program, Recycling Team and 4-H.
- Test Data - Tennessee Comprehensive Assessment Program, (TCAP) Information pamphlets, Accelerated Reading/Accelerated Math, Standard Testing Assessment Reading (STAR), and school website.
- Homework -- agendas, home communication letters, homework contract

- II. Parent Involvement
 - Parent Teacher Organization, Tennessee School Improvement Plan (TSIP) Committee, Advisory Committee
 - Activities -- field trips, Spring Festival, Literacy Nights, Read Across America Day, classroom celebrations, PTO dances, Grandparents Day, and Chillerween
- III. Community Involvement
 - Read Across America, Guest Speakers, Community Resource People, Kids Against Tobacco Substances (KATS), Just Say No, Career Day, Veterans' Day Program, Volunteers in Classroom
- IV. Discipline
 - Discipline Policy, Discipline Committee, Positive Behavior Support
- V. Barriers to Involvement
 - Time – parents work during school hours
 - Money – Rural community, Not enough, \$6,000 per student expenditure

STATE OF TENNESSEE CONTACT INFORMATION

Tennessee Department of Education

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting www.tn.gov/education
 Tennessee Department of Education
 710 James Robertson Parkway
 Nashville, Tennessee 37243-0380
 Phone: 615-741-5158

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee is on the internet at <http://www.thearctn.org/>

151 Athens Way, Suite 100
 Nashville, TN 37228
 Phone: 615-248-5878 Toll-free: 1-800-835-7077
 Fax: 615-248-5879 Email: info@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza
 Greenville, TN 37745
 1-800-280-STEP

Disability Rights TN is on the internet at www.disabilityrightstn.org

2 International Plaza Suite 825
 Nashville, Tennessee 37217
 Phone: 1-800-287-9636 (toll-free) or 615-298-1080
 Fax: 615-298-2046

Tennessee Voices for Children is on the Internet at www.tnvoices.org/

Middle Tennessee:
 701 Bradford Avenue

Nashville, TN 37203
Telephone: 615-269-7751
Fax: 615-269-8914
TN Toll Free: 800-670-9882
E-mail: TVC@tnvoices.org

Centerstone in on the Internet at www.centerstone.org/tennessee-services

SCMS has a Centerstone Counselor on campus. Call the school for more information about on campus services. Customer Care Center and Crisis Call Center (24/7/365): 800-681-7444

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services—Department of Human Services: www.tn.gov/humanservices/section/disability-services

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

ACCEPTABLE USE POLICY FOR THE STEWART COUNTY SCHOOLS COMPUTER NETWORK

The Stewart County Schools (SCS) offers Internet access for faculty and student use. This document contains the Acceptable Use Policy for student users of the SCS Computer Network and Internet resources.

Educational Purpose

- The SCS Computer Network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development and limited high-quality self-discovery activities.
- The SCS Computer Network has not been established as a public access service or a public forum. SCS has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the SCS Disciplinary Code and the law in your use of the SCS Computer Network.
- You may not use the SCS Computer for commercial purposes. This means you may not offer, provide or purchase products or services through the SCS Network.
- You may not use the SCS Computer Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

Student Internet Access

- All students will have access to Internet World Wide Web information resources through their classroom, library or school computer lab with permission of parent or guardian.
- At the time, e-mail accounts and personal web pages are not being issued to students. If and when these resources are allowed, additional conditions will be added to the Student Acceptable Use Policy to address the additional responsibilities, which accompany these items.

Unacceptable Uses

The following uses of the SCS Computer Network are considered unacceptable:

Exchange of Personal Information

- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will not agree to meet with someone you have met online without your parent’s approval. Your parent should accompany you to this meeting.

- You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

- You will not attempt to gain unauthorized access to the SCS Computer Network or to any other computer system through the SCS Computer Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will not use the SCS Computer Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

System Security

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

Inappropriate Language

- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- You will not post information that could cause damage or a danger of disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, then you must stop.
- You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.

Respecting Resource Limits

- You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- The installation of any file-sharing program is prohibited without approval of Technology Coordinator.

Plagiarism and Copyright Infringement

- You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

Access to Inappropriate Material

- You will not use the SCS Computer Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- If you mistakenly access inappropriate information, you should immediately tell your teacher, librarian or another district employee. This will protect you against a claim that you have intentionally violated this Policy.
- Your parents should instruct you if there is additional material that they think it would be appropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

YOUR RIGHTS

Free Speech

- Your right to free speech, as set forth in the SCS Disciplinary Code, applies also to your communication on the Internet. The SCS Computer Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

Search and Seizure

- You should expect only limited privacy in the contents of your personal files on the SCS Computer Network. The situation is similar to the rights you have in the privacy of your locker.
- Routine maintenance and monitoring of SCS Computer Network may lead to discovery that you have violated this Policy, the SCS Disciplinary Code, or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the SCS Disciplinary Code, or the law. The investigation will be reasonable and related to the suspected violation.
- Your parents have the right at any time to request to see the contents of your email files.

Due Process

- The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the SCS Network.
- In the event there is a claim that you have violated this Policy or the SCS Disciplinary Code in your use of the SCS Network, the matter will be addressed in accordance with the SCS Disciplinary Code.
- If the violation also involves a violation of other provisions of the SCS Disciplinary Code, it will be handled in a manner described in the SCS Disciplinary Code. Additional restrictions may be placed on your use of your Internet account. Limitation of Liability

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

North Stewart Elementary School

Debbie Grasty, Principal

2201 Hwy 79
Big Rock, TN 37023

Jacquelyn Perigen, Vice-Principal



Phone: (931) 232-5505
Fax: (931) 232-8139

NSES Student Handbook Signature Page

The NSES Student Handbook is online at <http://stewartcountyschools.net/nses>. I understand that as my child enrolls in North Stewart Elementary School he/she is subject to all rules and consequences provided in the student handbook. I acknowledge I have read and understand the contents of this handbook.

Student Name _____ Date _____

Parent Name _____ Date _____

Parent Signature _____ Date _____

The form on the back
must be signed and
returned. Please keep
the handbook for your
reference.