

North Sumner Elementary School

Parent/Student Handbook

2024-2025

North Sumner Elementary School

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Douglas D Brown, Principal

Attendance

School attendance is kept on a computer system. This helps the state keep track of our average daily attendance, which in turn relates to state funding. Whenever possible make appointments after school and on weekends. Your cooperation is greatly appreciated.

The importance of attending school and being on time must begin with you, as parent/guardian. You are setting examples for your children. Always remember, **YOU** are their first teacher.

Tennessee Compulsory School Attendance Law requires a student to be present three hours and sixteen minutes to constitute being present a full day of school. If a child is checked out before 10:45, it will be considered an absence.

School Board Policy on Attendance

Book Board Policy Manual

Section 6

Title Student Attendance

Code 6.200

Status Active

Adopted July 18, 2006

Last Revised July 21, 2021

Last Reviewed July 15, 2021

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement: therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

The Compulsory School Attendance Law in Tennessee requires children to attend school each day.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Progressive Truancy Interventions

Tier 1 –(3 unexcused)

Three (3) unexcused absences = phone call from Attendance Clerk to obtain parent note or valid excuse.

Five (5) unexcused absences will trigger an invitation for Attendance Contract meeting – completed by administrator, parent, and student.

Tier 2-(7 unexcused)

Triggered at seven (7) unexcused absences, SART (School Attendance Review Team) will complete Individual Assessment on student.

Based on the Assessment, Interventions may include: Referrals for school counselor, community resources, McKinney Vento students referred to Student Support Counselor, tutoring, referral to Family Resource Center or creation of Student Health Plan with the nurse...

SART (School Attendance Review Team) consists of at least the Administrator, Counselor, Teacher(s), and School Nurse.

Tier 3-(10 unexcused)

Progressive Assurance Statement signed by Administrator, Truancy Referral and previous Tier documentation is sent to Attendance Office.

Assigned Truancy Officer implements interventions.

If non-compliant: Assigned to DART (District Attendance Review Team) or Juvenile Court Truancy Petition filed.

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences must be accompanied by a parent or medical doctor's note. Excused absences shall include:

Personal illness/injury;

Illness of immediate family member;

Death in the family;

Extreme weather conditions;

Religious observances;⁵

School-endorsed activities;

Absences related to family military deployment;

Summons, subpoena, or court order; ore Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Appeal Procedure for Unexcused Absences

The initial appeal shall be to the building principal or designee. If not resolved at the building level, the parent can request in writing an appeal to the Attendance Office at the Sumner County Board of Education. The appeal will be heard by the Appeals Committee consisting of Director of Schools Designee, an Attendance personnel representative and a principal/assistant principal representative. The burden of proof rests on the student or guardian. The appeal process for determining unexcused absences is ancillary to a truancy decision rendered by a juvenile court judge as described in T.C.A. 49-6-3010.

A principal may verify absences for the following:

- *Approved school activity that is school sponsored and school supervised*
- *Extenuating circumstances on a case-by-case basis*

Tardies: Any student not in the classroom when the class begins is tardy. Excessive tardies will be referred to the attendance department for review. A tardy is only excused by a doctor's note or school staff.

Unexcused Early Dismissals: For any student that is dismissed from school without a valid reason, the absence will be considered an unexcused early dismissal. A doctor's note excuses the early dismissal. A parent note may only be used to excuse a full day of absence.

Make-up work: Upon the first day of returning to school, it is the student's responsibility in middle and high school and the parent's responsibility in elementary school to make contact with the teacher(s) regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence.

*Legal TRR/MS 0520-01-13-.01 (d)
TCA 0520-01-13-.01 (d)
TCA 49-6-3007
TCA 49-6-3019
TRR/MS 0520-01-03-.08(1)(a)
0520-01-02-.17*

NSE Tardies: **Adult dropping student off at school MUST come into the school and sign student in.** Any student not in the classroom when the class begins at 7:15 is tardy. Students who accumulate excessive unexcused tardies are considered truant and will be reported to Juvenile Court.

PLEASE REMEMBER TO SEND YOUR CHILD WITH A NOTE FROM HOME ON THE DAY FOLLOWING AN ABSENCE FROM SCHOOL.

Student Attendance

1. Attendance is addressed in the Sumner County Schools 2018-2019 Important Policies for parent. Please refer to this for additional information.
2. School attendance clerk and guidance counselor will contact parent, as per county guidelines, when attendance concerns arise. Steps taken to address attendance issues are:
 - At 3 unexcused absences notes will be requested from parents.
 - At 5 unexcused absences parents will meet with a school representative and an attendance contract will be initiated.
 - At 7 unexcused absences parents will meet with the School Attendance Review Team. If needed, referrals can be made to address any concerns the parent or school may have.

- At 10 unexcused absences a truancy referral will be made.
- At 10 times unexcused tardy/early dismissals parents will meet with the principal. Parent notes not accepted for tardy/early dismissal.
- At 15 times unexcused tardy/early dismissals a truancy referral will be made. Parent notes not accepted for tardy/early dismissal.

Make-up Work

Make-up work for illness may be picked up in the school office. Please call the school. (**DO NOT DROP BY THE CLASSROOM.**) Upon request, we will make arrangements for books and materials to be picked up before 2:00 p.m. **Your request must be made by 9:00 AM in order to give teachers ample time to gather materials.**

Early Dismissal

No lining up for dismissal before 1:00 p.m. Parents of students leaving early for doctor's appointments, etc. must come to the office to sign the child out. **DO NOT** go to your child's classroom. Students do not need to leave early unless there is a valid reason. A student who has excessive early dismissals could be subject to the same truancy procedures as those with excessive tardiness. Students who become ill during the day may call a parent to come after them. **ANY PERSON TAKING YOUR CHILD FROM SCHOOL MUST BE LISTED ON YOUR CHILD'S REGISTRATION SHEET.** Parents should not send their children to school when they are running a fever, have vomiting or diarrhea, or show other obvious signs of needing medical attention. **Everyone picking up a child MUST have a state issued photo identification.** We can only take professional notes (Dr./Dentist/ Therapy/Court, etc.) to excuse early dismissals, we cannot accept parent notes. Early dismissals count against perfect attendance.

Tardiness

Promptness is very important. Teachers begin their classes at 7:15am. It is very disruptive when students come to class late. Student should be prepared to begin instruction promptly at 7:15am. Tardiness is a part of attendance. Students that arrive late must report to the office. All tardies are counted as time absent. Tardies do affect perfect attendance records. Students who accumulate excessive unexcused tardies are considered truant and will be reported to Juvenile Court, per Board policy. Students are dismissed from the gym to go to class at 7:10 a.m. Please adjust your schedule so your child can be in the classroom no later than 7:15am. Your child is counted tardy if they arrive to the classroom after 7:15 am, even if you dropped them off at school on time. We can only take professional notes (Dr./Dentist/Therapy/Court, etc.) to excuse late arrivals, we cannot accept parent notes. Being tardy counts against perfect attendance. **Adult dropping student off MUST come into the school and sign the student in.**

Perfect Attendance

At the end of each school year students in each grade are awarded perfect attendance certificates for not missing any school. This award is based on student attendance. **If a student**

is tardy or leaves school early, he/she is NOT eligible for perfect attendance. A student having no more than 4 attendance occurrences (absence, tardy and/or early dismissal) will be presented an outstanding attendance certificate at the end of the year. Each quarter we have a Pawsitive Attendance Celebration (an afternoon of organized fun) for students who have perfect attendance or no more than 1 attendance occurrence for the quarter.

Alternative Transportation Home

If your child is to go home in a way that is out of the ordinary you must send a note with your child or call the school. If your student is going to get off at an address other than their home address, or if they are going to ride a bus that is not their regular bus (going home with a friend), you MUST send in a note with parent signature. **Without a note, students will not be permitted to ride a different bus and will be sent home in the normal manner.** Students are not permitted to leave class and call home for transportation arrangements. It is **your** responsibility to make sure the school knows where your child is to go in the afternoon. It is HIGHLY recommended that you call the school the day of the transportation change. **All transportation changes MUST be made prior to 12:00 pm.** Please try to keep transportation changes to a minimum in order to prevent confusion on the child's part. **Out of zone students are not permitted to ride the bus at any time other than field trips.**

Bus Riders

The right of all students to ride a Sumner County school bus is a condition of each student's behavior. All students on the bus are under the authority of the school bus driver and must obey the rules. Students who violate the bus rules will be reported to the principal. Students who violate the rules may lose their privilege to ride on the bus. If this occurs, it will become the responsibility of the parent to transport the student to and from school.

1. The driver is in full charge of the bus and students.
2. Students are expected to obey the driver.
3. The driver may assign seats.
4. No profanity or shouting is allowed.
5. No eating or drinking on the bus. Please help keep the bus clean.
6. Violence or horseplay is prohibited.
7. Remain seated and facing the front of the bus.
8. Hands and head are to be kept inside the bus.
9. Do not distract the driver through misbehavior.
10. Do not destroy the bus property.
11. Please cross the road **IN FRONT OF** the bus, **NOT** behind.

Balloons, breakable objects, and objects that cannot be held in the student's lap are prohibited. This includes Valentine's Day.

Problems arising at the bus stops PRIOR TO boarding the bus are the responsibility of the parents.

All students must get on and off the bus **at their assigned stop**. Sumner County Schools does not drop students at places of business.

Parents are responsible for any damage to school property on the bus. Repairs to bus seats will be charged to the parent or guardian of a child who destroys or damages school bus seats.

The cost is set by the Sumner County Board of Education Department of Transportation. Your child may not be permitted to ride the school bus until such fines are paid.

If there is a conflict between a parent and a bus driver, the parent should contact both the Sumner County Department of Transportation and the school principal. Parents who attempt to board a Sumner County Schools bus will be prosecuted.

To contact the Department of Transportation, please call 615-452-1520.

Bus Form

If you need to add your student to a bus route, you must go to <https://sumnercs.transfinder.com/formfinder/Survey.html?c=sumnercs&t=c1b71571md9g> and fill out the form. This is for students who have moved to a new address in our school zone, or for those returning who have not been bus riders to North Sumner. This form can also be found by going to www.sumnerschools.org and clicking on the Departments tab and then on Transportation. Once on the transportation page click on School Zone/Bus Route (InfoFinder) on the left hand side of the page and fill out the form the pops up.

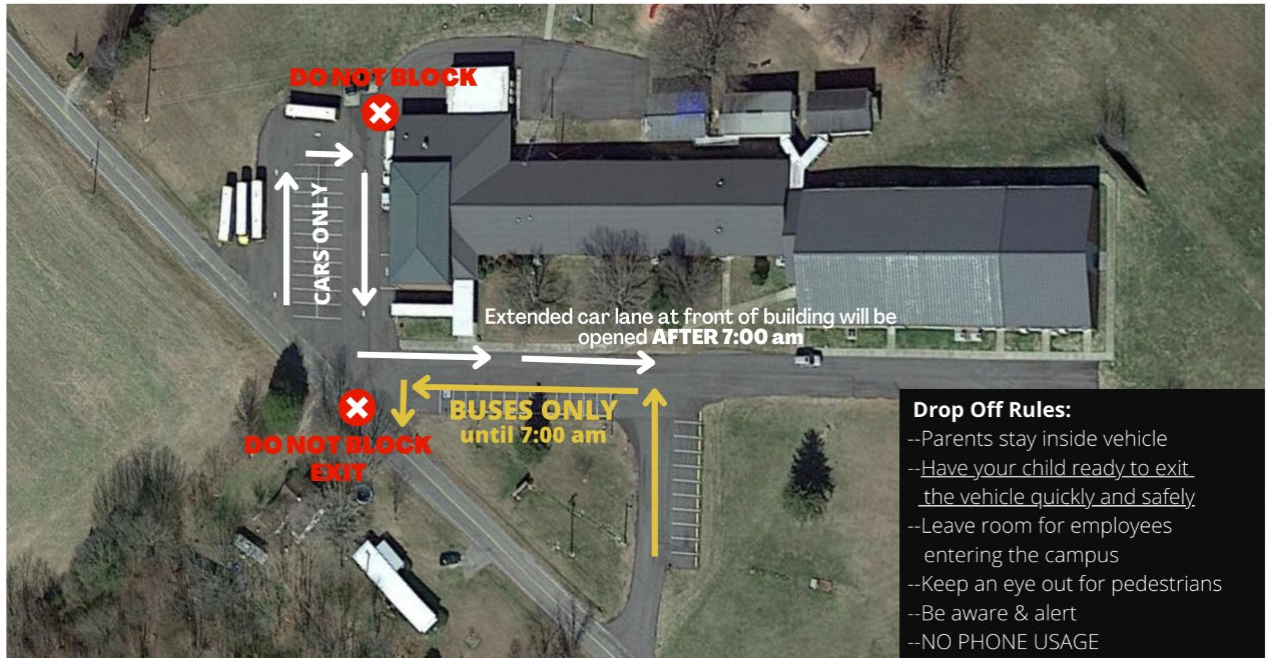
Alternate Transportation- Riding a different bus with a friend

If there are days when your student is going to ride home with a friend, we MUST have this in writing, we cannot accept phone calls. If they are going to ride the school bus home with a friend, it must be turned into the office by 9:00 a.m. so we can fill out the electronic form that we must submit to the transportation department. If they forget and bring it to the office late, they will have to go home their usual way. If your student is attending North Sumner out of zone, they are not allowed to ride the school bus home with friends.

Car Riders

All car riders are to be dropped off and picked up at the side of the school building. The building will open at 6:50 am each day. Car riders will be considered tardy if they arrive to their classrooms any time after 7:15. All tardy students must check in through the office. **No lining**

up for dismissal before 1:00 p.m. ALL At 2:15 each afternoon car riders will be dismissed. PARENTS who select to have their students be car riders **MUST** obey and follow school procedure for car riders as outlined on the following map:



School Day Length

Instruction begins promptly at 7:15 and dismissal is at 2:15pm. No student should arrive prior to 6:50 am. There is no adult supervision until that time. Students are to be sitting in their classroom no later than 7:15 a.m. All students should be picked up from school by 2:15 pm. If a student is picked up late on a regular basis, the parent will be directed to our afterschool program to arrange for after school care.

BREAKFAST

Breakfast is served beginning at 6:50. Students who will be eating breakfast at school need to be in the cafeteria by 7:05 so that they have time to eat and be in their classroom before 7:15. Students entering the building after 7:00 will need to have breakfast at home.

Afternoon Childcare Care

Afternoon childcare is available through the Tiger's Den until 6:00 pm. All applications for afternoon care should be filled out through this agency. Tiger's Den is a state licensed daycare. The administration of the program is under the leadership of the principal; however, state and local laws and regulations for daycares are strictly followed.

Snow Days

If there is inclement weather, please listen/watch news channels for updates about school closings and dismissals. Sumner County Board of Education sends messages to parents about the schools closing or dismissing early.

Changes In Student Information

Please notify the school (*both office and teacher*) immediately if there is a change in your child's address, telephone number, emergency contact person, etc. This information is very important in the event we need to contact you. If you need to change the names of those allowed to pick up your child, you (the legal guardian) must come to the front office to do so in person.

Registration Requirements

Book Board Policy Manual

Section 6

Title School Admission

Code 6.203

Status Active

Adopted December 5, 1989

Last Revised January 18, 2022

A. Any student entering school for the first time must present:

- 1. An official birth certificate of date of birth at the time of registration; (See TCA 49-6-5106). The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law.*
- 2. Evidence of a current medical examination. (See TRR/MS 0520-1-3-.08(2)(a)) There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; and*
- 3. Evidence of state-required immunization. No child shall be admitted to school without proof of immunization except those who are exempt by statute as provided in TCA 49-6-5001.*
- 4. If the person enrolling the child, cannot after being given a reasonable amount of time, provide a birth certificate of any sort or documents granting custody, the matter shall be referred to the Attendance Department to insure that the person presenting the child is in-fact a parent of or legal guardian of the child. No child shall be deprived of an education while such matters are resolved.*

B. A child must reside in Sumner County with a primary residential custodial parent or residential guardian to attend Sumner County Schools, as designated in the parenting plan. Parents must notify the school principal if the child ceases to reside in Sumner County.

C. A photo ID is requested to identify the parent/guardian enrolling a child.

D. At least two (2) documents establishing proof of residence are required:

1. *Legal document/lease showing proof of residency for specific address (Notary public or typed/hand written letters from the land owner are not accepted.)*
2. *Current invoice/bill (electric, gas, water, landline telephone) assigned to a specific address and the primary custodial parent/guardian. (Cell phone bill is not accepted.)*

Sumner County School District shall allow any physically present student to register and begin classes with the understanding all of the above requirements must be completed and filed with the school within three (3) school days. At the end of the school day on the third (3rd) day, if the required documentation has not been turned into the school administrative office, the Attendance Department will be notified to check for proof of residency. The Attendance Department shall investigate and determine further action based on results.

A Truant Officer may verify a student's residency at any time during the school year. During any such investigation, the child shall continue to attend school.

When it can be determined that a child is not residing in Sumner County and the parent has obtained educational services by fraud or deceit including the filing of false documents, the Director of Schools shall examine the proof and determine whether the matter should be referred to the District Attorney General for prosecution and/or the the school attorney for a civil suit for the tuition due from out-of-county students.

Request for Attendance

Any Sumner County School Student or transfer who has been charged or convicted with a felony as defined under TCA 39-13 or TCA 39-17 will be referred to the Disciplinary Hearing Authority for a school assignment review. Any Sumner County School student or transfer that is being released from a Secure Correctional facility or is returning to public school following extensive in-patient treatment facility will be referred to the Attendance Department of the District for a school assignment review before enrolling in school of zone.

Examples (not inclusive list):

- *Felony Charge*
- *Felony Conviction*
- *Release from secured correctional facility*
- *Release form extensive in-patient/ residential treatment facility*
- *Options for School Assignment:*
- *Assignment to school of zone*
- *Assignment to Alternative School for completion of Program*
- *Assignment in Alternative School for a transition program to be reviewed by the alternative school committee to determine school assignment*
- *Student's with an IEP will have services matched as closely as possible to previous services.*

*Legal TCA 36-6-410
TRR/MS 0520-1-3-.08(2)(a)
TCA 49-6-5001(c)*

Parent Conferences

Sumner County provides a time for parent conferences. Information will be sent home regarding this date. Teachers may call for intervening conferences. If you want to set up an additional meeting, teachers will be happy to do so. Send your child’s teacher a note or call the office to schedule a time. Please do not drop by "for just a minute" during the school day. This puts the teacher in a most uncomfortable position. While trying to have a conference with you, the students are looking for his/her attention. If you have a problem that needs immediate attention, please contact the office. The secretary or principal can give you the teacher's planning time. (ALWAYS STOP BY THE OFFICE TO REGISTER YOUR VISITATION.)

Class Parties

Here at North Sumner Elementary we encourage the development of a well-rounded student. We believe that parents play a vital role in the support and education of our students. In addition to knowing the importance of instructional time, we also know the value of social interaction with peers. To strengthen this aspect, we will have various parties throughout the school year. We will have the following parties that parents will be allowed to attend. Due to limited space only parents/guardian and younger, non-school aged siblings will be allowed to attend. We cannot allow grandparents, aunts, uncles, school aged children from other schools, cousins, etc. at these parties. The parties for parent involvement are:

Halloween	Tuesday, October 31	All Grades
Christmas	Friday, December 20	All Grades
Easter Egg Hunt	Thursday, April 17	K, 1 st & 2 nd Grades

Teachers may choose to have student only class parties for smaller holidays.

Field Trips

During the school year, field trips will be taken to various places designed to enhance the educational program of your child. All students are REQUIRED to ride the school bus to the trip location. Your child's teacher may or may not need parent volunteers for some trips. If you are asked to be a volunteer on a trip, please do not bring along younger or older children. Volunteers will not be allowed to chaperone if they have minor children with them. NO REFUND will be given in this situation. Make arrangements for other children prior to the field trip. The school administration reserves the right to deny anyone participation in school field trips.

Grading Scale

Book Board Policy Manual

Section 4

Title Grading System

Code 4.600

Status Active

Adopted July 21, 2020

Last Revised October 18, 2022

The Board believes that the issuance of grades serves to promote continuous evaluation of student progress toward expected learning outcomes, to inform both the student and the parents of such progress, and to provide a basis for bringing about change in student performance, if change should be necessary.

A standards-based or numeric grade report will be made to the parents of all elementary, middle, and high school students each nine-week period of both semesters. Written progress reports on standardized forms will be provided to the parents of all students at the midpoint of each nine-week reporting period. The method for reporting to parents will be prescribed by the school system.

The parents of elementary students who receive a standards-based report card will see each subject area divided into a list of skills and knowledge that students are responsible for learning. Students will receive a mark for standards or domains of standards. The marks on a standards-based report card are different from traditional letter grades.

Elementary Grading System

In regard to the assessment system for standards-based report cards, subject area standards will be expressed by the numbers 3, 2, and 1 with corresponding meaning as follows:

- 3 On-Track/Meeting the Standard (Comprehensive Understanding)*
- 2 Approaching the Standard (Partial Ability to Apply the Skills)*
- 1 Below Expectations of the Standard (Minimal Understanding)*

Twenty-first (21st) century study skills and behavior will be noted on standards-based report cards. Study skills and behavior marks shall not be considered when assessing a student for standards mastery. Study skills and behavior are noted as the following:

- 3 On-Track/Meeting Expectations*
- 2 Approaching Expectations*
- 1 Below Expectations*

Passing marks for standards reporting will correspond to a proficiency scale of 1, 2, or 3 at the end of the fourth quarter.

The basic grading system for students receiving a grade report will have subject area grades expressed by the letters "A", "B", "C", "D," and "F", with corresponding numerical values as follows:

- A 90 – 100*

- B 80 – 89
- C 70 – 79
- D 60 – 69
- F Below 60

Passing marks for grade reporting will correspond to a numerical value of 60 or above. The numerical value bracket of letter grades will be indicated on report cards and on permanent records. School conduct and study skills shall be marked if improvement is needed on grade report cards; however, deductions will not be taken on scholastic grades. Plus and minus evaluations are not to be added to letter grades.

For elementary students with standards-based reporting, the final nine-week grade will count as 85% of the student's final grade and the TCAP assessment score will count 15%. Tennessee Department of Education cut scores will be used to assist the district in determining the numeric value (3, 2, 1) that will be assigned to TCAP assessment score ranges. A student scoring either a 4 or 3 on TCAP will have a 3 averaged into the final scores for the report card.

For elementary students with numeric grades, student progress will be reported for first and second semester. The first and second semester grades will be determined by calculating both nine-week period grades as 50% each. The final grade for the year will be determined by calculating both semester averages as 42.5% and the TCAP assessment score as 15%.

1st Semester Average

1st nine weeks 50%
2nd nine weeks 50%

2nd Semester Average

3rd nine weeks 50%
4th nine weeks 50%

Final Average

1st Semester Average 42.5%
2nd Semester Average 42.5%
TCAP Assessment 15%

In the event of test modifications or cancellations by the State of Tennessee, 3-5 student grades will be calculated by averaging the first and second semester final grades, weighted equally at 50% each.

Clinic/Medicine

Although we do have a school nurse periodically through the week here at NSE, we do not have a fulltime clinic. **Aspirin and Tylenol will not be provided by the school.** A "Permission for Administration of Non-Prescription Medication" must be on file along with an **UNOPENED** bottle with the child's name written on it.

All prescription medicines must be accompanied by a "Permission for Administration of Prescription Medication" signed by the child's physician. The medication itself MUST be in the original prescription bottle. Antibiotics requiring 3 dosages should be dispensed at home before school, after school, and at bedtime.

Head Lice Procedures

SUMNER COUNTY SCHOOLS Guidelines & Protocol: Pediculosis (Head Lice)

Head lice do not transmit any disease agent, they do not hop or fly; they crawl, and in most cases transmission occurs by direct head to head contact with an infested person. Possible, but much less likely is the indirect spread by combs, hats, etc...used by the infested person. Below are definitions and guidelines cited by The American Academy of Pediatrics at: <http://pediatrics.aappublications.org/content/126/2/392.full.html>

Guidelines & Information

- Lice Infestation: Finding of live lice on the head OR nits (eggs) less than 1 cm from the scalp.
- No healthy child should be excluded from school or allowed to miss excessive amounts of school time because of head lice.
- No nit policies for return to school are scientifically baseless and cause unnecessary days out of school.
- Head lice infestations have low contagion in a classroom setting.
- School-wide or classroom-wide, routine screenings are discouraged and have been shown to have little efficacy. Rather a screening of those who may have had the most contact with the infested person or those who are symptomatic.
- By the time a person shows symptomatic itching they have been infested several weeks.
- There is no evidence that excluding a student from school reduces the incidence of transmission. Parent education and encouraging routine lice checks by the parent are more effective.
- **Protocol**
- Student infestation is confirmed: the school nurse or staff member have verified the presence of visible, live lice or numerous (5 or more) nits less than 1 cm from the scalp.
- Confidentiality and sensitivity of the student and family should be maintained and considered at all times.
- Contact the parent/guardian and request the student be picked up. Return the student to class until the parent arrives.
- Provide educational materials, treatment instructions and encouragement to the parent/guardian.
- Notify the parent the child may return with proof of treatment with pediculicide product (head lice shampoo) AND determination by school nurse or staff member that there has been improvement since the parent/guardian was notified and there are no visible, live lice.
- Treatment should require no more than 2 days and these days will be excused using the appropriate attendance documentation ("*School Verified Sick Form*"). The school Nurse or a staff member can utilize this form and should give it to the school's attendance clerk.

- In cases of chronically infested students the school nurse will make appropriate referrals to community resources, which may include SCHD, DCS, private pediatrician, etc...and notification to the attendance officers.

Dress Code

BASIC PRINCIPLES

The primary responsibility for a student's attire resides with the student and families. The school district and individual schools are responsible for seeing that students' clothing choices do not interfere with the health, safety, and learning for any student.

1. Basic Principle: Certain body parts must be covered for *all* students.

Clothing must be worn in such a way that undergarments are always covered. TN law prohibits exposing body parts in an indecent manner that disrupts the learning environment.

2. Students MUST Wear

- **Tops**
 - must have sleeves or wide straps at the shoulder
 - non-see-through fabric from underarm to waistband
 - overlap waistband
 - hoods must remain down
- **Bottoms**
 - sweatpants, non-see-through leggings, yoga pants, jeans, pants
 - holes or tears must be below mid-thigh as a halfway point between the hip and knee
 - leggings or yoga pants must be paired with tops that extend past the student's wrist with arms by their side
 - shorts, skirts, dresses
 - mid-thigh as a halfway point between the hip and knee
- **Shoes**
 - students' shoes must be secured as designed
 - elementary students' shoes must have heel straps

3. Students MAY Wear

- Hooded tops
- Jeans
- Skinny jeans
- Pants
- Yoga pants
- Leggings
- Shorts
- Sandals, slides, tennis shoes, boots
- Non-natural hair color

- Religious headwear
- Hats
 - Outdoors on school property
 - Special occasion days
 - Health and/or safety requirements for certain classes

4. Students CANNOT Wear

- Images, logos, or language depicting drugs, alcohol, illegal items or activities
- Images of violence, demeaning or derogatory speech, profanity, or pornography
- Sleepwear or slippers
- Shoes with wheels
- Clothing that reveals undergarments
- Accessories that are considered a weapon, pose a threat, or are a potential safety hazard
- Items that hide any part of the face (except as a religious observance or medical reasons)
 - Examples include but are not limited to medical masks, bandanas, and hoods
- Articles of clothing that are not compliant with section 1 and/or 4

Penalties

Change or go home.

Textbooks

Textbooks are loaned to students for their use during the school year. These should be handled carefully. Fines will be charged for lost or abused textbooks. This is a school board policy.

Money

All money should be sent to school in an envelope marked with the child's name and purpose. **DO NOT write one check for more than one expense.** For example, do not send one check to cover lunch money and workbooks. Each expense needs to be paid separately.

Cafeteria

Monitors supervise students. All students are under the authority of the monitors and must obey the school and cafeteria rules. Students are expected to behave in the same manner that would be expected of them in a nice restaurant.

Prices for breakfast and lunch are given out on registration day. Do not include lunch money with other checks. Lunch charges are handled in the cafeteria. SCS Board Policy EEA may be found in the appendix of this document. This is the parents' responsibility not the schools.

Food from outside restaurants may NOT be brought to school for your child to eat. This is a regulation from the Federal Government related to the School Nutrition Program. It is not a school policy. Exceptions will be given for birthday treats such as cupcakes, etc.

Visitation at lunch is limited by school board directive to immediate family members. This is limited to parents, siblings, and grandparents. Extended family such as aunts, uncles, and cousins must be approved through the office **prior to the day of visitation**. The school reserves the right to deny visitation of anyone. All visitors will sign in using the Raptor System and wear their name badge for the entire visit. When visiting a child at lunch, visitors are expected to visit with their child and not interfere with other students. A table is provided for family members and the student. If you visit your child during lunch, you are **not** allowed to walk the student back to the classroom. At the end of the lunch period, you will need to sign out in the front office.

Visitors may not take photos/videos of students other than their child during lunch. No photos/videos of students other than your own may be posted on Social Media. Violation of this rule will result in your no longer being able to have lunch with your student.

Telephones

Messages and deliveries from home should be left in the office. Office telephones may only be used by students in case of emergency. Students will not be allowed to call home for missing homework or library books left at home. Telephones may be used in the office only with principal permission **only for emergencies**. Students must have telephone passes.

For security purposes, information about a child's registration or attendance will not be given over the phone.

Students are not to have cellphones visible at any time during the course of school hours, this includes bus rides. Student cellphones are seen by a school employee will be confiscated. Cellphones may only be reclaimed by the student's legal guardian. A student may have a cell phone stowed away in their backpack. The cellphone must be turned OFF, not on silent or vibrate. Students should never contact a teacher by calling the teacher's cell phone, nor vice versa.

Board Policy on Cell Phones

Book Board Policy Manual

Section 6

Title Use of Communication Devices

Code 6.312

Status Active

Adopted May 16, 2017

Last Revised June 15, 2021

A "personal communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A "personal electronic device" is one that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal or image. Use can include the device ringing, vibrating, beeping, or causing any type of disruption. The school system will not assume responsibility for any personal device should the device become damaged, lost, or stolen.

Students may possess personal communication and/or electronic devices, such as, but not limited to, cell phones, tablets, portable music players, and smart wearables/watches, while on school property. However, the personal communication device must be powered off and must be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours.

The teacher/administrator may grant a student permission to use a personal communication and/or electronic device at his/her discretion for educational purposes within a classroom setting. A device used outside these parameters may result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

Use of personal communication and/or electronic devices shall be allowed in the classroom when such devices are used under the direct supervision of the teacher and incorporated into a lesson plan provided such use has been approved by the principal. No student shall be required to have such technology nor be penalized in any manner for not having such technology. The use of any such technology shall be governed by board policy when being used in conjunction with this provision.

Students may carry personal communication and/or electronic devices while participating in off-campus activities, such as field trips, if specifically authorized by the teacher. Principals may authorize the use of these devices in the event of an emergency or serious situation.

Use of cameras on personal communication and/or electronic devices, without the permission of a teacher and/or principal, is strictly prohibited on school property or at school functions, including restrooms and locker rooms. A student in violation of this policy is subject to disciplinary action and possible legal action, if warranted.

Lost and Found

Each year we have numerous articles of very nice clothing lost or left at school. Please make sure your child's name is on the inside of jackets, backpacks, hats, gloves, etc. Also, have your child check in the office should they lose something. Items in the lost and found will be donated to a charity of the principal's choice at Winter and Summer Breaks.

Safety in our School

The safety of your child is of the utmost importance to us at NSE. We ask for your complete and consistent cooperation in enforcing safety precautions for our students, YOUR children.

- All outside doors (except the front door) will be locked during the school day. Please enter the building through the front doors **AT ALL TIMES**. This applies to everyone not a direct employee of North Sumner Elementary School.
- **All visitors and volunteers must sign in at the office upon entering the building.** You will be given a visitor's tag to wear while you are in the building. **Do not go to your child's classroom without permission from the office.**
- If you must sign your child out, please report to the office and the staff will call for your child. **Do not attempt to go directly to pick up your child.**
- In the situation where the school is on a Secure School Lock-Down Drill, no one except for approved officials will be allowed to enter or exit the building.
- The principal reserves the right to deny anyone access to the school premises.

Toys

North Sumner Elementary is a place of learning. Students should not bring toys, this includes Pokemon cards and trading cards of any kind, to school. Electronic devices brought to school are the responsibility of the student. Students should not bring electronic gaming devices to school. Items that are lost or stolen are not the responsibility of the school. The school will not intervene between students nor parents concerning such devices which are stolen. The school has no responsibility or liability for such items.

Weapons

Within the Sumner County Schools Student Handbook, you will find the district's Zero Tolerance Policy. Students bringing weapons of any kind to school, whether real or dramatic, are subject to suspension and/or a disciplinary hearing.

Discipline

We at NSE believe that if a teacher cannot discipline, he or she cannot teach. This is also true of a student: one who cannot behave, cannot be taught. At NSE we use an assertive approach to discipline. The approach consists of consequences and rewards. This approach makes each student responsible for his/her behavior. Your cooperation in discipline is greatly appreciated.

IMPORTANT

*All visitors to North Sumner Elementary **MUST** report to the front office. Visitors must present a valid state issued identification in order to visit a child at school. When visiting the school, you must present the front office with a valid form of identification, you will then be presented with a numbered visitor's pass. You are only to go to the area of the school that you were cleared by the front office to visit. Visitors who do not obey the direction of the front office will be asked to leave the premise and are subject to prosecution for trespassing.*

This handbook is intended to cover the routines and policies of NSE; however, SCS Board Policy trumps any statement within this document.

CONTINUOUS NOTICE OF NONDISCRIMINATION

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Title VI/IX Coordinators:

Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6500, katie.brown@sumnerschools.org

Mr. Graig Ott (if adults are involved), Assistant Director for Human Resources. 695 East Main Street, Gallatin, TN 37066, 615-451-5226, grraig.ott@sumnerschools.org

504 Coordinator:

Ms. Brandi Ubelhor, SCS 504 District Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6598, brandi.ubelhor@sumnerschools.org