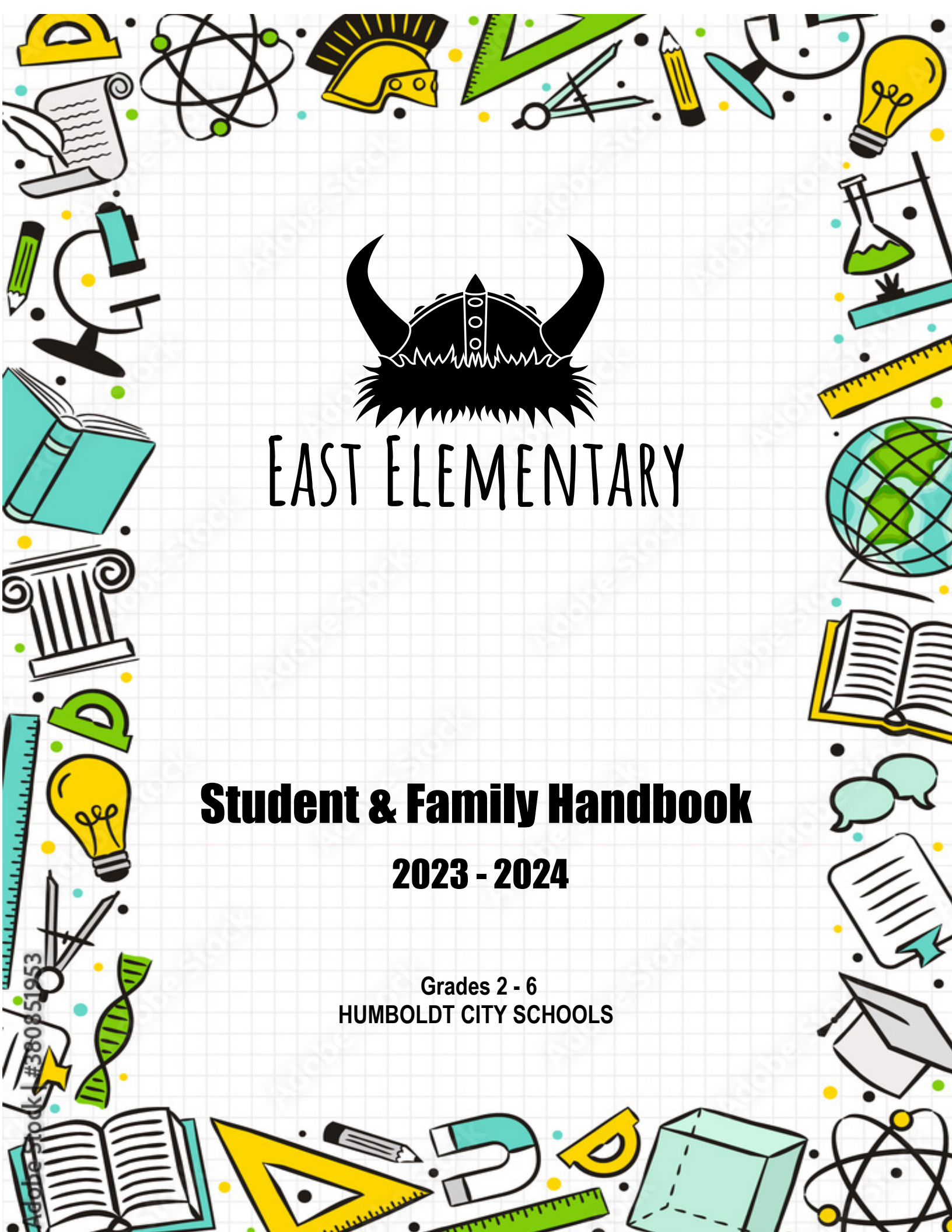


EAST ELEMENTARY

Student & Family Handbook

2023 - 2024

Grades 2 - 6
HUMBOLDT CITY SCHOOLS



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Dear Parents, Guardians, and Students,

Welcome to East Elementary School! We look forward to another productive year working together with you and your children.

The policies and procedures contained in this handbook are the results of a concerted effort between the faculty and the administration. This information has been carefully prepared and presented to be of great value in helping you adjust to our school and become an integral part of it. The ultimate purpose of education is to help each student become a productive citizen. Our goal is to prepare our students to be college and career-ready. Students should understand that their efforts and a positive attitude help determine their success in school.

Students are expected to conduct themselves as ladies and gentlemen, use sound judgment in their actions, and refrain from any disruptive behavior. Students are also expected to be courteous, show respect to all people, respect the authority of the teachers, and follow all rules and regulations set for them by the administration.

It is possible that our School Board Policy can change during the school year. We will abide by the rules and guidelines, including updates, from the Humboldt City School Board Policy. A current policy will be on the Humboldt City Schools website for your reference.

Parents, we encourage you to read this handbook along with your student(s). Then, after reading thoroughly, please completely fill out, sign, and return the handbook signature page in the back to the school.

Thank you!

**Mrs. Debbie Sheehan
Principal
East Elementary
debbie.sheehan@hcsvikings.org**

PLEASE Note*No child will be allowed to attend school without a TENNESSEE CERTIFICATION OF IMMUNIZATION on the most recent updated form provided by the health department.*****

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EAST ELEMENTARY SCHOOL GENERAL INFORMATION

East Elementary School, 1560 North 30th Avenue, Humboldt, TN 38343

731-784-4171 Fax: 731-784-1343

Grades 2-6

Mrs. Debbie Sheehan: Principal

Dr. Jamie Elliott: Assistant Principal

Ms. LaQuisha Webb: Instructional Coach

Mrs. Samantha Robinson: School Counselor

Mrs. Meredith Mckinney: School Social Worker

Mrs. Shirley Scott: School Secretary

Ms. Tamara Moore: School Bookkeeper

Dr. Janice Epperson: Superintendent

Please follow East Elementary on Facebook

<http://www.facebook.com/eastelementarytn>

HUMBOLDT CITY SCHOOLS:

VISION

To provide every scholar equitable options for achieving excellence in their future endeavors as they make connections with the global Society.

MISSION

To educate, empower, and encourage every scholar to become a productive member of our city, utilizing skills obtained in our schools.

EAST ELEMENTARY SCHOOL VISION

We have a shared vision at East Elementary School:

At East Elementary, we strive to create life-long learners, encourage community partnerships, and create a safe, positive culture that empowers students beyond the classrooms.

EAST ELEMENTARY SCHOOL MISSION

We have a shared mission at East Elementary School:

At East Elementary, our mission is to promote student perseverance, reinforce positive behaviors, as well as educate and prepare the world's upcoming citizens.

EAST ELEMENTARY SCHOOL BELIEFS

The faculty and staff at East Elementary School believe that:

1. Education is essential to the vitality of the community.
2. All students, parents, teachers, and stakeholders share the responsibility for upholding high expectations in school work and behavior.
3. A high-performing learning culture is promoted to students by encouraging them to do their personal best.
4. Parents, teachers, administrators, students, and stakeholders work together to uphold the school's beliefs, mission, and vision.
5. Communication between and among stakeholders is essential for student success.
6. Standards-based instruction must be used to achieve the school's goals in student learning.
7. Through sound instructional processes, we can achieve 15% school-wide proficiency growth.
8. Practical assessments are used and reviewed to keep track of student progress and make decisions about student learning.
9. Grade level meeting/staff meetings promote the use of shared decision-making processes through weekly teacher collaboration.
10. School should be a safe and nurturing environment for all children.
11. Students strive for positive behavior and are encouraged by staff to be ready, responsible, and respectful.
12. Students should be given equal opportunity to participate in activities that allow them to achieve proficiency and beyond.
13. Policies and procedures must support the school's goals for student learning to benefit the students.
14. There is a positive link between daily school attendance and academic achievement.

**HUMBOLDT CITY SCHOOLS
2023-2024 ATTENDANCE CALENDAR**

July 25	In-service
July 26	In-service
July 27	In-service
July 28	In-service
July 31	First Day for Students, ½ Day
August 29	Progress Reports Go Out
September 4	Labor Day, No School
October 2	1st Quarter Ends
October 5	Parent-Teacher Conference (3:30-6:30 p.m.)
October 6	Parent-Teacher Conference (9:00 a.m.-12:00 p.m.)
October 9 - 13	Fall Break
November 9	Progress Reports Go Out
November 20-24	Thanksgiving Break
December 15	½ Day for Students / 2nd Quarter Ends (Full day for personnel)
December 18 – January 3	Christmas Break
January 3	In-service, No School
January 4	First Day Back for Students – Second Semester
January 11	Parent-Teacher Conference (3:30-6:30 p.m.)
January 11	Report Cards Go Out
January 15	Martin Luther King Day, No School
February 7	Progress Reports Go Out
February 19	Presidents’ Day, No School
March 12	3rd Quarter Ends
March 14	Report Cards Go Out
March 25 – March 29	Spring Break
March 29	Good Friday, No School
April 18	Progress Reports Go Out
April 15 - May 3	EOC/TN Ready
May 9 - 10	Strawberry Festival, No School
May 17	Graduation
May 23	Last Day of School ½ Day; 4th Quarter Ends
May 24	Post Records/Report Cards
May 27	Memorial Day

*All students (Pre-school – 12) begin Monday, July 31, 2023.

*First & last day of school will be ½ day for students and regular day for personnel. Dismissal at 11:00 a.m. for students.

*December 15 will be ½ day for students & regular day for personnel. Dismissal at 11:00 a.m. for students.

East Elementary School Policies and Guidelines

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT AT EAST ELEMENTARY SCHOOL

Expectations:

The goal of East Elementary School is to create a learning environment that prepares students to be successful citizens. The educational community must provide a system that will support students' efforts to manage their behavior and assure academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for teaching and learning successful student behavior. School-wide expectations for behavior are clearly stated, widely promoted, and frequently referenced. In keeping with our goal, East Elementary School is implementing a system of School-Wide Positive Behavior Support.

Definition: RTI2-B is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of socio-emotional skills, and the use of data-based problem solving for addressing existing behavior concerns. RTI2-B increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions. RTI2-B is a prevention model. It is based on the premise that all students can benefit from well-implemented, evidence-based practices for improving student behavior.

RTI2-B provides a positive focus to encourage desirable student behaviors. A set of universal expectations for behavior, positively stated, is established for ALL students in all school locations. These expectations reflect a set of core values. At EES, those values are **EAST: ENJOY LEARNING, ACT SAFELY, SHOW RESPECT, and TAKE RESPONSIBILITY.**

The expectations matrix shown below identifies various school locations and then determines what each core value looks like in that setting. The specific expectations are described concisely and positively. By developing a matrix of universal positive behavior expectations, the school establishes a common language for staff and students.

RTI2-B is a visual approach. It asks the question, "What does enjoying learning, acting safely, showing respect, and taking responsibility look like in different locations at East Elementary School?" Interventions and strategies will be implemented to teach and reinforce these behaviors.

Infraction List:

RTI2-B is all about communication and consistency. Creating predictability for staff, students, and parents has been a primary goal of EES. Communicating to the students and "getting on the same page" with other adults when it comes to enforcing rules, addressing behavior infractions, and administering appropriate consequences begins by establishing categories of major and minor infractions. Major infractions are those that are to be handled by the administration while minor infractions are those that are to be handled by the teacher. Predictable consequences for behavior infractions that are delivered consistently by all staff in a professional manner throughout the entire school are vital to the integrity of RTI2-B. Consequences are not primarily punitive in nature; they are an opportunity for the student to learn from his/her mistakes and to accept responsibility for the choices that he/she made. The consequences are provided on a continuum matched to the intensity of the misbehavior.

THE EXPECTATION MATRIX

We are EAST!

Voice Level Key

3-Loud Crowd (Talking across the room)

2-Low Flow (Talking quietly at your table)

1-Whisper/Spy Talk (Only one person can hear you)

0-Silence/Ninja Mode (No Talking, no noise, mouths closed)

AREA	ENJOY LEARNING	ACT SAFELY	SHOW RESPECT	TAKE RESPONSIBILITY
Art/Music	<ul style="list-style-type: none"> ● Be attentive ● Know and follow established procedures ● Remain in dress code at all times 	<ul style="list-style-type: none"> ● Go directly to assigned area ● Stay in assigned areas ● Keep hands, feet, and objects to yourself ● All fights result in office referral 	<ul style="list-style-type: none"> ● Keep negative comments to yourself ● Help others if needed ● Listen to teachers when they are speaking ● Follow teachers instructions for voice level 	<ul style="list-style-type: none"> ● Take care of all supplies/instruments ● Clean up your area when you are finished working ● Put chairs back in proper place when finished
Arrival/Dismissal	<ul style="list-style-type: none"> ● Have everything you need to take with you (Agenda, Books, Homework) 	<ul style="list-style-type: none"> ● Go directly to assigned area ● Stay in assigned areas ● Keep hands, feet, and objects to yourself ● Be ready to enter or exit car/bus when vehicle stops 	<ul style="list-style-type: none"> ● Use appropriate/positive language ● Remove hats/hoods when entering building ● Follow all staff directions the first time given ● Voice level-0 Ninja Mode 	<ul style="list-style-type: none"> ● Know car and bus number ● Go straight to assigned area without talking ● Bus/car notes signed before the end of the day
Assemblies	<ul style="list-style-type: none"> ● Be attentive ● Be engaged ● Ask appropriate questions 	<ul style="list-style-type: none"> ● Enter and exit quietly ● Keep hands/feet/objects/comments to yourself 	<ul style="list-style-type: none"> ● Give speaker full attention – listen and keep eyes on speaker ● Follow the speaker's instructions for voice level. 	<ul style="list-style-type: none"> ● Use indoor voice ● Follow directions ● Applaud appropriately ● Keep hands/feet/objects/comments to yourself

Bus	<ul style="list-style-type: none"> ● Stay in dress code while on the bus ● Have all items ready to go and from home 	<ul style="list-style-type: none"> ● Enter and exit quietly ● Keep hands/feet/objects/comments to yourself ● Stay in your seat until the bus stops ● All fights result in office referral 	<ul style="list-style-type: none"> ● Keep hands/feet/objects/comments to yourself ● Use appropriate language/positive language ● Stay in dress code while on the bus ● Voice Level-1 Whisper Level Spy Talk 	<ul style="list-style-type: none"> ● Report problems to bus drivers ● Clean up after yourself ● Walk in quiet line to the bus ● Have all items ready to go and from home ● Know and follow procedures ● Know your bus # and driver name
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AREA	ENJOY LEARNING	ACT SAFELY	SHOW RESPECT	TAKE RESPONSIBILITY
Cafeteria	<ul style="list-style-type: none"> ● Be attentive to staff ● Have money ready for checkout ● Know your lunch number 	<ul style="list-style-type: none"> ● Keep hands/feet/objects/comments to yourself ● Walk and line up quietly ● Know and follow established procedures ● All fights result in office referral 	<ul style="list-style-type: none"> ● Use appropriate/positive language ● Follow directions ● Walk and line up quietly ● Be attentive to staff ● Voice Level-1 Whisper Level Spy Talk 	<ul style="list-style-type: none"> ● Handle food as it is meant to be handled ● Clean up after yourself ● Throw trash in the garbage can ● Talk to other students at YOUR table ● Enter and exit food line voice level 0
Classrooms	<ul style="list-style-type: none"> ● Turn in assignments on time ● Watch and listen to instructor ● Bring all supplies to class ● Have assignments ready 	<ul style="list-style-type: none"> ● Enter/exit quietly ● Keep hands/feet/objects/comments to yourself ● All fights result in office referral 	<ul style="list-style-type: none"> ● Use appropriate/positive language ● Follow adult directions ● Follow the teacher's instructions for voice level. 	<ul style="list-style-type: none"> ● Turn in assignments on time ● Accept responsibility for your actions

<p>Gym</p>	<ul style="list-style-type: none"> ● Be a good sport 	<ul style="list-style-type: none"> ● Report problems/injuries to teacher ● All fights result in office referral ● Keep hands/feet/objects to yourself 	<ul style="list-style-type: none"> ● Listen to teacher directions ● Use appropriate/positive language ● Follow the teacher's instructions for voice level. 	<ul style="list-style-type: none"> ● Take care of and return equipment. ● Arrive to gym on time ● Know and follow established rules
<p>Hallways</p>		<ul style="list-style-type: none"> ● Keep hands/feet/objects to yourself ● Help others if needed ● Stay to the right of the hallway ● Walk slowly and be aware of others ● Walk on the blue line 	<ul style="list-style-type: none"> ● Follow directions given by teacher ● Voice Level-0 Ninja Mode 	<ul style="list-style-type: none"> ● Walk in a straight, quiet line with your hands at your side ● Make sure all belongings are hanging on hooks
<p>Library</p>	<ul style="list-style-type: none"> ● Have necessary materials before entering the library ● Watch and listen to instructor ● Know and follow all library rules 	<ul style="list-style-type: none"> ● Enter and exit quietly ● Keep hands/feet/objects to yourself 	<ul style="list-style-type: none"> ● Use your library voice ● Leave food/drinks/candy out of the library ● Care for all library materials and use for intended purpose only ● Follow the teacher's instructions for voice level. 	<ul style="list-style-type: none"> ● Use all library materials for intended purposes only ● Return books on time ● Return laptops to the appropriate spot ● Know your schedule and time limit

AREA	ENJOY LEARNING	ACT SAFELY	SHOW RESPECT	TAKE RESPONSIBILITY
Playground	<ul style="list-style-type: none"> ● Use playground equipment for intended purpose only 	<ul style="list-style-type: none"> ● Walk away from potential fights ● All fights result in office referral ● Enter and exit building quietly ● Keep hands/feet/objects to yourself ● Stay within boundaries to the playground 	<ul style="list-style-type: none"> ● Line up quickly when teachers are ready ● Be polite and pleasant to your peers while playing ● Voice Level-4 Loud Crowd 	<ul style="list-style-type: none"> ● Return any borrowed equipment ● Make sure to be in dress code when you enter the building ● Know and follow established procedures
Restroom		<ul style="list-style-type: none"> ● Use restroom for intended purpose only ● Keep hands/feet/objects to yourself ● Report problems to school staff ● All fights result in office referral 	<ul style="list-style-type: none"> ● Maintain privacy of others ● Voice Level-0 Ninja Mode 	<ul style="list-style-type: none"> ● Always flush the toilet ● Wash and dry hands ● Keep bathroom clean ● Use restrooms during designated times only ● Get in/out quickly

Minor Problem Behavior (Teacher Managed)	Definition	EXAMPLE Handled by teacher
Defiance/Disrespect/ Non-compliance to adults (M-Disrespect)	Student excessively engages in brief or low-intensity failure to respond to adult requests.	Talking back, refusal to follow directions
Disruption (M-Disruption)	Student continually engages in low-intensity, but inappropriate disruption.	Intentional distractions, interruption of the lesson, throwing items, tapping pencil, out of seat, and disturbing others
Dress Code Violation (M-Dress)	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.	Shirt untucked, saggy pants
Inappropriate Language (M-Inapp Lan)	Student engages in low-intensity instance of inappropriate language.	Put downs, taunts, or slurs of a non-offensive nature, saying stupid, ugly, non-hostile profanity (written and oral)
Other (M-Other)	Student engages in any other minor problem behaviors that do not fall within the above categories.	
Physical Contact/ Physical Aggression (M-Contact)	Student engages in non-serious, but inappropriate physical contact.	Horse play, playful grabbing, pinching, non-aggressive punching or slapping, chasing, shoving. "not keeping hands and feet to self."
Property Misuse (M-Prpty Misuse)	Student engages in low-intensity misuse of property.	kicking furniture, mishandling textbooks/library books/tearing up paper/assignments, handouts, breaking pencils
Technology Violation (M-Tech)	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or computer.	Using computer time inappropriately, possessing cell phones or other electronic devices without permission
Taunting/teasing	Inappropriate comments and/or unwanted verbal, physical, or emotional advances	Making faces, calling other students names without the receiver feeling uncomfortable or threatened
Profanity	Inappropriate language, cursing	Inappropriate language or curse word not directed at anyone specifically

Name Calling	Use of disrespectful, hurtful language	Putdowns, taunts, or slurs of a non-offensive nature, mild oaths not directed at an individual. Offensive communications targeting race, gender, faith, etc. of others.
Lying/Cheating	Student delivers a message that is untrue and/or deliberately violates rules.	Forged notes from parents, doctors, teachers. Takes someone else's work and claims it to be their own.
Forgery	Student has signed a person's name without that person's permission	Forged notes from parents, doctors, teachers, etc.

Major Problem Behavior	Definition	EXAMPLE IMMEDIATE OFFICE REFERRAL
Abusive Language/ Inappropriate Language/ Profanity (Inapp Lan)	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.	Blatant and hostile cursing, slandering another person, hostile threats either written, spoken, or non-verbal.
Arson (Arson)	Student plans and/or participates in malicious burning of property.	Setting fires to or on school property. Possession of combustible items
Bomb Threat/ False Alarm (Bomb)	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.	Written or verbal bomb threat, deliberately pulling fire alarm when not warranted, planting an explosive device on school grounds/property, making or attempting to construct a bomb at school
Defiance/Disrespect/ Insubordination/ Non-Compliance (Disrespect)	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.	After given time to cool down, and interventions have been used the student <i>continually</i> refuses to comply with rules/expectations and verbal defiance/ argumentative
Disruption (Disruption)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, or screaming; noise with materials; and/or sustained out-of-seat behavior.	Screaming, fighting. Any sustained behavior that impedes the educational environment where interventions have not helped
Theft (Theft)	Student is in possession of, having passed on, or being responsible for removing someone else's property.	Stealing, hiding/purchasing stolen property, aiding someone in stealing
Gang Affiliation Display (Gang Display)	Student uses gestures, dress, and/or speech to display affiliation with a gang.	Created bi-laws, planning or participating in group fights

Major Problem Behavior	Definition	EXAMPLE IMMEDIATE OFFICE REFERRAL
Harassment/Bullying (Harass)	Student repeatedly delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. <i>*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</i>	Repeated verbal harassment or abuse, inappropriate touching, gesturing, notes or pictures *See bullying definitions and steps
Death Threats	Any threat of death or danger to a student or teacher/staff member.	Threatening statements: "I will stick you, I will kill you, I wish you were dead, BAM with gun motion (teacher direction), I will get someone to take care of you, My brother will get in the car and run over you until you are dead, etc."
Inappropriate Display of Affection (Inapp affection)	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.	Inappropriate contact with another student or adult
Inappropriate Location/ Leaving Class	Student is in an area that is outside of school boundaries or has left class inappropriately.	Caught in an inappropriate area of school property or walked out of class.
Other Behavior (Other)	Student engages in problem behavior not listed.	
Fighting/ Physical Aggression (PAGg)	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	Actions with the intent to hurt: punching, hair pulling, scratching, choking
Property Damage/Vandalism (Prop dam)	Student participates in an activity that results in destruction or disfigurement of property.	Purposely breaking classroom materials, throwing desks, chairs, computers, destruction of any school property
Technology Violation (Tech)	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Taking inappropriate pictures or videos with cellphone, inappropriate use of cellphone
Use/Possession of Alcohol (Alcohol)	Student is in possession of or is using alcohol.	Smelling of alcohol, possession of alcohol
Use/Possession of Combustibles (Combust)	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	Has possession of
Use/Possession of Drugs (Drugs)	Student is in possession of or is using illegal drugs/substances or imitations.	Has possession of
Use/Possession of Tobacco (Tobacco)	Student is in possession of or is using tobacco.	Has possession of

Major Problem Behavior	Definition	EXAMPLE IMMEDIATE OFFICE REFERRAL
Use/Possession of Weapons (Weapons)	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.	Has possession of

EAST ELEMENTARY CONSEQUENCES

OTHER: In addition to these school rules (and any others not in this handbook that are deemed necessary), students at EES are also guided by policies of the Humboldt City Schools Board of Education, the Minimum Rules and Regulations of the Tennessee State Board of Education, federal and state law.

When a student chooses to violate the rules under which EES operate, the consequences may include, but are not limited to:

- a. Counseling
- b. Conference with Parents
- c. Parent Contact
- d. Time in Office
- e. Alternative Placement
- f. Loss of Privilege
- g. Silent lunch with Alternate Placement
- h. Restitution/Community Service
- i. Behavior Essay
- j. After School Detention
- k. In-School Suspension
- l. Saturday School
- m. Out-Of-School Suspension
- n. Expulsion

SUSPENSION

A student who is suspended will be expected to complete lessons assigned while he/she is suspended. If lessons are not completed in the expected time frame, students will receive a zero.

EAST ELEMENTARY ADMINISTRATOR DISCIPLINE PROCEDURES

These consequences occur after classroom discipline procedures have been given.

Level 1: The student is sent to the office by the student's teacher and given a consequence by an administrator. Depending on the offense, these could include but are not limited to, behavior essay, detention, loss of privilege, silent lunch with alternate placement, restitution/community service. The parent is contacted by phone, writing, or in person by someone from the administrative team.

Level 2: After the student has had 4 minor referrals, the student is given In-School Suspension. The parent is contacted by an administrator. Depending on the severity of the situation or the circumstances Level 2 could be given immediately.

Level 3: After 3 ISS occurrences, the student will receive services from our district behavioral specialist and a behavior intervention plan is developed. A conference is held with the parents, the counselor, and the administrative team and others. After the student has had 5 ISS occurrences (not days), the student is given OSS or alternative placement. Depending on the severity of the situation or the circumstances Level 3 could be given immediately.

Level 4: DCS may be contacted if one or more of the following exist:

- The student's behavior is not improving, and the student continues to gain office referrals.
- The student is harmful to other students and staff.
- The student's parents are not cooperative or helpful in improving behavior.

Level 5: Student will be referred to the Trenton Juvenile Court if one or more of the following exist:

- The student's behavior is not improving, and the student continues to gain office referrals.
- The student is harmful to other students and staff.
- The student's parents are not cooperative or helpful in improving behavior.

Level 6: The student is expelled or suspended from Humboldt City Schools for one calendar year.

Violation on the part of the student of any or more of the following rules shall constitute misconduct, and may result in the suspension, expulsion, emergency removal or other form of discipline of a student.

A student who is suspended will be expected to complete lessons assigned while he/she is suspended. If lessons are not completed in the expected time frame, students will receive a zero.

** The flow of this chart may vary according to the severity of the behavior. Administration reserves the right to adjust according to specific instances/circumstances. **

Breaking and Entering

Students who are caught unlawfully breaking into any Humboldt City Schools building or property will be remanded to Alternative School for the remainder of the school year and referred to the Humboldt Police Department.

Gangs

Students wearing/displaying/writing/drawing or talking about anything gang related will be issued consequences and referred to the Humboldt Police Department. This includes any association with real or created school gangs that participate or plan to participate in violent behaviors.

Tobacco Products

The possession of tobacco products on campus by a juvenile or an adult student is strictly prohibited. State law requires the principal of a school to issue a juvenile court citation for juvenile students who unlawfully possess tobacco products on campus. Juvenile and adult students found in the possession of tobacco products will be suspended from school for 5 days.

Drug Testing Policy

Drug testing of a student will occur if there are reasonable indications to the principal that such student may have used or be under the influence of drugs (**TCA 49-6-4213**). Indications may include, but are not limited, to observed or reported use of drugs, other reasonable information received from a teacher, staff member, or other student, and observed student behavior that is typically associated with alcohol or drug use.

A student with a positive test result shall be placed in Alternative School for a minimum of thirty (30) school days and must have a negative test result when retested before returning to East Elementary. A student who declines the test shall be suspended from school and brought before the Disciplinary Hearing Authority (local board policy).

Drug Use

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Searches

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 (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), 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 or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

*There are new Bullying Prevention procedures in place district-wide. Please refer to the appendices for additional information.

School Bus Transportation

Riding the school bus is a privilege granted to students. Riding privileges may be lost when behavior is unacceptable. Students are expected to behave in ways acceptable for any public transportation. Proper behavior for bus riders also includes the times students are waiting on the bus and lining up for the bus. Students will be governed by the rules posted on each bus.

*****FOR THE SAFETY OF STUDENTS, CARS ARE NOT ALLOWED IN THE BUS LANES IN THE FRONT OF THE BUILDING DURING THE MORNING ARRIVAL AND AFTERNOON DISMISSAL. *****

School Bus Discipline Procedures

It is our belief that every student in the Humboldt City School System should be provided with a safe means of transportation to and from school. Should you and your child elect to use the privilege of using school transportation, we feel that knowledge of our discipline procedure may be very helpful. The privilege of using bus transportation can be revoked due to the behavior of the student or unsafe conditions created by the student(s).

The following are the steps that will be used by your child's principal/assistant principal in dealing with school bus discipline.

1st Offense – Written warning to the parent/guardian.

2nd Offense – 10-day suspension of riding privileges.

3rd Offense – 30-day suspension of riding privileges.

4th Offense – Suspension of riding privileges for the remainder of the year.

An immediate bus suspension will result due to behavior that creates an unsafe situation for the driver, monitor, or other students on the bus.

All discipline will be based on the severity of the offense and is left up to the Principal and/or the Assistant Principal.

Humboldt City Schools Dress Code Policy

Dress Code

The Humboldt City School System is responsible for preparing students to take their places in society as mature, responsible individuals. Therefore, it is part of the school's responsibility to establish and maintain standards that can be carried into the workplace. **Students are required to arrive on campus appropriately dressed and stay dressed appropriately until they leave campus. Students are also required to abide by the dress code while riding the bus.** At the beginning of the first period each day, teachers are responsible for handling any students out of the dress code. If the student is deemed to be out of the dress code, parents will be contacted and expected to bring their child appropriate clothing. Students who miss class due to the necessity of changing into clothes that meet the dress code will be unexcused for the period of time missed. Students who cannot comply with the dress code may be issued in-school suspension until they comply. The school administrator will decide whether an article or style of dress falls outside of these guidelines.

Guidelines for attire are set forth below:

1. Footwear

- a. Shoes must be laced, tied, strapped and hooked properly. Flip flops, house shoes/slippers, shower/athletic slip on shoes are not permitted.
- b. Shoes can have heels no higher than one and one-half inches (1 ½").
- c. Shoes for CTE shop/labs/PE must be closed toe and have non-slip soles.
- d. No bare feet or socked feet allowed in school building or school property.

2. Pants must be fitted at the waist and inseam and not be oversized or undersized. (e.g. baggy pants, sagging pants, tights, or pants made of spandex are prohibited)

- a. Flat fronted or pleated – khaki, tan, navy or black color.
- b. If they have belt loops, then a belt must be worn.
- c. Belts are optional for students in pre-k-4th grade.
- d. Pants must be straight legged or flared. No skin tight styles.
- e. Pants may not be tucked in or rolled up over socks or shoes. May not be gathered at the bottom, e.g. with rubber bands.
- f. No denim material, sweat pants, scrubs, sleepwear, jeggings or leggings.
- g. No wording other than factory logo.

3. Walking Shorts/Capri Pants

- a. Must be black, khaki, tan, or navy color.
 - b. Must be at the knee, straight legged or flared. No skin tight styles.
- 4. Skirts/Dresses/Jumpers**
- a. Must be at or below the knee.
 - b. Must be black, khaki, tan, or navy color.
 - c. Black, tan, khaki, or navy leggings may be worn under skirts and jumpers; skirts and jumpers must still be at or below the knee.
- 5. Shirts**
- a. Solid color long or short sleeve with a collar; polo style or turtleneck. The top button should be at the neck and only the top button may be undone.
 - b. An oxford style dress shirt may be worn with or without a tie or bowtie.
 - c. Shirts must be tucked in and be able to stay tucked in when a student sits at a desk.
 - d. Shirts must not display logos other than the factory logo.
 - e. Under garments should not be visible through shirts.
- 6. Lightweight Jackets, Vests, Sweaters, and Sweatshirts**
- a. May be worn in the classroom.
 - b. Must be waist length.
 - c. Solid color long or short sleeved shirts with a collar that is polo style or turtleneck must be worn underneath.
- 7. Heavy Coats, Jackets, Raincoats, Gloves**
- a. These items are not to be worn during the school day and should be kept in student lockers or hooks, whichever is applicable.
- 8. Headwear**
- a. The wearing of hats, ball caps, bandannas, toboggans, head wraps, hair combs/racks, rollers, sunglasses during the school day are not permitted.
 - b. The administration may declare some head/hair accessories as distracting and therefore may not be permitted.
- 9. Jewelry**
- a. Both male and female students are allowed to have ear piercings, as long as the jewelry is not deemed distracting or a safety issue by the administration.
 - b. Other body piercings (e.g. nose, tongue, eyebrow, lip) are not allowed.
 - c. No non-prescribed appliances; e.g. grilled teeth, glasses.
 - d. No items with spikes.
 - e. No items with symbols related to drug culture, alcohol, gangs or violence are allowed.
- 10. Other Points to Remember**
- a. No hoods are to be worn over the head once a student is in the building.
 - b. Denim, velour, sweatpants or jogging suits may not be worn unless approved by the principal.
 - c. T-shirts may not be worn as outer wear except on Special/Spirit Days but must be tucked in.
 - d. Team/ Club shirts may be worn with permission of the principal but must be tucked in.
 - e. All clothing shall be without holes, rips or tears.
 - f. All items of clothing must be appropriately sized.
 - g. Undergarments may not be worn as outer garments.
 - h. One (1) T-shirt only may be worn as an undergarment and must be tucked in at all times.

- i. The school administrator will make the final decision about whether an article or style of dress falls outside these guidelines and appropriate dress during all school sponsored extracurricular activities.
- j. Other body piercings will be confiscated, and a parent or guardian will have to pick it up in the front office.
- k. Students are NOT to carry purses/fanny packs/backpacks out of the classroom.

Special Days

These are days set aside by the school administration to allow variation in the dress code. Dates will be announced. All clothing must still be neat, clean, and modest, not disrupting the operation of the school day. *“If in doubt, leave it out.”* If students are unable to comply with the dress code, they will be placed in in-school suspension until they can.

Dress Up Days

Humboldt City Schools will have several opportunities for students to dress up/dress professionally. We want to instill a sense of professionalism and pride in each student. These days or events are designed for students to represent themselves positively.

Girls should not wear tight, short skirts or dresses, nor should their shoes be impractical for wearing/walking all day which means dress shoes should not have a heel more than 2 ½ inches high. Tops should not be low-cut, see-through, have spaghetti straps, or be strapless. Undergarments should not be seen through the dress or skirt. Jeggings are not an acceptable form of dress pants. Senior high boys should wear a button-down shirt with a tie or bowtie and wear slacks and not jeans or shorts. Appropriate dress shoes should also be worn rather than sneakers.

Non-compliance Consequences

If a student is continually non-compliant, appropriate consequences will be given.

A student will not be out of compliance if failure to wear standard clothing is due to the student’s or their parent’s severe financial hardship. Clothing can be available through the EES Clothes Closet if items are available. Parents and students shall be informed of the availability of financial assistance if they cannot afford to purchase standardized clothing.

Dress Code Exemptions

A parent who objects to standardized dress because of his or her religion, religious belief or because of strongly-held belief (i.e., philosophy or moral principle) must obtain a copy of the policy on Standardized Dress, a Request for Exemption Form and an Exemption Questionnaire from the school, complete the form and questionnaire, and return them to the school. The principal shall review the form and questionnaire and accept or deny the request for exemption. The principal must accept or deny the request within two (2) school days. If the principal denies the request, he or she must give the parent a written basis for the decision. The parent can appeal a principal’s denial of the request for exemption to the Superintendent within two (2) school days of receiving the principal’s denial. The Superintendent must meet with the parents within five (5) school days of receipt of the request for appeal, and must render a decision within five (5) school days of meeting with the parents. If the Superintendent also denies the request, he or she must provide a written basis for the decision.

The parent may make a final appeal to the Board of Education and ask the Board to review the written record of the request for exemption and the denials. This appeal must be made within five (5) school days of the Superintendent’s denial of the appeal. The Board may hold a hearing on the exemption

request at its discretion. The decision of the Board is final. A student will remain in school in the dress style recommended by the parent until the appeal is final.

A religious exemption can be based on the religion of the parent or the religion of the child, but the parent must apply for the exemption in either case.

Principals and their designees reserve the right to make dress code decisions as necessary and will have the final say.

Activities/Assemblies/Trips

Many special interest activities are a part of the school's program. Each student is encouraged to be involved. Parent approval will be gained prior to taking students on trips off campus. Please complete the Field Trip Form in the Registration Packet and return to your child's teacher. Administration will keep these on file in the office. **Students who do not demonstrate the appropriate behavior may not be allowed to attend assemblies or trips.**

Address Change/Phone Number Change

It is imperative that the school has your correct address and telephone number at all times. Notify us immediately if either is changed. After Christmas break we will send out a form for parents to update their phone number and address. The school uses an automated calling system to notify parents of closings, holidays, and school activities. An updated phone number will be essential to receiving these communications.

Agenda Books

Agenda books will be provided for all students. Parents should read the daily assignments, sign the book, and make sure they are returned to school each day.

Attendance Policy

The Board of Education believes that attendance is a key factor in student achievement and therefore, all students are expected to be present for 180 days of school.

A. ABSENCES

Truancy is defined as an unexcused absence for an entire school day or a major portion of the school day. Parents should notify the school when a student must be absent. Calls should be made between 7:30 and 9:00 a.m. For safety reasons (to protect your child), it is important that the school knows why a student is not at school. The only excused absences are for illness of the student, death in the family, and recognized religious holidays for the persons of that faith. If a student compiles twelve (12) unexcused days from school (including tardies), the student and parent(s) will be cited to the Gibson County Juvenile Court Truancy Board.

- In order for an absence to be excused, a note must be provided to the school from a doctor, funeral home, or other acceptable organization.
- The school will also accept five (5) Parent Notes per school year for illness. Parent notes will cover absences in which the student may not need to see a doctor for an illness or for other unforeseen days when the student may not be present at school. **Parent notes must be written and signed by the parent, and turned into the school upon the student's return to school.**

- Any absences not accompanied by a valid doctor or parent note will be considered unexcused. When/if all five (5) parent notes have been used, a valid doctor, funeral home, or other acceptable organization's note must be provided, or the absence will be considered unexcused.

The action plan will be as follows for attendance/truancy problems.

- Five unexcused absences: Letter will be mailed to residence parent/guardian has provided.
- Seven unexcused absences: Meeting will be scheduled with parent or guardian to complete attendance action plan.
- Ten unexcused absences: 2nd Letter will be mailed to residence parent/guardian has provided.
- Twelve unexcused absences: Paperwork will be submitted to truancy court.

**** Please Note if we are unable to contact you at the phone number/address you have provided we will proceed to the next step in the action plan. ****

A. TARDIES

A student who is not in his/her homeroom, classroom, or other assigned areas by 8:00 a.m. is considered tardy. Tardies will be tallied throughout the entire school year. Unexcused tardies will be used in conjunction with unexcused absences with regards to truancy board referrals. For the purpose of referring students to the Gibson County Juvenile Court Truancy Board, three (3) unexcused tardies will count for one (1) unexcused absence.

B. MAKE UP WORK

All students will be responsible for material missed when absent. Students will receive a zero (0) for all absences unless work is made-up. Students having absences shall be allowed to make-up daily work, including all tests. It is the responsibility of the students and parents to contact teachers concerning make-up work. Make-up work must be completed and turned in by the end of the second school day after the student's return to school. In the case of consecutive days of absence, one day per each day absent may be added to the allowed time for make-up work to be turned in.

C. ATTENDANCE RECORDS

Student attendance records shall be given the same level of confidentiality as other student records. Authorized school officials, for legitimate educational purposes only, may have access to student information without the consent of the student or parent/guardian.

Attire and Personal Care

The young child must depend primarily on parents for suitable clothing and to provide means for personal cleanliness and good grooming. A standard of dress and appearance should be maintained that is pleasant to the eye and is in no way distracting to teachers and students or is a detriment to the learning and teaching process. School-age children are expected to help care for their bodies and teeth as well as their clothing. **Please follow the Standardized Dress Guidelines listed in this handbook.**

Cafeteria

Breakfast is served each morning from 7:40 to 8:00 in the classroom for Grades 2 - 6. Lunch is served each day from 10:30 am to 1:00 pm. School breakfasts AND lunch meals are free for all students. Students can bring their own lunch but deliveries of lunch are not permitted during this busy time. Guest lunches are \$4.00 and parents are encouraged to have lunch with their child. Special Meals (Thanksgiving and Grandparents Day) \$5.00.

Students will not be allowed to bring food out of the cafeteria even if it was purchased. All food needs to be finished prior to leaving the cafeteria.

Students cannot bring a la carte items into the cafeteria to eat along with school lunch. Only students who bring their lunch can eat items brought from home.

Calendar

The official calendar for all school events is in the office of the principal. Before any event is placed on the calendar or scheduled, it must be first approved by the principal.

Car Riders

All students will be issued a “car-rider” number tag (two will be issued per family). This tag should be visible in the car at the time of pick-up (gym area). For the safety of our children, students will not be allowed to ride with anyone other than the person(s) listed on the student information form. **Parents must remain in cars in the pick-up line.** No student will be dismissed to a parent on foot.

Check Acceptance

The school can accept checks for payment of goods and services. However, the check must be for the exact amount of the purchase. No cash money may be returned to the student.

Closing of Schools

The radio stations 104.1, 106.9, 93.7, and TV channels 7 and 3, will carry all school closing announcements due to inclement weather or other emergencies by 6:30 a.m. when possible. When it becomes necessary to dismiss during the regular school day, announcements will be made at once via social media, the district website, and our automated calling system.

Deliveries

East Elementary cannot be responsible for receiving or delivering gifts. Parents **cannot** bring nor have gifts (flowers, balloons, etc.) delivered to the school. Items are easily damaged before students arrive home with them. Safety is also a factor in that balloons can burst or be distracting. Balloons are not allowed on buses for that reason.

Electronic Devices

Students are **NOT** permitted to bring cell phones, music/video players, electronic games, etc. on campus. Violations may result in confiscation of articles by the school officials and will need to be picked up by a parent **after 3:00.** **Items brought to school that are lost or stolen are NOT the responsibility of the school and will not be replaced by the school.**

Food, Candy, and Drink During Class Periods

Food, candy and drink are not to be brought to school by students for consumption during regular class period, except for special projects and parties that have been scheduled by the instructor and approved by the Principal's office. **We are a PEANUT-FREE district; therefore, all treats should be free of any peanut products. Any treats brought on the scheduled dates listed below must be store bought and pre-packaged.** No homemade items will be passed out at school.

Class parties will be scheduled school-wide for: Halloween (October 31), Christmas (December 15), and Valentine’s Day (February 14). Please check with your student’s teacher before sending any treats to school. **Class parties will take place after 1:00 p.m (unless it is a half day).**

Because of nutrition standards and guidelines, both in the district and the state, we must limit the number of “sweet treats” that are brought into the school. Cupcakes, cakes, and other treats will **NOT** be allowed on days other than scheduled holidays and “birthday dates” of each month. Students are not to bring unhealthy snacks to eat during the school day (chips, candy, sodas, etc.).

Grading System

The grading system is: A is from 90 to 100; B is 80 to 89; C is 70 to 79; D is 60 to 69. High academic performance is encouraged. Standards for acknowledging high academic performance will be established by the school staff. Teachers will inform students concerning honor roll qualifications for recognition.

School Counseling

The guidance personnel will be available to assist students, parents, administration, faculty, and community during the year. Areas of involvement will include orientation, scheduling, testing, individual and group counseling, career and vocational education, personal-social growth, and development and crisis management.

Illness or Other Emergency of Student

Homeroom teachers, the office staff, and the school nurse will deal with illness and other student emergencies in a prudent and timely manner. Some illnesses or emergencies require parental notification therefore it is imperative that the school has correct and up to date phone numbers for parents/guardian/contact persons. Students should be free of fever (without fever reducing medicine), have not had diarrhea, or vomiting for 24 hours before returning to school.

Leaving or Checking Out

For safety reasons, a student will not be permitted to leave school before the regular dismissal time unless the parent comes to school for the student or clears the dismissal with the principal. All schools have closed campuses. Students will remain at school during the lunch period and at all other times unless the departure is approved by the principal. No child can be checked out from 2:15 - 3:00 p.m. due to the arrival of school buses and traffic congestion. Please check students out before 2:15 p.m. for doctor’s appointments. **The doors will be locked at 2:15 to prepare students for dismissal. Students will not be dismissed past 2:15.** Any child needing to be checked out early by a parent/guardian should present a doctor’s excuse, dental excuse, or family emergency such as the death of a family member.

Library

All classes are scheduled to visit the library as a group. Behavior in the library is expected to be the same as in the regular classroom. Lost library books must be paid for by the student having checked them out. Damage to books such as coloring, torn pages, and dirt will be charged according to the extent of the damage, the age of the book and the cost to replace it.

Lost and Found

Items lost or found should be reported to the school office. Items found and turned in to the school office will be returned to the students when properly identified. Labeling children's belongings is a good idea and is expected.

Medication

Administering medications at school to students is not a recommended procedure for schools, but at times it is inevitable. The following rules apply to all medication administered at school:

1. All medication must be brought to the school by a parent or guardian, so please do not send any medication with your child. Medication should be taken to the school office and/or the school nurse.
2. A written order from the physician or licensed prescriber detailing the name of the drug, dosage and time intervals the medication is to be taken is required. This will cover the current school year only.
3. Written permission from the parent or guardian of the student is required in order for medication to be given. The forms are available in the school office.
4. All medications should be brought to school in the original, pharmacy labeled container. The container shall display:
 1. Student's name
 2. Prescription number
 3. Medication name & dosage
 4. Administration route or other directions
 5. Date
 6. Licensed prescriber's name
 7. Pharmacy name, address & phone number
5. All over the counter drugs to include lotions, ointments, Tylenol, cold and cough etc., shall:
 1. Require written permission from the parent or guardian. Forms are available in the school office.
 2. Have the student's name affixed to the container and must be provided in the container with the manufacturer's original label with ingredients listed.
 3. Be brought to school by the parent or guardian.
6. All medication will be kept under lock and in a designated area by the administration, and will be dispensed in the school office or by a designated staff member.
7. All medications should be picked up by the parent or guardian at the end of the school year.

Police Questioning and Apprehension

School authorities shall adhere to Board Policy 6.303 (posted on district website) as it pertains to police questioning and/or apprehension. Notices are also posted in the school.

Posters

No posters, placards, or notices are to be posted anywhere in the building without approval of the principal.

Progress Reports-Parent/Teacher Conferences

Progress reports for all students will be given out mid-way of each grading period. This report will include student performance information as well as an academic average. Parent/Teacher conferences will be held in October and January (prior notice will be made annually). Additional Parent/Teacher conferences and communication are encouraged when deemed necessary.

Report Cards

Report cards will be handed out at the end of each nine-week interval. Each report card shall be signed by the parent/guardian and returned promptly to the school.

School Hours

School hours are 7 hours for students. The time is 8:00 a.m. until 3:00 p.m. Because instruction starts promptly at 8:00, breakfast will not be served after 8:00.

School Supplies

Homeroom teachers will provide the students with information concerning the supplies needed to be successful. School supplies lists will vary based on grade level and are normally posted in area businesses.

Sexual Harassment of Students

Sexual harassment activity toward any student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures, or words of a sexual nature which:

1. Unreasonably interferes with the student's work or educational opportunities;
2. Creates an intimidating, hostile or offensive learning environment;

Victims of sexual harassment shall report these conditions to the immediate supervisor of the offending person. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment. In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and context in which the alleged conduct occurred, will be investigated. The superintendent shall be responsible for investigating all complaints of sexual harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the superintendent, and ultimately, the Board.

Smoke-Free Campus

All schools will provide a smoke free campus by requiring (in addition to its smoking policy dealing with students) that staff and visitors refrain from smoking on campus at all times.

Student Grievance Procedure

The Board establishes the following procedure for handling personnel complaints and grievances. The student experiencing the problem is encouraged to discuss the problem in a personal conference with the school principal or with the supervisory person directly in charge. If this approach is not feasible or if the results are not satisfactory, the student may confer with the next level of supervision or directly with the superintendent. Each person in the chain of command should make an effort to resolve the problem. Appeal may be made to the Board of Education for final disposition. **The Board of Education will hear only complaints which have been carried through the proper procedure from the point of origin.**

Student Records

Accumulative records related to attendance, academics and health are maintained on each student. These records are housed and secured in the school office. These records are available only to legal parents or guardian, agencies or individuals with a signed release, and students upon becoming 18 years of age

Telephone and Cell Phone Use

Students will not use the office phone for personal calls except in extreme emergencies! Permission to use the telephone **must** be given by office staff. Students are not allowed to receive telephone calls. In

the event of an emergency call from parents, the office staff will get the message to the student as soon as possible. **Students caught violating this rule will be subject to disciplinary actions.**

Cell Phone Use – Students, in accordance with School Board Policy 6.312 (posted on the school website), shall not be allowed to use cell phones on the school campus. This includes making phone calls, text messaging, gaming, and taking pictures (with the use of the camera phones.) Students who use a cell phone on the school campus are subject to the related disciplinary action.

A person who discovers a student using a cell phone or hears it ringing during school hours shall report the violation to the principal. The teacher or principal will, in turn, confiscate the cell phone. A parent will have to meet with the principal in order for the phone to be returned. Items brought to school that are lost or stolen are not the responsibility of the school and will not be replaced by the school.

Textbooks

All basic texts are loaned to students for their use during the school year. Other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. All lost and destroyed books will cost the student responsible for the book. The cost will be determined based on the book's replacement price and the condition of the book when issued. Students' grades may be withheld until such matters are cleared up.

Withdrawal from School

All textbooks and library books must be turned in and all fees and fines paid before student records will be released.

School Registration Requirements

Any student entering school for the first time must present:

- Birth Certificate or officially acceptable evidence of date of birth at the time of registration
- Evidence of a current medical examination. There shall be a complete medical examination of every student entering school for the first time.
- Evidence of state-required immunization
- Proof of residency
- Social Security card

Annual Notice to Parents

Title I of NCLB requires local educational agencies to notify parents of children in Title I schools at the beginning of each school year, their right to request information regarding the professional qualifications of any paraprofessionals providing support to the child. "This notice must be provided in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand." No Child Left Behind Act of 2001, Pub. L. No. 107-110§1111 (h)(6)©. The district must respond to such requests in a timely manner. Pursuant to § 1111 (h)(6)(A) of NCLB, the information that the district is required to provide, at a minimum, to parents whether the child is provided services by paraprofessionals and, if so, their qualifications.

Each paraprofessional works under the direct supervision of a highly effective teacher.

Crisis Management & Emergency Drills

The staff at Humboldt City Schools is very concerned with student safety in the event of a crisis or emergency situation. Students will have extensive practice on emergency procedures to be carried out

in the event of fire, tornado, or school violence. In the event of an emergency in which school officials feel it is in the student's best interest to leave school, the local media and police will be notified. The safety of our students is our number one priority and we will act accordingly.

History of the Every Student Succeeds Act (ESSA)

The Elementary and Secondary Act (ESEA) was passed as part of Lyndon B. Johnson's 1965 "War on Poverty" and has been the most far-reaching federal legislation affecting education ever passed by Congress. The bill aims to shorten the achievement gaps between students by providing each child with fair and equal opportunities to achieve an exceptional education. The last reauthorization of ESEA was No Child Left Behind (NCLB) of 2001, named and proposed by George W. Bush. Under current State administration, Tennessee applied for and was approved for a waiver for First to the Top (FTTT) stimulus funds. The waiver eliminated NCLB achievement accountability and we adopted the district-specific AMOs based on academic growth. The bill defaulted to ESEA. On Dec. 10, President Obama signed the Every Student Succeeds Act (ESSA) into law. ESSA contains a number of meaningful levers that education leaders, parents, members of the business and civil rights communities, and advocates can use to advance education equity. These levers include: • Consistent, state-adopted standards for all students that are aligned with the demands of postsecondary education and work; • Statewide annual assessments aligned with statewide standards; • Clear requirements that statewide accountability systems must expect more progress for the groups of students who have been behind, base school ratings on the progress of all groups of students, and expect action when any group of students is consistently underperforming; • Richer public reporting on academic outcomes and opportunities to learn for all groups of students, including, for the first time, school-level per-pupil spending and access to rigorous coursework; • Resources to support teachers and leaders, and a demand that states and districts report on and address inequities in the rates at which low-income students and students of color are assigned to ineffective, out-of-field, or inexperienced teachers; and • Continued targeting of federal funding to the highest poverty schools and districts. Humboldt City Schools follows the Uniform Grants Guidance (UGG) and procedures manual for all federal spending. The UGG can be reviewed on ePlan located at www.eplan.tn.gov.

District LEA Plan

The InformTN District Strategic Plan is written with multiple stakeholders and is aligned with major initiatives, needs, strengths, and opportunities. The LEA InformTN Plan needs assessment includes assessment results and progress towards meeting State standards. The LEA Board five-year strategic plan influences the LEA InformTN Plan and funding decisions. The LEA InformTN Plan link is located at on the HCS website. Select Federal Programs and under Departments and then click on the link tab.

School Improvement Plan

Each school is required to have a School Improvement Plan. This plan is developed through multiple stakeholders through School Improvement Plan Committee and each plan has a needs assessment aligned with goals and strategies. This plan serves as a guide for each school's Title I funds. If you would like to serve on the committee, please contact your child's principal. This plan can be reviewed at the school office or on the school's website.

Humboldt Title IA Program

The Title IA program at Humboldt City Schools operates as a schoolwide program, which means all students and teachers in every school are eligible for Title IA funds and services. The InformTN

School Improvement Plan (SIP) drives Title IA dollars. The InformTN SIPs are available at the Humboldt Board of Education, at each responsible school, and on the website. Every InformTN SIP is developed through a committee process which meets quarterly throughout the year. Humboldt City Schools has three schools: Stigall Primary School (Pre-K-1st grade), East Elementary School (2nd grade-6th grade), and Humboldt Junior & Senior High School (7th grade-12th grade). Humboldt City Schools operates as a Title I district.

Parent Involvement Compacts

Chapter 762 of the Public Acts of 2012 was signed into law on April 17, 2012 and codified as Tennessee Code Annotated 49-6-7004. This new law encourages local education agencies (LEAs) to develop and implement parental involvement contracts and compacts with the parents/guardians of students. The compact is available at every school, the Humboldt Board of Education, and the school's website.

Humboldt City Schools Parent and Family Engagement Plan

Humboldt City Schools has developed a Parent and Family Engagement Policy (4.502) and Plan with various stakeholders. It is the district's belief that a successful school system has meaningful parent participation. A copy of the detailed policy is available at the Humboldt Board of Education, or on the Humboldt City Schools web site which is www.hcsvikings.org. Each school in the district has a Parent and Family Engagement Plan which coincides with the District Parent and Family Engagement Policy and Plan and is located on the school's website.

Visitors on School Campus

All visitors will need to check-in to the main office when entering any of the Humboldt City Schools buildings. Visitors must provide government or state issued identification for the routine background check. The system will indicate if the visitor is on the National Sex Offender Registry List. If the visitor's name is on the National Sex Offender Registry List, they will be denied access to our schools.

- **Parent Invitation** - Parents are welcome at our school at any time. Please register in the office. Parents are encouraged to visit their child's school and see their child's educational program first-hand.
- **Student Visitors** – No student visitors are allowed at any time without permission from the Main Office. Students should not enter the building of a school in which they are not enrolled without a specific reason. Students in alternative school and students serving out-of-school suspension are not allowed on campus while serving time in alternative school or during their suspension from school.
- **Students Checked Out** - Students who have been checked out by their parents for the day may not return to the campus unless they are checked back in by their parents in the main office. Eighteen (18) year old students who have been given permission from their parents to check out may not return to school unless they have a doctor's or dentist excuse or court excuse.

Humboldt City Schools Curriculum

Humboldt City Schools teach the Tennessee State Standards. The parents of Humboldt City Schools are encouraged to become involved in their child's education. Parents have the right to know and to have access to all the school's curricular and extracurricular activities. Parents are encouraged to discuss any concern that they may have with the building principal. Parents can view the Humboldt City Schools State Report card at www.hcsvikings.org

Grading System

The following grading system is in place for all Humboldt City Schools:

- A is 90 – 100
- B is 80 – 89
- C is 70 – 79
- D is 60 - 69
- F is 59 or below

Disciplinary Procedures

Each school has a positive behavior plan that follows the state RTI²-B guidelines.

Humboldt City Schools Professional Development

Humboldt City Schools mandates ten (10) professional development days per year for certified employees and two (2) professional development days per year for Educational Assistants. All teachers receive training in the implementation of state standards, serving students with disabilities, poverty, and cultural competency, WIDA standards, accommodations for ESL students, identifying, and differentiation strategies.

Humboldt City Schools 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 Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101.

Humboldt City Schools Bullying Procedure

As a district, we have written and follow RTI²B Positive Behavior Plans. The Humboldt City Schools Office of Civil Rights Coordinator is responsible for ensuring that the policy is implemented.

Consequences for Bullying (Federal Law) shall be:

<u>Level One Bullying Behaviors</u>	<u>Level One Interventions</u>
Gossiping/Spreading Rumors Embarrassing someone on purpose Name calling/Put Downs Teasing in a hurtful way	Contact parent Students must sign an anti-bullying contract Parent and child will attend a mandatory anti-bullying class Student is assigned detention Family Resource Director will be notified to provide services
<u>Level Two Bullying Behaviors</u>	<u>Level Two Interventions</u>

Threatening to take or destroy a possession Taking or destroying a possession Making verbal threats to harm or intimidate Encouraging others to exclude, reject, or isolate someone Encouraging others to spread rumors Verbal threatening and/or using force to get someone to act unsafely Retaliation against someone reporting bullying Humiliating someone publicly Harassment	In-school suspension Out of school suspension Alternative school
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If Level Two behaviors are repeated, the incident will be presented to the Disciplinary Hearing Board by the school of origin. Then the administrative team will make a referral to DSC or court.

*Each case of bullying will be individually investigated in accordance to the State Step by Step Process and be kept confidential. The investigation has to be initiated within 48 hours and that the appropriate intervention be initiated within 20 calendar days of receipt of the report. If a case is deemed false and a possible defamation of character, HCS will follow the Level Two interventions.

To be in compliance with Public Chapter 992, Humboldt City Schools uses the same State bullying/ hazing/ harassment definition in order to provide a safe, bully-free environment for all students.

The Tennessee Department of Education defines bullying as unwanted, aggressive behavior that involves a real or perceived power imbalance and the behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others.

The Tennessee Department of Education defines hazing as any intentional or reckless act, on or off HCS property, by one student acting alone or with others, against any other student that endangers or that induces or coerces a student to endanger the mental or physical health or safety of that student.

The Tennessee Department of Education defines harassment as verbal acts, name-calling, graphic written statements (include use of cell phones & internet), or conduct that may be physical threatening, harmful, or humiliating.

Bullying Clarifying Information

Bullying is a purposeful action that is intended to injure, involves physical (hitting, pushing, shoving, kicking, etc.) and/or mental components (e.g. verbal humiliation, hurtful, threatening behaviors, gossip, exclusion) and ALWAYS involves an imbalance of power. It is any act that substantially interferes with a student’s educational benefits, opportunities, or performance.

It is **Repeated**, there is an **Imbalance** of Power, and conduct is **Purposeful**. All three components (**R.I.P.**) must be present for bullying to meet the criteria set forth in this policy:

R: “Carried out repeatedly” - This means simply that the targeting has occurred more than once.

I: “Imbalance of power” - Occurs when one student or group is more powerful than the other.

P: Bullying is a “Purposeful” action – The goal and/or the intent is deliberate.

The Humboldt City School Board of Education Bullying Board Policy (6.304) may be viewed on the Humboldt City Schools website at www.hcsvikings.org

Foster Care Procedures

Humboldt City Schools will use the best determination process developed by the TDOE to maintain educational stability of children in foster care. HCS will use the 10 student-centered factors listed on Board Policy 6.505. DCS notifies the district and school within 1 school day for students in foster homes. The school immediately updates the child’s foster care status in the student database. The child will remain in the school of origin until the best interest decision is made. The best interest decision is collaboratively made between DCS and the responsible district within 5 school days of placement into foster care except in emergency removal situations. The student will be immediately enrolled in the new school. The new school will request the student’s records the same day from the school of origin. The school of origin will send the student’s records within two weeks of receiving notice from the DCS representative. DCS will provide the new school with as much information as possible about the student. If the enrolling school does not know the student’s grade, it can give grade level assessments to determine a student’s placement until the school receives relevant records. The new school will provide the student appropriate credit for full or partial coursework satisfactorily completed while attending a prior school. The Foster Care Point of Contact and the DCS consultant will meet for each individual foster care family case to determine the best interest decision is being made for the foster child. HCS will follow the TDOE recommended: Making a Transportation Plan: Implementing ESSA Transportation Requirements to Ensure Educational Stability for Children in Foster Care. The statute mandates that HCS and DCS will develop and implement the plan of how transportation will be provided, arranged, and funded within 5 school days of the best interest decision being made. Interim transportation will be arranged until permanent transportation is in place. Pre-K-12th grade foster students must have transportation provisions. While the HCS and DCS arranges permanent transportation, interim transportation will be in place for the child. Interim transportation arrangements are meant to be short-term, only to be used for a maximum of 10 school days. The school district must provide transportation when it can be done at “no additional cost”. When “additional costs” are required to be in compliance with Board Policy 6.505, HCS and DCS will share expenses. When students are transported between school districts the costs will be shared.

ESSA Requirements for Military Data Reporting

As required under ESSA, 1111(h)(1)(C)(ii), each state's report card must include information for students with a parent who is a member of the Armed Forces. Beginning in the 2017-2018 school year, districts are required to identify students whose parent(s) or legal guardian(s) fall within military-related classifications. According to the U.S. Department of Education (Used) "We want all military-connected school children to have an equal and fair opportunity for success. This requires that those individuals who make up our nation's educational system, our teachers, principals, school nurses, coaches, and counselors understand the unique situations the children of our service experience." Districts can collect this data through their registration/enrollment/data collection procedures to report in the department's education information system (EIS). The three military-related student classifications are:

- 4- Active Duty Military
- 5- National Guard Military
- 6- Reserve Military Dependent

Migrant Occupational Survey

School districts are required to give the Migrant Occupational Survey to all new and returning students in the district.

Administrative Regulation On Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Humboldt City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Humboldt City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Humboldt City Schools to include this type of information from your child's records in certain school publications. Examples include, but not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Humboldt City Schools to disclose directory information from your child's educational records without your prior written consent, **you must notify the District in writing by September 1.** Humboldt City Schools has designated the following information as directory information. (**Note: an LEA may, but does not have to, include all the information listed below.**)

- Student's name
- Participation in officially recognized activities and sports
- Address
- Weight and height of members of athletic teams
- Telephone listing
- Degrees, honors, and awards received
- Electronic mail address
- The most recent educational agency or institution attended / Dates attended
- Photography
- Grade level
- Date and place of birth
- Major field of study

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

ESSA Highly Qualified Requirements

ESSA includes assurances that teachers and paraprofessionals meet state policies and licensure requirements:

· State Board of Education 0520-01-02-.03 EMPLOYMENT STANDARDS. (1) A teacher or principal shall hold a valid Tennessee teacher license with an endorsement covering the work assignment as provided in T.C.A. Title 49, Chapter 5. (2) A teacher may teach up to two sections of one course outside the area of endorsement, an employment standard waiver must be requested and approved.

· T.C.A. 49-5-101 Basic requirements. (a) No person shall be employed as principal, teacher, or supervisor of any public elementary school or high school by any local school district, or receive any pay for services out of public school funds of the local school district until the person presents to the director of schools a valid license as prescribed in this part.

T.C.A. 49-5-111 Educational assistants. (a) Educational assistants shall have, at a minimum, a high school diploma or a GED(R) equivalent and shall demonstrate proficiency in reading and writing skills. (b) If a licensed teacher to whom an educational assistant has been assigned is required to be absent from the classroom, the educational assistant may assume responsibility for the classroom in lieu of a substitute teacher. However, no educational assistant shall assume responsibility for the classroom for more than three (3) consecutive school days.

Non-English Speaking Students Identification of Students

A separate home language survey is a part of the registration process for all students. This will identify any language other than English. There is a district translator to help non-English speaking families with the registration process.

Upon enrollment, each school in the school system will determine by the survey those students who are potential EL students. This is to be done within the first ten (10) days of the student's initial enrollment in the district. If a language other than English is identified, a language assessment will be conducted by the EL teacher/coordinator to determine language dominance and proficiency.

Estudiantes Que No Hablan Ingles Identificacion De Estudiantes

Una encuesta de lenguas es una parte de la solicitud para inscripción que se llenará cada alumno que se inscribe en el Sistema Educativo de la Ciudad de Humboldt. Se usará la encuesta para determinar si hay alguna influencia de otra lengua que no sea inglés.

Al inscribirse, cada escuela en el sistema educativo determinará por encuesta quienes son esos alumnos que sean alumnos potenciales de proficiencia limitada en el inglés (EL). Se hará tal encuesta dentro de los primeros diez días después de inscribirse el alumno en el distrito.

Si se identifica una lengua que no sea inglés, el maestro o el coordinador del Programa de Inglés Como Segunda Lengua (EL) se le dará un examen de inglés al alumno para determinar su nivel de dominancia y proficiencia.

Notice

Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title I, Title II, Title IV, and Title VI of the Improving America's Schools Act (IASA) of 1994, prohibit discrimination in programs and activities that receive Federal financial assistance.

Humboldt City Schools does not discriminate, exclude participation in, or deny the benefits of any program or activity that it operates to any individual on the basis of gender, age, religion, handicap, race, color, or national origin.

Anyone who believes that the school system has discriminated against them may file a complaint. The complaint can be sent to:

Alisha Baskerville, Attendance Coordinator/Pupil Services
Humboldt City Schools
2602 Viking Dr.
Humboldt, TN 38343

Title VI & Title IX Contact
Humboldt City Schools
2602 Viking Dr.
Humboldt, TN 38343

Beverly Cannon
Section 504 Coordinator
Humboldt City Schools
2602 Viking Dr.
Humboldt, TN 38343

State Title VI Coordinator
Tennessee State Department of Education
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243-0375

The Office of Civil Rights
State Department of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

Departamento de Educación

Oficina del Superintendente
2602 de Viking Drive
Humboldt, TN 38343

darse cuenta

Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, el Título IX de las Enmiendas de Educación de 1972, Título I, Título II, Título IV, y el Título VI de la Ley de Escuelas de América Mejorar (IASA) de 1994, prohíbe la discriminación en programas y actividades que reciben asistencia financiera federal.

Humboldt escuelas de la ciudad no discrimina, excluye la participación en, o negar los beneficios de cualquier programa o actividad que opera a cualquier persona sobre la base de su sexo, edad, religión, discapacidad, raza, color u origen nacional.

Cualquiera que crea que el sistema escolar ha discriminado, puede presentar una queja. La queja puede ser enviada a:

Alisha Baskerville, Coordinador de Asistencia
Humboldt Escuelas de la Ciudad
2602 de Viking
Humboldt, TN 38343

Beverly Cannon, Coordinador de Sección 504
Humboldt escuelas de la ciudad
2602 de Viking Dr.
Humboldt, TN 38343

Coordinador Estatal Título VI
Departamento de Educación del Estado de Tennessee
Andrew Johnson Torre, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243-0375

La Oficina de Derechos Civiles
S. Departamento de Educación
P. O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

SPECIAL EDUCATION DEPARTMENT

Introduction

Welcome to the Special Education Department of Humboldt City Schools! Humboldt City Schools' Special Education department is committed to working with families and community agencies to ensure the implementation of the Individuals with Disabilities Education Improvement Act by creating and supporting inclusive environments, services and programs that ensures a Free and Appropriate Public Education (FAPE) with educational, social, behavioral, and emotional support for students with disabilities including gifted students between the ages of three and twenty-one.

In keeping with the mandate from IDEA Humboldt City Schools seeks to provide the Least Restrictive Environment (LRE) for all students. This means the door to schools, classrooms, and school activities are open to every student and they are afforded every opportunity to be included with their non-disabled peers. A continuum of services is available for each student based on the IEP team decision on the placement of those services, either in general education or special education setting. The focus is on giving each student the assistance he/she needs to learn (TCA 49-10-102; TCA 49-10-103).

Students receiving special education services are enrolled using the same enrollment process as that used by students who do not receive special education services. Parents are asked to contact their zoned school as early as possible in the enrollment process so that an IEP meeting can be scheduled. It would be very helpful in determining appropriate special education services, if the parent can bring a copy of the current IEP, eligibility form, and assessments.

Special Education Identification Process

If a student is suspected of having a disability that impacts their ability to make progress in school, staff or parents may refer the student for a special education evaluation under the provisions of the Tennessee State Board of Education, Part II (TRR/MS 0520-1-9-.06 & .07). A team of educators and related service providers will conduct evaluations to inform a determination of eligibility for special education services. This team is made up of the school psychologist, special education teacher, other relevant service providers, parents/guardians, guidance counselor, and the student (14 years or older). This team will review the results of these evaluations. The team will determine whether a student presents with one or more educational disabilities and requires specially designed instruction from special educators to access the general education curriculum and make effective progress.

CLASSROOM PLACEMENT

Inclusion Classroom Setting

Some students with identified disabilities will be provided with specially designed instruction in the general education classroom, more generally referred to as **inclusion**. The special education teacher or special education teaching assistant works with students in their classroom to ensure that accommodations, any necessary modifications to content, or changes to the methodology of instruction, and/or assessment are provided.

HOMEBOUND SERVICES

Humboldt City Schools

Homebound services are available, at no cost, for students that meet the following guidelines:

1. Pregnant Students

The homebound instruction program for pregnant students shall consist of three (3) hours of instruction per week for a period of six (6) weeks (30 school days). Two (2) week extensions may be recommended by the physician based on complications due to pregnancy or birth. Requests for homebound services and extensions must be made, in writing, by the physician.

2. Injury or illness

The homebound program for sick or injured students shall consist of three (3) hours of instruction per week until released by a physician to return to school. To qualify, a student must have a health impairment of sufficient seriousness to anticipate that the student will be absent for a minimum of ten (10) consecutive school days. The student must be certified by an appropriate health care provider as being health-impaired and unable to attend the regular instructional program.

It is the responsibility of the parent or guardian to deliver the homebound request medical form to the Superintendent's office, located at 2602 Viking Drive (on the Humboldt High School campus). No service will be provided until a properly completed medical form is received.

Homebound Services Medical Report forms are available upon request in the school office.

Humboldt City Schools

School Nutrition Program

2602 Viking Drive

Humboldt, Tennessee

Phone 731-784-1441 Fax 731-784-2480

August 2023

School Food Service Meals

Dear Students and Parents,

Humboldt City Schools will once again be participating in the Community Eligibility Provision (CEP) which is a universal meal plan under the National School Lunch Program that permits eligible districts and schools to provide meal service to all students at no charge, regardless of economic status.

All breakfast and lunch meals will be served **to all students at NO CHARGE**. Each student will be offered a nutritious breakfast and lunch following the USDA Guidelines for meal patterns. If your student chooses to decline the free breakfast then he or she **WILL NOT BE ALLOWED TO BRING THEIR OWN BREAKFAST IN. THIS INCLUDES BEVERAGES**. They must eat what is offered or eat **BEFORE** they arrive at school. A number of studies confirm how important breakfast is- how children are more alert in class, which leads to better learning and higher grades.

We are here for your children-not just in the cafeteria, but in the classroom as well. Not just at lunch, but for breakfast and snacks too!

If you have any questions, please feel free to call me at 784-1441.

Sincerely,

Ginny Hatch MS, RD, Food Service Director
Ginny.hatch@hcsvikings.org

“This institution is an equal opportunity provider and employer.”

Humboldt City Schools

School Nutrition Program

2602 Viking Drive

Humboldt, Tennessee

Phone 731-784-1441 Fax 731-784-2480

School Food Service Meal Prices 2023-2024

GRADE	BREAKFAST	LUNCH
PREK-12	NO CHARGE	
PREK-12		NO CHARGE
STAFF	\$1.75	\$3.75
VISITORS	\$2.00	\$4.00
VISITORS (SPECIAL MEALS)		\$5.00

“USDA is an equal opportunity provider and employer”

Humboldt City Schools

School Nutrition Program

2602 Viking Drive

Humboldt, Tennessee

Phone 731-784-1441 Fax 731-784-2480

PEANUT ALLERGIES

Dear Parents,

Humboldt City Schools is a PEANUT FREE school system. We have students in our system who are HIGHLY allergic to peanuts. These allergies can be life threatening. Touching peanut items, as well as ingestion, may provoke this reaction.

All vendors used by the Food Service Department and Principals are aware of our school system being peanut free. No items should be delivered or brought into our schools that contain peanuts or that have been manufactured in a plant that contains peanuts.

If your child has a life threatening food allergy then please make sure to let the teacher, principal, school nurse and registered dietitian/food service director know about these allergies.

WE NEED YOUR SUPPORT:

1. Do not send any food items to be eaten as snacks in our classrooms with ingredient labels indicating that they contain peanuts or peanut butter.
2. Do not send any food items with ingredient labels indicating they were manufactured in a factory that processes nuts.
3. Do not send any food items to be eaten at lunch with ingredient labels indicating that they contain peanuts or peanut butter.

Thank you for your cooperation in this serious situation.

Sincerely,

Ginny Hatch RD, LDN, Food Service Director

Alfredda Carnes RN, School Nurse

Meningococcal vaccine is not required by the state to attend school in Tennessee. State law requires schools to inform all parents about the rare and serious illness caused by meningococcal bacteria and the availability of a vaccine that can reduce the risk of it. The vaccine is recommended for all preteens and teens. If you have questions, talk to your child's healthcare provider.

VACCINE INFORMATION STATEMENT

Meningococcal Vaccines

What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis.

Hojas de Información Sobre Vacunas están disponibles en Español y en muchos otros idiomas. Visite <http://www.immunize.org/vis>

1 What is meningococcal disease?

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord.

Meningococcal disease also causes blood infections.

About 1,000 – 1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10-15% of these people die. Of those who live, another 11%-19% lose their arms or legs, have problems with their nervous systems, become deaf or mentally retarded, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people 16-21 years. Children with certain medical conditions, such as lack of a spleen, have an increased risk of getting meningococcal disease. College freshmen living in dorms are also at increased risk.

Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important for people at highest risk.

2 Meningococcal vaccine

There are two kinds of meningococcal vaccine in the U.S.:

- Meningococcal conjugate vaccine (MCV4) is the preferred vaccine for people 55 years of age and younger.
- Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s. It is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. There are other types of meningococcal disease; the vaccines do not protect against these.

3 Who should get meningococcal vaccine and when?

Routine Vaccination

Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first dose at 11 or 12 years of age, with a booster dose at age 16.

Adolescents in this age group with HIV infection should get three doses: 2 doses 2 months apart at 11 or 12 years, plus a booster at age 16

If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18. If the first dose (or series) is given after the 16th birthday, a booster is not needed.

Other People at Increased Risk

- College freshmen living in dormitories.
- Laboratory personnel who are routinely exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed.
- Anyone who has persistent complement component deficiency (an immune system disorder).
- People who might have been exposed to meningitis during an outbreak

Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses.

MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age. MPSV4 can be used for adults older than 55.



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

Meningococcal vaccine is not required by the state to attend school in Tennessee. State law requires schools to inform all parents about the rare and serious illness caused by meningococcal bacteria and the availability of a vaccine that can reduce the risk of it. The vaccine is recommended for all preteens and teens. If you have questions, talk to your child's healthcare provider.

4

Some people should not get meningococcal vaccine or should wait.

- Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of MCV4 or MPSV4 vaccine should not get another dose of either vaccine.
- Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. *Tell your doctor if you have any severe allergies.*
- Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine.
- Meningococcal vaccines may be given to pregnant women. MCV4 is a fairly new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed. The manufacturers of MCV4 maintain pregnancy registries for women who are vaccinated while pregnant.

Except for children with sickle cell disease or without a working spleen, meningococcal vaccines may be given at the same time as other vaccines.

5

What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small

Brief fainting spells and related symptoms (such as jerking or seizure-like movements) can follow a vaccination. They happen most often with adolescents, and they can result in falls and injuries.

Sitting or lying down for about 15 minutes after getting the shot – especially if you feel faint – can help prevent these injuries.

Mild problems

As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.

Severe problems

Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

6

What if there is a moderate or severe reaction?

What should I look for?

Any unusual condition, such as a severe allergic reaction or a high fever. If a severe allergic reaction occurred, it would be within a few minutes to an hour after the shot. Signs of a serious allergic reaction can include **difficulty breathing, weakness, hoarseness or wheezing, a fast heart beat, hives, dizziness, paleness, or swelling of the throat.**

What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell your doctor what happened, the date and time it happened, and when the vaccination was given.
- Ask your provider to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form. Or you can file this report through the VAERS website at www.vaers.hhs.gov, or by calling 1-800-822-7967.

VAERS does not provide medical advice.

7

The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) was created in 1986.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation.

8

How can I learn more?

- Your doctor can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-4636 (1-800-CDC-INFO) or
 - Visit CDC's website at www.cdc.gov/vaccines

Vaccine Information Statement (Interim) Meningococcal Vaccines

10/14/2011

42 U.S.C. § 300aa-26



Parents,

We are trying to provide healthy snack ideas for your children at Humboldt City Schools according to our district Wellness Policy guidelines.

Sugar is linked to weight gain and obesity in children. When the body reaps no nutritional value from calories, those “empty” calories are stored as fat. Sugar cannot provide sustained energy. It usually gives a temporary spike, like caffeine, but then causes fatigue and cravings afterward.

We would like to share some healthy choices with you that we believe will be beneficial and your children will enjoy. Please select snacks from the provided list below.

BARS

- ~Belvita Soft Baked-
- ~Banana Bread 1.76 oz.
- ~Oats and Chocolate 1.76 oz.
- ~Mixed Berry 1.76 oz.
- ~J&J Readi-Bake Benefit 51% WG
(Oatmeal Cinnamon, Oatmeal Spice, Cranberry Orange, Maple and Brown Sugar, Oatmeal Chocolate Chip)
- ~General Mills Cereal Bars 1.42 oz.
- ~Nature Valley Chewy Granola Bars- Variety Pack, 0.89 oz.
- ~Nature Valley Chocolate Chunk Chewy Granola Bar, 0.89 oz.
- ~Nature Valley Crunchy Granola Bars, 0.74 oz.
- ~Nature Valley Crunchy Granola Bars, 1.5 oz.
- ~Quaker Chewy 24% Less Sugar Granola Bars 0.84 oz.
- ~Quaker Chewy 90 Calorie Granola Bar 0.84 oz.
- ~Quaker Chewy Granola Bar- Maple Brown Sugar 1.25 oz.
- ~Quaker Chewy Granola Bars 0.84 oz.
- ~Quaker Oatmeal To Go Bar 1.4 oz.

CHIPS

- ~Baked Cheetos with 10% Calcium .875 oz.
- ~Baked Lays .875 oz. and 1.125 oz.
- ~PopChips Barbecue Potato 0.8 oz
(Sour Cream, Sea Salt and Vinegar, Sea Salt Potato, Sour Cream and Onion)
- ~Cheetos Fantastix! Baked Snacks 1 oz.
- ~RF Doritos 1 oz.~RF Tostitos Crispy Rounds
- ~RF Cheetos Puffs 0.7 oz.
- ~Saveo Baked BBQ Thin Crisp, 0875 oz.
(Original Thin Crisp)
- ~Saveo Cheddar and Bacon Fries, 1 oz
(Spicy Fries)

POPCORN

- ~Fit Real Butter Popcorn 0.3oz.
- ~Original Kettle Corn 1oz.
- ~SmartFood Delight White Cheddar
- ~Vic’s Kettle Corn 1oz.
- ~Vic’s Lite White Popcorn Pack 0.5oz
- ~Vic’s White Cheddar Popcorn Pack 0.625oz

FRUITS

- ~Azar Power Snacks Raisins 1oz and 1.3oz
- ~Azar Sun Glory Raisins
- ~Del Monte Squeezable Fruit and Veggie tubes 8oz.
- ~Mott’s Healthy Harvest Applesauce 3.9oz

CHIPS

- ~California Classics Cheese Balls, 1.5 oz.
- ~Baked Tostitos Scoops .875 oz.
- ~Katy Perry’s Kettle Corn 1 oz.
- ~PopChips Nacho Cheese Tortilla(Ranch Tortilla)
- ~Saveo Cheeseballs, 0.75 oz.
- ~Salveo Snackin Puffs 0.5 oz
- ~Salveo Tater Pops 0.8 oz.
- ~Saveo Baked Original Thin Crisp, 1.125 oz
(Southwest Ranch Crisp, Tomato Basil)

COOKIES, BROWNIES, and OTHER PASTRIES

- ~Buena Vista Whole Grain Chocolate Chip Cookie 1 oz. and 2 oz.
- ~Buena Vista Whole Grain Fudge Brownie
- ~Buena Vista Whole Grain Sugar Cookie, 1 oz.
- ~Buzz Strong's Bakery Whole Wheat Chocolate Chip Cookie 1.5 oz. (Mint Chocolate Chip)
- ~Cool Brownie Gold Edition 1.4 oz.
- ~Otis Spunkmeyer, Delicious Essentials Carnival Cookie, 1 oz. and 1.5 oz.

CRACKERS

- ~Honey Maid Lil' Squares Honey Grahams 1.06 oz.
- ~J&J Snack Foods, Belly Bears 51% Whole Grain Cinnamon Grahams, 1 oz. (Honey grahams, ABC Mixed Berry, Chocolate, Vanilla)
- ~J&J Snack Foods, 51% Whole Grain Jungle Crackers, 0.9 oz.
- ~Pepperidge Farm Flavor Blasted Goldfish, 0.75 oz.
- ~Pepperidge Farm Giant Goldfish Grahams, 0.9 oz.
- ~Pepperidge Farm Goldfish Physedibles Baked Animal Crackers 0.9 oz.
- ~Pepperidge Farm Goldfish 100 Calorie Made with Whole Grain Crackers, 0.75 oz.
- ~Pepperidge Farm Whole Grain Goldfish, 0.75 oz.
- ~Teddy Grahams- Graham Snacks, 0.75 oz.

OTHER DESSERTS

- ~Froose 100% Natural Gummy Snacks- 0.9 oz.
- ~General Mills, Cinnamon Toast Crunch Crisps, 1 oz.
- ~Snack Pack Fat Free Pudding 3.5 oz. (Butterscotch)
- ~Super Bakery, Inc. Goodyman Whole Grain Rice Crispy, 0.8 oz.
- ~Welch's Fruit Snacks Berries'n Cherries 1.55 oz. pouch (Mixed Fruit)

PRETZELS

- ~Rold Gold Heartzels, 1 oz.
- ~J&J Snack Foods, SUPERPRETZEL 51% Whole Grain Regular Size Baked Pretzels – 2.2 oz.
- ~J&J Snack Foods, SUPERPRETZEL 51% Whole Grain Soft Pretzel Nuggets, 0.5 oz.
- ~J&J Snacks, SUPERPRETZEL Fun Shapes- 51% WG, 2.2 oz.

Just a reminder: Humboldt City Schools are a peanut and peanut product free district. Always check labels for information.



Humboldt City Schools

Office of Coordinated School Health

1560 N 30th Avenue
Humboldt, tn 38343

Dear Parent/Guardian:

During the school year, all students in grades **Pre-K, K, 2, 4, 6, 8, and 10** will be receiving **FREE** health screenings through the Office of Coordinated School Health. Trained school personnel and volunteers will complete all screenings with strict adherence to confidentiality of each student screened. Medical issues can lead to many problems in school, and we want to ensure that any potential problems are diagnosed and treated quickly. Healthy students are better prepared to achieve more academically. The screenings will consist of

*vision *hearing *height *weight *blood pressure

Our office will also screen 2nd grade students for color deficiency to assist classroom teachers.

If when we screen your child, we find any abnormalities, we will contact you concerning the matter and recommend that your child see an appropriate health care professional for further testing.

If you do **NOT** want your child to participate in these screenings, you must write a letter addressed to the Director of Coordinated School Health, Jordan Fondren, stating your desire for your child to opt out of these screenings. Letters must be received in the Office of Coordinated School Health at the address listed above.

If you have any questions or concerns, don't hesitate to contact me.

Thank you,

Jordan Fondren

Jordan Fondren, Director

Coordinated School Health

731-784-4171

IMMUNIZATION REQUIREMENTS FOR 7TH GRADERS

The following immunizations are required before your child may enter the 7th Grade. These immunizations **MUST** be on the new Official Tennessee Immunization Certificate.

- **Tetanus-diphtheria-pertussis booster (“Tdap”)**
- **Varicella (Chickenpox) - 2 doses or history of disease**

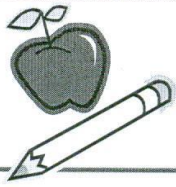
Cost should not prevent you from vaccinating your child. Children and teens younger than age 19, who have TennCare or don't have health insurance, can receive free vaccines through the federal Vaccines for Children (“VFC”) Program in participating private medical offices and health departments. Ask your child's health care provider if they participate in VFC. If your child has insurance that doesn't pay for vaccines and you can't afford them, local health departments can provide the vaccine. Health departments and VFC providers charge a small administration fee to give the free vaccine, which can be adjusted based on your income.

IMMUNIZATION REQUIREMENTS FOR KINDERGARTEN

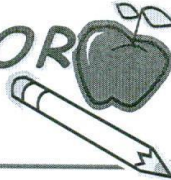
The following are required before your child may begin Kindergarten. Immunizations MUST be on the new Official Tennessee Immunization Certificate.

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV) – final dose on or after the 4th birthday
- Varicella (Chickenpox) - (2 doses or history of disease)
- Hepatitis A –(2 doses, spaced at least 6 months apart)
- **Kindergartners are also required to have proof of a recent physical.**

Cost should not prevent you from vaccinating your child. Children and teens younger than age 19, who have TennCare or don't have health insurance, can receive free vaccines through the federal Vaccines for Children (“VFC”) Program in participating private medical offices and health departments. Ask your child's health care provider if they participate in VFC. If your child has insurance that doesn't pay for vaccines and you can't afford them, local health departments can provide the vaccine. Health departments and VFC providers charge a small administration fee to give the free vaccine, which can be adjusted based on your income.



NEWS FOR YOU!



Contact your School Counselor,
Keli Gooch at 784-2781
or keli.gooch@hcsvikings.com for
more information

Children's Mental Health

Positive School Climate

A positive school climate helps our students feel safe and connected at Humboldt City Schools. Evidence based research shows this will improve our students' grades and reduce their behavior problems. *That's good for all of us!*

To help create a positive school climate:

- Use first names
- Make eye contact
- Reward good behavior
- Be respectful
- Smile often
- Show them you care

Model appropriate behavior; your students are watching you to see how things are done! A positive mood is contagious!

When/How to Refer

Make a referral anytime you are concerned about safety!

Notice changes in a child's behavior. When a student has been doing well and then begins to act out, pick fights, sit by themselves, or act in a way that is not typical for him or her, it could mean that something is wrong and it might help for them to talk to someone.

Ask your school counselor (HES & HSS – Misty Lewis ; HJH – HHS-John Parramore, Cecily Taylor, and Keli Gooch.), about referring the student to the Student Assistance Program.

What Behaviors to Notice

Some students have obvious struggles at school. These may include breaking rules, aggressive behavior, bullying, or hurting themselves.

There are also silent warnings to watch for such as sadness, withdrawing, not sleeping well, physical complaints, keeping to themselves, and looking disheveled.

Take special notice when you see a change in a student's behavior or appearance!

You make a difference in each student's life!



You see a side of the students that no one else sees.

If You Suspect Abuse

If you suspect a child is being abused, remember that every adult in Tennessee is required to report the concern to the Department of Children's Services at 1-877-237-0004.

Any person who has knowledge of or suspects abuse or neglect of a child must report it.

The TN law makes no distinction between professionals and non-professionals on the issue of reporting.

Board of Education
2602 Viking Drive
Humboldt, Tennessee 38343
Phone 731-784-2652 • Fax 731-784-2480

July 21, 2023

NOTICE TO SCHOOL EMPLOYEES, STUDENTS, PARENTS/GUARDIANS

In accordance with EPA regulations, the Central Office of the Humboldt City Schools, the Humboldt Jr./Sr. High School, East Elementary and Stigall Primary have been inspected for asbestos containing material. Asbestos containing material may cause health problems.

A record of the inspections, a copy of the relevant EPA regulations, and a copy of our asbestos management plan are available for review at the Superintendent's office, and the Principal's office. For further information, interested persons should call (731) 784-1441.

**Maintenance Department
Dr. Janice Epperson
Superintendent of Schools**

Humboldt City Schools

EAST ELEMENTARY 2023 - 2024

After going over this handbook with your child, please sign and return this page to your child's teacher. Keep the handbook for future reference. If you have any questions concerning the Student and Parent Handbook, please contact the school or your child's homeroom teacher.

Again, the handbook is yours to keep for future reference. Please, only turn in this page.

Thank You!

I received and have read a copy of the Student and Parent Handbook for the 2023-2024 school year.

Parent/Guardian signature: _____

Student's name: _____

Homeroom teacher: _____ Grade: _____

Date: _____

Please return this sheet to your child's homeroom teacher.