North Stewart Elementary School

Tara Page, Principal

Kristin Powell, Vice-Principal

2201 Highway 79
Big Rock, TN 37023
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.

This form must be signed and returned to school.

Student Name_____Date_____

Parent Name_____Date_____

Parent Signature_____Date_____

NSE Title I Program Learning Compact

Each student may expect that North Stewart Elementary will:

1. Provide a free quality public education.
2. Provide a safe learning environment.
3. Ensure that all students are treated courteously, fairly, and respectfully.
4. Provide students with the opportunity to respectfully express their opinions, concerns, and complaints.
5. Address all complaints and concerns brought to the attention of school personnel and school staff.
6. Inform students of the rules and expectations in this handbook and of disciplinary procedures related to disciplinary actions and/or appeals.

Each student is expected to:

1. Read and become familiar with this handbook at a developmentally appropriate level.
2. Behave in a responsible manner at school, on school buses, at school bus stops, and at all school-related functions on or off-campus.
3. Demonstrate courtesy and respect for others.
4. Attend school, regularly and on time.
5. Prepare for school, take appropriate materials to school, and complete assignments.
6. Obey all District rules and cooperate with school staff and volunteers in maintaining safety, order, and discipline.
7. Communicate with his or her parent/guardian about school.

Each parent/guardian may expect that North Stewart Elementary will:

1. Ensure that parents or guardians are treated respectfully by school principals, teachers, and other staff.
2. Provide access to information regarding their student and Stewart County School District's policies and procedures.
3. Promote and encourage active participation in their student's education.
4. Promptly notify parents or guardians if a student is disciplined and inform parents of procedures related to disciplinary actions and/or appeals.
5. Inform parents or guardians about their student's academic and behavioral progress.

Each parent/guardian is expected to:

1. Read and become familiar with this handbook.
2. Make sure their student attends school regularly, on time, and notify the school before the school day if their student is going to be absent.
3. Give the school accurate and current contact information and inform/update the contact information when and if it changes.
4. Inform school officials about any concerns/complaints in a respectful and timely manner.
5. Work with the school administration, teachers, and other staff to address any academic or behavioral concerns regarding their students.
6. Talk with their students about the behavior that is expected at school.
7. Support their student's learning and school activities.
8. Be respectful and courteous to the staff, other parents, guardians, and students.
9. Respect other students' privacy rights.
10. Give school any and all information to assist with the welfare and education of the student and the safety of operations.

We believe that students and parents who will accept these responsibilities will be on track for success and high achievement.

North Stewart Elementary School

Excellence in Education

Tara Page, Principal
Kristin Powell, Assistant Principal

Student Handbook
Grades PreK-5

2201 Hwy. 79
Big Rock, TN 37023

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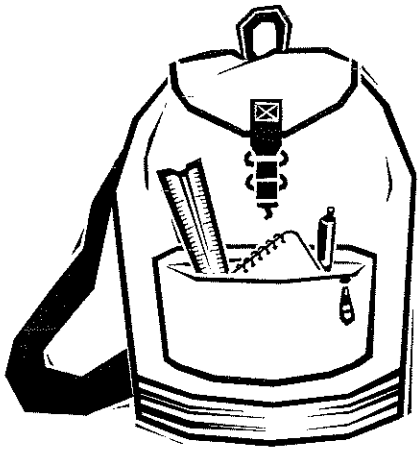

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TO ALL STUDENTS AND PARENTS

We are delighted to welcome you to North Stewart Elementary School. The student handbook sets out for parents, guardians, and students the values, programs, and policies of North Stewart Elementary. This handbook describes our partnership in terms of what parents can expect from our school and what our school expects from parents and students. This is part of our ongoing effort to foster a healthy partnership between school and home based on our mutual interests in the educational and personal development of students while enrolled here. This is a new chapter in North Stewart Elementary's history, we are committed to making it a positive journey for every student.

Sincerely,
Tara Page, Principal and Kristin Powell, Assistant Principal

MISSION STATEMENT FOR NSE

North Stewart Elementary School's mission is to enable each child to become a life-long learner, to possess a positive attitude toward self and others, and to be a productive member of their community. Students will be motivated for success today and prepared for their success in the future.

SCHOOL WEBSITE

https://www.stewartcountyschools.net/north-stewart-elementary-school

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 general, visitors are limited to "appointment only". Appointments should be scheduled at least 24 hours in advance. All visitors will be directed to the office immediately. Visitors are not allowed to visit classrooms during the school day without permission from administration. When items need to be dropped off or picked up, locations outside of the main door will be used.

SCHOOL SUPPLIES AND WATER BOTTLES

School supply lists are available on the website. It will be important that all students have their own supplies, as sharing will be limited. Students are encouraged to bring their own water bottles as filling stations will be available for students.

PARENT- SCHOOL COMMUNICATION

Parent-Teacher conferences are held twice each year, in the months of 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. Teachers' emails are listed on our website that can be accessed from stewartcountyschools.net.

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 your child's teacher please contact the teacher and a meeting will be scheduled. If you wish to meet with an administrator, please email or call to request a meeting.

North Stewart Elementary School: 931-232-5505
Principal: Tara Page tarapage@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 email your concern to tarapage@stewartcountyschools.org . 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.

Parents' Rights to Know

- Information in a format and language that they can understand, to the extent possible.
- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches
- Whether the teacher is teaching under emergency or provisional status because of special circumstances
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree
- Whether paraprofessionals provide services to your child and, if so, their qualifications

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. Please follow North Stewart Elementary School on our Facebook page for PTO meetings and announcements.

Effective Schools Surveys

Each November parents of students in the Stewart County School system should receive a survey concerning their student's school. This survey is an important data source for the schools to use in their school improvement process.

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
Reading Readiness Resources
Mentoring Programs
Resources for After-School Tutoring

Community Health Fair
Student Health Fair
CPR/First Aid Classes
Parent Checkout Library
Make n' Take Workshops
Referrals to Medical/ 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 lifestyles 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
Mike Craig, Director of Schools
JackiePerigan, Title VI, Title IX
Robyn Crain, IDEA,Section 504

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.

English Learners

Program Vision

The English learner program exists to ensure English learners make substantial gains in their English language proficiency while taking part in the curriculum of the school. We strive to ensure language proficiency, literacy, and learning content standards are a seamless process.

Process

During initial registration, you will be asked to fill out the Home Language Survey which asks questions regarding what language is used by your student. This survey is given to ALL families. If the student has a language other than English in their background, the students are assessed with an English language screener to determine if EL services are needed. If your child is proficient on the assessment, English learning services will not be provided; however, if your child is not proficient, your student(s) will qualify for EL services. Parents/guardians have the right to waive services; however, the student remains identified as an English learner and must take the annual English language proficiency test until they are proficient by the State's predetermined scores.

Translation and Interpretation Services

Interpretations

Stewart County Schools will schedule an interpreter or competent bilingual staff member to assist during parent/teacher conferences, SST, IEP, retention meetings, school and district events, disciplinary hearings, Title I & Title III events as well as any event open to the SCSS community. We will also make phone calls to parents and record robocalls when needed.

Please allow 5 days to schedule an interpreter. Should you need immediate assistance in another language, please call Jackie Perigen at (931) 232 - 5176.

If applicable, flyers and invitations should be sent home in Spanish (or other languages) before requesting an interpreter.

Translations

Our office will translate forms, event flyers/agendas, school-wide communications, district communications, and general information on display for parents.

Please allow an appropriate amount of time for translations.

Any student or staff member needing to set up translation and/or interpretation needs should contact Jackie Perigen at (931) 232 - 5176.

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 allow for shared decision making. The Title I schoolwide 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 SchoolWide 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 training 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

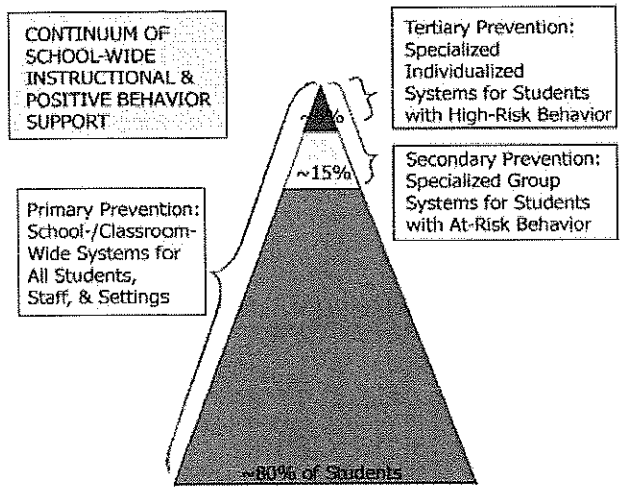
The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to 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.

Referral Process for Special Education Services, Dyslexia Screening

If you believe your student requires accommodations under IDEA or Section 504, please contact your child's teacher or a school administrator to schedule a meeting and discuss the referral process.

NSE uses the Response to Intervention framework to monitor student growth and provide academic interventions to all students. Students who do not make adequate progress within the RTI framework may be referred for further screening and evaluation. This may include screenings for dyslexia, speech/language services, or other learning disabilities. Parents will receive written communication to review student progress and universal screening scores after each benchmark window. Please reach out to your child's teacher in writing if you believe they may qualify for services.

Positive Behavior Support



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. PBS 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.

North Stewart Elementary School Positive Behavior Support Ticket Trade 2022-23

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.

Weekly PBS Drawing
Teachers give PBS tickets to students demonstrating positive behavior aligning with the 4 Bs of NSE: Be Here, Be Prepared, Be Respectful, Be Responsible. When the PBS tickets are given, teachers will write the child's name and the homeroom teacher's name on the ticket. The student will place it in the ticket 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.

Other Rewards
Tickets are given to students as a reward for positive behavior. Every grade level determines what the students can "buy" with these tickets. We will also have school wide PBS parties that students may attend when they have shown positive behavior.

ATTENDANCE TENNESSEE STATE LAW

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.

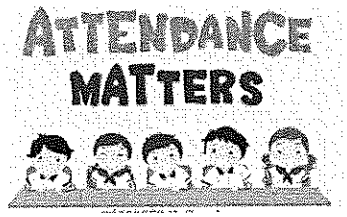
ATTENDANCE REPORTS REQUIRED BY LAW T.C.A 49-6-3007- It is the duty of the principal or teacher of every public, private or parochial school to report promptly to the director of schools, or the director of schools' designated representative, the names of all children who have withdrawn from school, or 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(6.200). 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:



Progressive Truancy Tier System

Tier I

All students are considered to begin in Tier I. Attendance will be supported through the Positive Behavior Support Program and perfect attendance will be valued and recognized. In Tier I, the school will notify the Supervisor of Attendance when a student has accumulated three (3) unexcused absences. If a student accumulates three (3) unexcused absences on or before November 1st, a Tier I meeting will be held at the student's school and an attendance contract will be signed. If a student accumulates three (3) cumulative unexcused absences after November 1, the Supervisor of Attendance will make a decision if a school-based meeting is necessary. If a student accumulates 10 excused and/or unexcused absences, a Tier I meeting will be held at the school. This meeting will include an attendance contract and the reasons for so many absences. This meeting is designed to brainstorm ways to improve attendance and make any referrals the family may need for help. The student and parent(s)/guardians(s) will be notified that five (5) or more unexcused absences will move them to Tier II.

Tier II

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
    a. A specific description of the school's attendance expectations for the student;
    b. The period for which the contract is effective; and
    c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

A Truancy Review Board (TRB) meeting will be held at the Central Office. Members of the board will include the Supervisor of Attendance, board supervisor, school administrator, Family School Liaison, Juvenile officer, parent/guardian, and student. The following actions may be taken:

1. Referral to Mental Health
2. Referral to Family School Liaison for personal meeting
3. Individualized meeting with Juvenile officer
4. New contract of attendance expectations

The TRB will notify parent(s)/guardian(s) that a student can only attend TRB for their entire educational career at Stewart County. For each additional unexcused absences the student and parent(s)/guardian(s) may attend Juvenile Court.

Once your child is in Tier II or III, they do not start over the next year automatically. They will continue in their last tier for the remainder of their time in that school building. After your child has had a Truancy Review Board, they cannot go back to the Truancy Review Board. They will automatically go back to court upon missing unexcused absences for the rest of their school career.

Avoiding the Truancy Review Board is crucial to both you and your child.

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 a 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. Ensure compliance with compulsory attendance laws and Board of Education policies.
2. Send a generalized message to the truancy population that compulsory attendance laws will be enforced.
3. Advise and educate parents of their rights and responsibilities.
4. Reduce number 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 Jacquelyn Perigen at 232-5176.)**

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 a 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.**

LEAVING THE BUILDING EARLY

Parents may pick up students early by calling in an early dismissal. Students will be brought to the front door for pick up. Students will need to leave before 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.

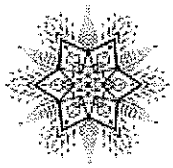
CARRIDER PROCEDURES

Morning Carrider drop off begins at 7:10 am and ends at 7:40am. The main entrance will be locked until 7:10am. **Please do not drop off your child before 7:10am**.

Remind your child to get out of the car (if at all possible) on the LEFT side of the car so that he or she will not have to come around in front of or back of the car out of your sight. IF your child must get out on the right-hand side of your vehicle, please have them walk around IN FRONT of your vehicle so that you can watch him or her go all the way around the car to the sidewalk.
Remind your child to NEVER go back to the car if he or she has forgotten or dropped something. Often, drivers are unable to see children who run back toward cars.
BY LAW, the use of cell phones is prohibited inside a school zone and while operating a motor vehicle.
Please park in one of the available parking spaces if you need to walk to the school building with your child or help them before they come into the building.

Afternoon carriders will begin loading at 2:45 and end at approximately 3:05. Please make two lines. Parents of carriders will be given one pick up tag. The tags should be displayed with the student's name visible when you are parked in the pick-up line. Only those with NSE issued car rider tags will be permitted to pick up a NSE student in the car rider line. If you need additional car rider tags please contact the NSE office. If there is no tag, you will be asked to park while we verify your identity as someone who has been identified by the guardian as allowed to pick up their child. If you need someone else to pick up your child other than who has a tag, please contact the office for a car rider note.

EMERGENCY CLOSING OF SCHOOL



PLEASE DO NOT CALL THE SCHOOL. Information regarding emergency closing of schools will be announced over the automated phone messaging system, local news channels, and the school system social media sites.
Unless teachers are told otherwise, students will follow their normal afternoon schedules as designated by their parents unless a car rider note is called into the office (No bus changes).

LUNCH

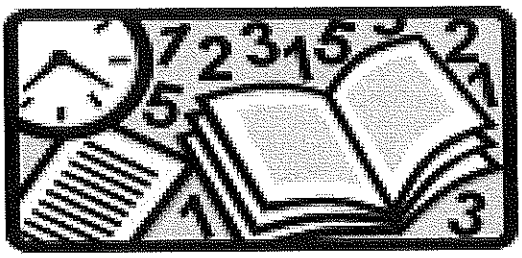
1. Breakfast and lunch are free for all students. Students should use good table manners at all times during their lunch period.
2. Throwing food will not be tolerated.
3. Food, snacks, drinks, straws, etc. may not be taken from the cafeteria.
4. Students are not allowed to bring carbonated beverages (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. K-1 will receive a standards based report card.
Progress reports will be sent home at 3- and 6-week intervals between report cards. Please sign all report cards and progress reports and send them back immediately.

GRADING SCALE
90-100 A (outstanding)
80- 89 B (above average)
70- 79 C (average)
60-69 D (Below Average)
0-59 F (Failing)



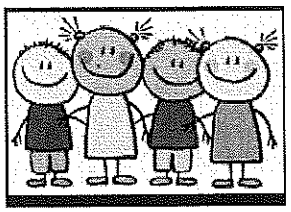
Homework Policy

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. Times spent on homework should not exceed:

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 . 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.



HEALTH SERVICES

Please go to the district website www.stewartcountyschools.net for any change in protocols and procedures.

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 it is 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 white form 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. 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 of 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

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 parents/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 as 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 technology 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 technology 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 trip 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. 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. This includes phones, watches, tablets, or gaming devices.

- 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.

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

It is important that children are picked up from school in a timely manner and a caregiver is present at bus dropoff time. 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 the 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.

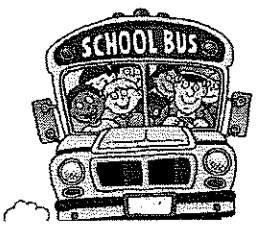
FIRST OFFENSE: Upon the first offense of a child being left after school without prior arrangement with the school, the principal or the principal's designee shall make verbal contact with the parent(s) of said child to indicate that this problem has occurred. The principal will attempt to seek remedy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



STUDENT CODE OF BUS CONDUCT

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.

SCHOOL BUS RULES & REGULATIONS FOR STUDENTS

1. To ensure 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 platforms 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 driver's 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.
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--

GENERAL 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 motorcycles 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 guests. 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 or phone call is required from the parents if their child is 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 that a child be a car rider unless they are a scheduled car rider everyday. This ensures enough time to notify the student before the dismissal of school.

Addendum to Code of Conduct

Stewart County Schools understands that there are challenges that accompany the drastic changes that have occurred as a result of extended school closures. This Addendum to the Stewart County Schools 2020-2021 Code of Conduct details the expectations of students in light of these changes, as well as the application to students even if the traditional school structure has shifted to a remote or hybrid learning model.

Application of Code of Conduct under the Hybrid/Remote Learning Model

The Code of Conduct applies during the school day, during any school-related activity (on or off campus), including during remote learning, whether the learning is occurring in a synchronous or asynchronous virtual classroom. In the event that Stewart County Schools shifts to a Hybrid or Remote model of learning, due process may be administered by an administrator virtually or via telephone.

Disruptive classroom behavior during live remote instruction, online cyberbullying, fraudulent online attendance, and academic dishonesty using an electronic device will be subject to disciplinary action. Potential disciplinary consequences may be expanded from those listed in the Code of Conduct subject to administrator discretion and may include limiting a student's ability to participate using video or audio during live remote instruction. Additionally, a teacher may temporarily limit a student's ability to participate in live remote instruction using audio or video capabilities if the student's behavior is disruptive to the online classroom environment.

Stewart County Schools encourages students and families to thoroughly review the District's Acceptable Use Policy, as violation of this policy using District technology may be grounds for disciplinary consequence.

CARE OF SCHOOL PROPERTY

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.
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 beverages.
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, miniskirts, 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, 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.

THE STUDENT'S CODE OF ETHICS

Be honest. Tell the truth. Be sincere. Do not betray a trust or deceive others.

Demonstrate integrity. Resist social pressure to do things that you know are not right.Show commitment, courage, and self-discipline. Do not gossip.

Keep promises. Keep your word and honor your commitments.

Be loyal. Stand by, support, and protect your family, friends, school, community and country.

Be responsible. Think before you act. Be reliable. Set a good example for others.Do not blame others for your mistakes. Exercise self-control.

Pursue excellence. Do your best. Keep trying. Be diligent and industrious.

Be kind and caring. Show that you care about others. Do not be selfish, mean, cruel, or insensitive to the feelings of others.

Treat all people with respect. Be courteous and polite. Be tolerant, appreciative, and accepting of individual differences. Treat others the way you want to be treated.

Be fair. Treat everyone fairly. Do not take unfair advantage of the mistakes of others.Do not take more than your share.

Be a good citizen. Play by the rules. Respect authority. Be charitable. Make a contribution of your time and talents to your community.

NSE Title I Program Learning Compact (Parent copy)

Each student may expect that North Stewart Elementary will:

7. Provide a free quality public education.
8. Provide a safe learning environment.
9. Ensure that all students are treated courteously, fairly, and respectfully.
10. Provide students with the opportunity to respectfully express their opinions, concerns, and complaints.
11. Address all complaints and concerns brought to the attention of school personnel and school staff.
12. Inform students of the rules and expectations in this handbook and of disciplinary procedures related to disciplinary actions and/or appeals.

Each student is expected to:

8. Read and become familiar with this handbook at a developmentally appropriate level.
9. Behave in a responsible manner at school, on school buses, at school bus stops, and at all school-related functions on or off-campus.
10. Demonstrate courtesy and respect for others.
11. Attend school, regularly and on time.
12. Prepare for school, take appropriate materials to school, and complete assignments.
13. Obey all district rules and cooperate with school staff and volunteers in maintaining safety, order, and discipline.
14. Communicate with his or her parent/guardian about school.

Each parent/guardian may expect that North Stewart Elementary will:

6. Ensure that parents or guardians are treated respectfully by school principals, teachers, and other staff.
7. Provide access to information regarding their student and Stewart County School District's policies and procedures.
8. Promote and encourage active participation in their student's education.
9. Promptly notify parents or guardians if a student is disciplined and inform parents of procedures related to disciplinary actions and/or appeals.
10. Inform parents or guardians about their student's academic and behavioral progress.

Each parent/guardian is expected to:

11. Read and become familiar with this handbook.
12. Make sure their student attends school regularly, on time, and notify the school before the school day if their student is going to be absent.
13. Give the school accurate and current contact information and inform/update the contact information when and if it changes.
14. Inform school officials about any concerns/complaints in a respectful and timely manner.
15. Work with the school administration, teachers, and other staff to address any academic or behavioral concerns regarding their students.
16. Talk with their students about the behavior that is expected at school.
17. Support their student's learning and school activities.
18. Be respectful and courteous to the staff, other parents, guardians, and students.
19. Respect other students' privacy rights.
20. Give school any and all information to assist with the welfare and education of the student and the safety of operations.

We believe that students and parents who will accept these responsibilities will be on track for success and high achievement.

North Stewart Elementary 931-232-5505

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 onto a school bus, onto 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.

Student Discrimination, Harassment, Bullying, Cyber-bulling, and Intimidation under Title IX

North Stewart Elementary School has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. Bullying, intimidation and harassment is defined as an act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property
- Causing emotional distress to a student or students
- Creating a hostile educational environment

Alleged victims of the offenses shall report incidents immediately to a teacher, counselor, or building administrator. The principal or his/her designee shall be responsible for investigating and resolving complaints. The principal or his/her designee shall notify the parent(s)/guardian(s) and the Title IX coordinator when a student is involved in an act of discrimination, harassment, intimidation, bullying or cyber-bullying.

Please refer to Board Policy 6.304 for detailed definitions, complaints and investigations, response and prevention, reporting and retaliation and false accusations. Board Policy can be found on the district website at stewartcountyschools.net under System Guidelines or you may contact the Stewart County Board of Education at 931-232-5176 for more information.

Central Office Contact: Ben Duncan, Title IX Coordinator

benduncan@stewartcountyschools.net
931-232-5176

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 Jackie Perigen 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 (Code 6.305 Title IX Education Amendment 1972) 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 benduncan@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

I. Communication

- Grades - Skyward, progress reports, newsletters, report cards, apps such as DoJo or Remind, school website, Facebook page, and/or email.
- 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, Remind/Dojo/Email, discipline contract, Positive Behavior Support Ticket Program
- Program/Activities – after school tutoring (EXCEL Program), scouts, Jr. Pro Activities, awards ceremonies, school newspaper, Family Resource, Coordinated School Health Program, and 4-H.

- Test Data - Tennessee Comprehensive Assessment Program, (TCAP) Information pamphlets, Exact Path, 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

STEWART COUNTY SCHOOLS
STUDENT TECHNOLOGY ACCEPTABLE AND RESPONSIBLE USE POLICY

SCSS is committed to providing a safe, positive, and productive educational environment to enhance the college and career readiness of our students. SCSS believes that all students should have access to technology (e.g. software, hardware, internet, and network access) when they act in a responsible, efficient, and courteous manner in compliance with all legal guidelines.

EDUCATIONAL PURPOSE

SCSS has developed an extensive technology infrastructure, including hardware, software, and equipment, that is to be used for educational purposes consistent with the district's curriculum and the Tennessee Standards, in order to enrich learning both inside and outside of the classroom. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate.

As a student, I **WILL**:

- ✓ Follow the expectations set forth in the Student Code of Conduct (Student Handbook).
- ✓ Use district provided technology for educational purposes only.
- ✓ Use district provided technology in a legal and ethical manner.
- ✓ Accept full responsibility and liability for my actions using district provided technology, network, and the internet.

As a student, I **WILL NOT**:

- × Use district provided technology for illegal activities.
- × Use district provided technology to harass, bully, or advocate violence or discrimination against another.
- × Use SCSS internet to create, access, or transmit profane, obscene, or pornographic material.

STUDENT INTERNET ACCESS

SCSS will monitor laptop and internet use through a variety of methods, including electronic remote access, to ensure compliance with district policies. There is no expectation of privacy when using the SCSS network, internet, or district provided technology. In accordance with the Children's Internet Protection Act (CIPA), SCSS uses technology protection measures including internet filters to prevent student access, to the greatest extent possible, to inappropriate sites and/or materials that the district deems harmful, including child pornography and obscenity. However, with the ever-changing nature of the internet worldwide, it is possible that not all inappropriate sites may be blocked.

As a student, I **WILL**:

- ✓ Use SCSS internet access for educational purposes.

As a student, I **WILL NOT**:

- × Use SCSS internet access for illegal activities.
- × Use SCSS internet to advocate violence or discrimination towards others.

RESPONSIBLE USES

In order to ensure a safe, positive, and productive educational environment, students are expected to demonstrate the following responsible technology uses.

Personal Safety

As a student, I **WILL**:

- ✓ Keep my passwords and account information secure and private.
- ✓ Keep my student email account(s) secure and use them only for educational purposes.
- ✓ Secure my technology equipment and accounts at all times including when leaving a classroom.
- ✓ Report anyone who tries to use technology to hurt or harass me or others to a teacher or SCSS staff member.
- ✓ Notify a teacher or SCSS staff member when someone or something makes me uncomfortable related to the use of technology.

As a student, I **WILL NOT**:

- × Disclose my home address, phone number, date of birth, or any other personally identifying information to anyone on the internet.
- × Provide my password or account information to anyone other than my parent/guardian or SCSS Technology Department staff.
- × Allow another person to log in to my account or equipment other than SCSS Technology Department staff. I understand that I will be responsible for all actions occurring on my accounts and equipment.
- × Attempt to access or log in to the account or equipment of another student.
- × Use technology to gain access to another student's information, such as another student's grades, private records, or other information.

Inappropriate Language and Activities

As a student, I **WILL**:

- ✓ Treat others with respect.
- ✓ Agree that the use of SCSS technology equipment, network, and internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking privileges, disciplinary action, and/or legal action.

As a student, I **WILL NOT**:

- × Create, send, access, or download material that is abusive, hateful, harassing, or sexually explicit.
- × Participate in cyberbullying or engage in deliberate, hostile behavior intended to frighten or physically or emotionally harm others.
- × Use obscene, profane, lewd, vulgar, threatening, discriminatory, or disrespectful language.
- × Harass, cyberstalk, or make threats of violence or harm against another person.
- × Knowingly or recklessly communicate false or defamatory information about a person or organization.
- × Participate in the transfer of material that may be considered treasonous or subversive.
- × Share private information about another person.
- × Share a privately sent message without permission of the person who sent the message.
- × Participate in sexting or create, access, or transmit sexually explicit images or language.
- × Use technology for political, religious, commercial, or for-profit activities.
- × Use technology to play games, download music, purchase or provide products or services, or participate in chatrooms or other social media activities that have not been directed by one of my classroom teachers.

System Security

As a student, I **WILL**:

- ✓ Allow SCSS staff to review and monitor my activities on the SCSS network, internet, or equipment at any time.
- ✓ Allow SCSS staff to review, inspect, repair, upgrade, and/or collect any SCSS technology equipment as necessary.
- ✓ Ask permission before connecting my privately-owned device to the SCSS network or internet.

As a student, I **WILL NOT**:

- × Install unauthorized software, apps, extensions, or plug-ins onto SCSS technology equipment.
- × Send file attachments that are greater than 5MB in size without prior approval from the Technology Department
- × Send or forward SPAM email, unsolicited commercial email (UCE), or "junk" mail.
- × Attempt to bypass, disrupt, modify, or abuse SCSS network access.
- × Attempt to alter, add, copy, or delete any files that affect the configuration of SCSS equipment or software.
- × Attempt to access the network through false identity including anonymous communication, falsifying, concealing, or misrepresenting a user's identity or sharing or loaning network accounts.
- × Install any internet-based file-sharing tools or programs.
- × Intentionally spread computer viruses.

Plagiarism and Copyright

As a student, I **WILL**:

- ✓ Credit my sources when I am using files, information, images, or material created by others.
- ✓ Comply with all applicable copyright laws in the use of all media, information, and materials and model legal and ethical practices related to technology.

- ✓ Recognize that all work created in the classroom by me individually and/ or with the assistance of SCSS employees is owned by me upon creation.
- ✓ Agree that all schoolwork created by me may be used by SCSS in its publications and websites, provided that such original student work is credited to me, unless I provide written notice to SCSS that such authorization is not.

As a student, I **WILL NOT**:

- × Submit another person's files, information, images, or material and claim it as my own.
- × Copy, alter, damage, or delete the work of other students.
- × Illegally download copyrighted internet-based music, video, or image files.

STUDENT RIGHTS

Free Speech
Student rights to free speech also apply to communication on the internet and network. The SCSS internet is considered a limited forum, similar to a school newspaper, and therefore, SCSS may restrict speech for valid educational reasons. However, speech will not be restricted on the basis of a disagreement with the opinions a student expresses.

Search and Seizure
Parents and legal guardians have the right to request to see the contents of their student's files residing on any district-owned storage.

If there is reasonable suspicion that a student has violated this agreement, SCSS Policies, the Student Code of Conduct, or the law, an individual search will be conducted. The investigation will be reasonable and related to the suspected violation. Any student who is found to have violated this agreement, SCSS Policies, the Student Code of Conduct, or the law will be subject to the revoking of technology equipment, network, and internet privileges, disciplinary action, and/or legal action.

Due Process
SCSS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through SCSS technology equipment, network, and internet access. If the violation also involves a violation of the Student Code of Conduct, it will be handled as described in that document.

Limitation of Liability
SCSS makes no guarantee that the functions or the services provided by or through the SCSS network will be error-free or without defect. SCSS does not warrant the effectiveness of internet filtering. SCSS will not be responsible for any damage suffered, including but not limited to, loss of data, interruptions of service, or content or information accessed by students. Students are responsible for making a backup copy of all files upon graduation or leaving the school system. SCSS is not responsible for the accuracy or quality of the information obtained through or stored on the network. SCSS will not be responsible for financial obligations arising through the unauthorized use of the network as the result of misuse. As a student, I acknowledge that use of SCSS technology equipment, network, and/or internet signifies actual acceptance of this agreement and full responsibility including discipline, financial, and legal liability for my actions. Violation or abuse of electronic and internet or communication devices or any SCSS policy related to the use of telecommunication or electronic devices may result in discipline in accordance with the Student Code of Conduct. SCSS administrators have sole discretion to determine whether any electronic communication, image, or illustration violates this agreement and the Student Code of Conduct.

As a student, I **WILL**:
Accept full responsibility, including discipline, financial, and legal liability for my actions using SCSS technology equipment, network, and internet.

✓ Release SCSS and other affiliated organizations from liability for damages that may result from the use of SCSS technology equipment, network, and internet.

ESSA Parents Right to Know

Section 1112(e)(1)(A-B)

Qualifications: At the beginning of each school year, a Local Educational Agency (LEA) that receives Title I funds must notify parents of each student attending any Title I school that the parent may request, and the agency will provide the parents upon request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum the following:

- Whether the teacher has met State qualifications for grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether the child is provided services by paraprofessionals and if so their qualifications.

Additional Information: A school that receives Title I funds must provide to each individual parent:

- Information on the level of achievement and academic growth the child, if applicable and available, has made on each of the State academic assessments required under this part; and
- Timely notice that the parent's child has been assigned or taught for 4 or more consecutive weeks by a teacher who does not meet the applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Section 1112(e)(2)(A-B)

Testing Transparency: At the beginning of each year, a Local Educational Agency (LEA) that receives Title I funds shall notify parents of each student attending any school receiving funds may request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

Additional Information: Each LEA that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the LEA's website and, where practicable, of each school served) for each grade served by the LEA, information on each assessment required by the State, and where the information is available and feasible to report, and assessments required districtwide by the LEA including:

- The subject matter assessed
- The purpose for which the assessment is designed and used

- The source of the requirement for the assessment; and
- Where such information is available—
    - The amount of time students will spend taking the assessment, and the schedule for the assessment; and
    - The time and format for disseminating results.

Format: The notice and information provided to parents under this section shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parent can understand.

SCHOOL COUNSELING

The school counselor is Mrs. Virginia Mulcahy. She offers a comprehensive, developmental program that includes classroom guidance, small group sessions for students with common concerns, and individual counseling. This counseling is based upon the belief that each person has the right to respect and dignity as a unique human being, the right to self-direction and self-development, the right to privacy, and the responsibility for decisions reached. Parents can call her at 232-5505 any time to set up a phone conference or a conference at school.

CONFIDENTIALITY

A student's right to privacy and confidentiality is the basis for an effective counseling relationship. Confidentiality ensures that school counselors won't share students' disclosures with others except when the student authorizes it or when there is a clear and present danger to the student and/or other persons.

As counseling with a student progresses, it may become beneficial or necessary for the school counselor to consult or collaborate with parents. Either the parent or professional school counselor may initiate the collaboration process. It's the school counselor's responsibility to reach an agreement with the student about what information to share with the parents. Unless, of course, there is a clear and imminent danger to the student or others.

Confidentiality is limited and is much more difficult to guarantee in group counseling than in individual counseling. Group counseling, which involves a number of students working on shared tasks and developing supportive relationships, presents different issues in regards to privacy. Group counseling is an efficient way to deal with students' problems and concerns, allowing individuals to develop insights into themselves and others. However, confidentiality is much more difficult to maintain and school counselors will disclose these limitations as part of the group counseling process.

The limitations of confidentiality don't include information of possible abuse or harm of a child. By law, the school counselor must report any suspicion of abuse or neglect to the appropriate authorities. School counselors inform parents/guardians or appropriate authorities when a student's condition indicates a clear and imminent danger to the student or others. This is done after careful deliberation and, where possible, after consulting with other counseling, law enforcement, or administrative professionals. The school counselor will attempt to minimize the threat to a student and may choose to: 1) inform the student of actions to be taken, 2) involve the student in a 3-way communication with parents/ guardians when breaching confidentiality, 3) allow the student to have input as to how and to whom the breach will be made, or 4) keep the disclosure private to ensure safety of the student.

Mrs. Mulcahy will provide crisis response, short-term individual counseling, group counseling, and guidance classes to all students at NSE. These services are considered part of the regular/ general educational services provided by the school to all students. If a student needs a more intense level of therapeutic services, Mrs. Mulcahy will discuss referral options with the parent/guardian. A school counselor is not licensed to provide therapy. We are fortunate to have an in-house therapist from Centerstone to provide school-based therapy. For more information, please call the school or the Centerstone office at (877) 467-3123 for an initial appointment.

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
NSE 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.

North Stewart Elementary Trojan Traits

Locations → / Expectations ↓	ALL CLASSROOMS	HALLWAY	CAFETERIA	PLAYGROUND + GYM	RESTROOM	BUS	ARRIVAL/ DISMISSAL
PREPARED	-Have supplies -Listen -Store supplies in designated locations -Chair legs on floor -Feet on floor	-Enjoy wall art with eyes only -Voice level 1	-Voice Level 1 in serving line -Stay in line -Wait your turn -Know lunch number -Know your lunch choice	-Listen for instruction -Stay in line on entry and exiting -Watch for voice level cue -2 on slide -Wear rubber bottom shoes to gym	-Give privacy -One person per stall -Graffiti free walls -Voice level1 -3 students at a time	-Voice level1 -Listen to bus driver directions -Have personal items ready -Keep food and drink in backpack	-Listen to school staff -Use self control while waiting
RESPONSIBLE	-Be on time -Turn in homework -Follow directions -Complete assignments -Stay on task -Watch for voice level cue -Place equipment/materials in designated locations -Personal items left at home -Line up in alphabetical order	-Listen for directions -Walk on right -Stay in line	-Listen for directions -Get all items before sitting -Stay in seat -Sit then eat -Talk after eating -Place trash in trash bin -Leave a clean table	-Return equipment to designated locations -Line up the first time called -Freeze when whistle blows -Share -Include others -Slide down feet first only -Exit swing only after stopping swing	-Complete business in toilet or urinal -Place tissue in toilet -Flush -Wash Hands -2 pumps soap -2 paper towels -Turn off water -Place trash in trash bin	-Stay in assigned seat -Keep personal belongings in lap or at feet -Watch for stop	-Go straight to designated area -Keep backpack on your back -Use walking feet -Wait for adults for directions -Walk in one direction
RESPECTFUL	-Keep floor free of objects/trash -Hands and feet to self -Stay in assigned seat -Raise hand to gain attention -When leaving desk, push chair under desk -Profanity free	-Hands and feet to self -Arm's length from the person in front of you	-Eat only your food -Hands and feet to self -Leave area free of trash -Voice level 2 after eating -Watch monitor for change in voice level -Say thank you and please to workers	-Use equipment as instructed -Leave nature's objects on the ground -Wait your turn -Hands and feet to self -Stay in designated area -Report problems to teacher	-Wait your turn -Hands and feet to self -Report water on the floor	-Greet the driver -Hands and feet to self -Feet on floor -Report problems to teacher -Graffiti free -Profanity free	-Keep hands, feet and objects to yourself -Stay in line to enter and exit

Behavior Response Rubric	Expectations	First Offense (document)	Second Offense (document)	Third Offense (document)
Minor Problem Behavior *Defiance, disrespect, disruption, inappropriate language, non-serious physical contact, property misuse, technology violations* **Daily Reset**	Students will follow the behavior expectations listed on our Matrix Students will work toward self-awareness and self-management	• Teaching conversations using the expectations matrix as a guide for the discussion • Offer the use of a strategy to regulate emotions	• Teaching conversations using the expectations matrix as a guide for the discussion • Offer the use of a strategy to regulate emotions • Sits near the teacher for the remainder of the lesson • Removal of technology or misused material for the remainder of the day.	• Teaching conversations using the expectations matrix as a guide for the discussion • Offer the use of a strategy to regulate emotions • Sits near the teacher for the remainder of the lesson • Removal of technology or misused material for the remainder of the day. • Restorative recess • Family contacted by teacher
Major Problem Behavior *Profanity, abusive language, insubordination, dismissive message to adult, sustained disruption, stealing, harassment, cheating, lying, property damage, offensive use of technology, possession of weapons.* **Quarterly Reset**	Students will value each other, understand their own value, and make safe choices that allow others to learn and feel safe.	• Teaching conversations using our SE targets Competencies as a guide for the discussion. • Offer the use of a strategy to regulate emotions • Restorative Recess/Discipline Referral form • Family contacted by teacher	• Teaching conversations using our SE targets as a guide for the discussion. • Offer the use of a strategy to regulate emotions • Immediate removal to the office and family contacted by principal or assistant principal • Restorative Recess/Discipline Referral form	• Teaching conversations using our SE targets as a guide for the discussion. • Immediate removal to the office and family contacted by principal or assistant principal • Offer the use of a strategy to regulate emotions • Restorative Recess/skyward form • Principal, teacher, and family meet and create and agree on a behavior plan
Severe or Deliberate Aggression *Physical contact intending to or resulting in injury (non-accidental): verbal, writter, or electronic intimidation with intention to emotionally harm.* **Semester Reset**	Students will manage their own emotions and behavior in a way that keeps everyone safe both physically and emotionally	• Teaching conversations using our SE targets as a guide for the discussion. • Immediate removal to the office and family contacted by principal or assistant principal • Offer the use of a strategy to regulate emotions • Restorative Recess/Discipline Referral form • Depending on severity, ISS may be implemented on first or second offense	• Teaching conversations using our SE targets as a guide for the discussion. • Immediate removal to the office and family contacted by principal or assistant principal • Offer the use of a strategy to regulate emotions • Restorative recess + 2 reflective recesses • Team agree on a tier 2 behavior plan • Family contacted by principal/assistant principal includes confirmation that next inccident wil result in ISS	• Teaching conversations using our SE targets as a guide for the discussion. • Immediate removal to the office and family contacted by principal or assistant principal • Offer the use of a strategy to regulate emotions • FBA/BIP possibly initiated • Family contacted by administration confirming further incidents resulting in progessive discipline/suspension

All disciplinary decisions are at the discretion of the administration and on a case by case basis.

STEWART COUNTY PK-5

Major Discipline Referral

Name_____
Date_____ Time_____
Grade:_____ Homeroom Teacher: _____
Referring Staff: _____
Trip

Location: ☐ Cafeteria ☐ Library ☐ Playground
☐ Hallway ☐ Parking Lot/Bus Area ☐ Bathroom
☐ Classroom ☐ Computer Lab ☐ Tutoring Referring
☐ Bus ☐ Gym ☐ Field

☐ Locker Room ☐ RTI ☐ Office
☐ Multiple Places ☐ Nurse ☐ Other_____

Major Problem Behavior	Other Major Problem Behaviors	Consequences
☐ Angry Altercation (Major)	☐ Bomb Threat	☐ After school detention
☐ Behavior Inappropriate	☐ Technology Type:_____	Date_____ 3:00-4:00 P.M.
☐ Bullying/Harass (Gender)	☐ Threats of Phys. Attack w/o Weapon	☐ Before school detention
☐ Bully/Harass (Race)	☐ Threats of Phys. Attack w/weapon	Date_____ 7:00-7:35 AM
☐ Bully/Harass (Disability)	☐ Threats made to others	☐ Bus Suspension Date_____
☐ Bully/Harass (General)	☐ Phys. Attack w/o Weapon	☐ Conference with student
☐ Bully/Harass (Religion)	☐ Assault/Battery of a Student	☐ Conference with parent
☐ Bully/Harass (Sexual Orientation)	☐ Assault of Teacher/Staff	☐ Detention during Nonacademic Times
☐ Defiance	☐ Assault Verbal	☐ Eat in Another Location
☐ Disruption (Major)	☐ Sexual Assault	☐ Homework Detention
☐ Dress Code Violation	☐ Sexual Harassment	☐ In-school suspension
☐ Fighting	☐ Administrative Decision	____ hours Date_____
☐ Forged Note		____ days Date_____
☐ Hands Off Policy	BUS BEHAVIOR	☐ Law Enforcement Notification
☐ Inappropriate Lang. (Abusive/Profanity)	☐ Minor – warning	☐ Out of school suspension _____ Day(s)
☐ Left School w/o Permission	☐ Parent contact made by driver on____	☐ Parent Pick-up
☐ Physical Aggression	☐ 2nd offense	☐ Referred to Guidance
☐ Physical Contact	☐ 3rd offense	☐ Restriction of Activities
☐ Theft	☐ Major bus incident_____	☐ Reflection Room
☐ Three minors = One major	_____	☐ Restraint
☐ Tobacco/Paraphernalia Possession		☐ Restitution of Property $_____
☐ Vandalism		☐ Saturday School
		☐ Suspension
		____ hours Date_____
		____ days Date_____
		☐ Verbal Reprimand

Comments:_____

_____

_____

_____

_____

_____

_____

Parent Signature_____ Date_____ Administrator Signature_____ Date_____

STEWART COUNTY PK-5

Minor Discipline Referral

Name_____
Date_____ Time_____
Grade:_____ Homeroom Teacher:_____
Referring Staff_____

Location:
- ☐ Cafeteria
- ☐ Hallway
- ☐ Classroom
- ☐ Bus
- ☐ Locker Room
- ☐ Multiple Places
- ☐ Library
- ☐ Parking Lot/Bus Area
- ☐ Computer Lab
- ☐ Gym
- ☐ RTI
- ☐ Nurse
- ☐ Playground
- ☐ Bathroom
- ☐ Tutoring Referring
- ☐ Field Trip
- ☐ Office
- ☐ Other_____

Problem Behavior

Minor

- ☐☐☐ Inappropriate Language
- ☐☐☐ Hands Off Policy
- ☐☐☐ Defiance (Not following directions)
- ☐☐☐ Teasing/Taunting
- ☐☐☐ Disruption
- ☐☐☐ Horseplay
- ☐☐☐ Property Misuse
- ☐☐☐ Lying
- ☐☐☐ Cheating
- ☐☐☐ Out of Area
- ☐☐☐ Forged Note
- ☐☐☐ Forged Phone Call
- ☐☐☐ Rules Violation
- ☐☐☐ Technology Type_____
- ☐☐☐ Classroom Unpreparedness
- ☐☐☐ Cellphone Infraction
- ☐☐☐ Bus Regulation Violation
- ☐☐☐ Leaving Class w/o Permission
- ☐☐☐ Display of Affection
- ☐☐☐ Disrespect Towards Employee
- ☐☐☐ Tardy to Class
- ☐☐☐ Student in Unauthorized Area
- ☐☐☐ Conduct Unbecoming
- ☐☐☐ Failure to do Assignments
- ☐☐☐ Failure to Report to Office
- ☐☐☐ Disrespect to an Employee
- ☐☐☐ Angry Altercation
- ☐☐☐ Inappropriate Discussion

Check System

Date: ___ ___ ___

- ☐ ☐ ☐ Incomplete homework
- ☐ ☐ ☐ Unprepared for class
- ☐ ☐ ☐ Not following directions
- ☐ ☐ ☐ Disruptive/Disrespectful
- ☐ ☐ ☐ Gum/candy
- ☐ ☐ ☐ Agenda
- ☐ ☐ ☐ Physical contact
- ☐ ☐ ☐ Other:_____

Behavior Interventions

Check all that apply

- ☐ Private conference with student
- ☐ Think time with form
- ☐ Think time in another room with form
- ☐ Preferential seating
- ☐ Re-teach expectations
- ☐ Proximity
- ☐ Loss of privileges
- ☐ Check in/Check out
- ☐ Referral to SAT
- ☐ Peer mentor
- ☐ Positive reinforcement
- ☐ Feedback on behavior
- ☐ Provide school supplies
- ☐ Hallway restriction
- ☐ Loss of Recess
- ☐ Other:_____

Parent Contact

Check all that apply

- ☐ Phone- conference
  Date_____
- ☐ Phone- left a message
  Date_____
- ☐ Phone- no answer
  Date_____
- ☐ Note home by mail
  Date_____
- ☐ E-mail sent
  Date_____
- ☐ Meeting
  Date_____

Possible Motivation

Check all that apply:

- ☐ Obtain peer attention
- ☐ Obtain adult attention
- ☐ Obtain items/activities
- ☐ Avoid peer(s)
- ☐ Avoid adult(s)
- ☐ Avoid task or activity
- ☐ Don't know
- ☐ Other_____

SAMPLE

Date_____ Offense_____ Time_____ Consequence_____

1st_____

_____

2nd_____

_____

3rd_____

_____

Comments:_____

_____

Student Signature_____ Date_____

Parent Signature_____ Date_____

Administrator/Teacher Signature_____ Date_____

8/1/2017

Stewart County Schools

2022-23 Calendar

August 2022

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Closed
Early Release Day
Parent Teacher Conferences

Employee Planning (no school for students)

F&M BANK