

North Sumner Elementary School

Parent/Student Handbook

2019-2020

North Sumner Elementary School

1485 N. Sumner Road

Bethpage, TN 37022

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Dr. Del R. Phillips, III, Director of Schools

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Student/Parent Handbook

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 10:31, it will be considered an absence.

School Board Policy on Attendance

Book	Board Policy Manual
Section	J - Students
Title	Student Attendance
Number	JB
Status	Active
Legal	TCA 49-6-3007 TCA 49-6-3019 TRR/MS 0520-01-03-.08(1)(a) 0520-01-02-.17
Adopted	July 18, 2006
Last Revised	February 20, 2018
Last Reviewed	March 20, 2018

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 has been absent five days (this means a total of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court. Whenever possible, attendance issues should be resolved at the school level. Prior to referral to a truancy officer, a meeting

shall be held at the school to assist the family and improve student attendance. If unexcused absences continue to accumulate, the Director of Schools or his/her designee will report the parent and student to the Juvenile Court for further action.

The following are official/adequate excuses that should be turned in to the attendance secretary in the school office

- Medical note for the student (doctor, dentist, hospital, etc.)
- Student illness not requiring a doctor visit (five parent notes per semester)
- Court note for the student
- Funeral notice
- Recognized religious holiday
- College Visits
- Military deployment paperwork for parent

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. Students who accumulate excessive unexcused tardies are considered truant and will be reported to Juvenile Court.

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.

PLEASE REMEMBER TO SEND YOUR CHILD WITH A NOTE FROM HOME ON THE DAY FOLLOWING AN ABSENCE FROM SCHOOL. NOTES RECEIVED AFTER ONE WEEK WILL NOT BE ACCEPTED.

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.

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

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 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.** We ask that parents not send their children to school when they are running a fever or show other obvious signs of needing medical attention. Everyone picking up a child MUST have a state issued photo identification.

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. 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.

Alternative Transportation Home

If your child is to go home in a way that is out of the ordinary, (such as on a different bus, with a friend, walking, etc.), you must send a note with your child or call the school. **Without a note, students 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 1:00 pm.** Please try to keep transportation changes to a minimum in order to prevent confusion on the child's part.

School Day Length

No student should arrive prior to 6:50 am. There is no adult supervision until that time. All students should be picked up from school by 2:15 pm. Instruction begins promptly at 7:15 and dismissal is at 2:15pm.

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 whom are allowed to pick up your child, you (the legal guardian) must come to the front office to do so in person.

Registration Requirements

Sumner County Schools Policy JBC

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 49-6-3008(b)). 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 the primary residential custodial parent or residential guardian to attend Sumner County Schools. See Policy JBCCA for exceptions. 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. Two (2) documents establishing proof of residence are required:

1. Legal document/lease showing proof of residency for specific address. Sumner County Board of Education has a specific form that is to be filled out and notarized before the child can be enrolled.
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 school attorney for a civil suit for the tuition due from out-of-county students.

References:

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-3-.08(2)(a).
3. 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.)

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 and Honor Roll

IHA

Adopted: June 20, 2006

Last Revised: May 17, 2016

PURPOSE: To establish a uniform grading scale and grade reporting system for Sumner County Schools

APPLICATION: Director, Principals, Teachers, Staff, Students

DEFINITIONS: None

POLICY:

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 grade report will be made to the parents of each elementary, middle and high school student each nine weeks period of each semester. Written progress reports on standardized forms will be provided to the parents of students at the midpoint of 9-week reporting periods. The forms/cards for reporting to parents will be prescribed by the school system.

A grade of 2, 3, or 4 at the end of the fourth quarter will be considered passing grades for kindergarten through fifth (K-5) grades.

Student progress will be reported in kindergarten through fifth (K-5) grades on forms prescribed by the school district.

Awards

Citizenship Award selection is based on academics, citizenship, and improvements. Students will have their name and picture published in the local papers. The Gallatin Morning Rotary Club will present a bicycle to a top citizen each 9 week period.

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 do not drop students at places of business.

Parents are responsible for any damage to school property on a school 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 Sumner County Schools Department of Transportation, please call 615-452-1520.

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. At 2:15 each afternoon car riders will be dismissed. ALL PARENTS who select to have their students be car riders **MUST** obey and follow school procedure for car riders.

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

The following should NOT be worn to school:

- Biker shorts
- Pants or shorts with writing across the seat
- Cut-off jeans that are frayed, pockets showing, or cuts in the knees
- Saggy/sagging pants
- Spandex or body shirts
- Leggings and leotards unless with an appropriate length top or dress
- Sexual slogans, pictures or advertisements for tobacco or alcoholic products or weapons on clothes
- Caps, hats, scarves, or bandannas
- Strapless dresses or blouses
- Spaghetti strap dresses
- Bare midriff, halters or tank tops
- Backless shoes or cleated shoes (sandals with back strap permitted)

- No “flip-flops”
- Heelys (Heelys with the rollers removed are still **not** permitted at school)
- Clothing related to gangs
- Extreme hair color – defined as any color that is not naturally occurring
- Any clothing that disrupts the educational/learning setting of the classroom (as deemed by the principal)
- Chains or spikes of any kind.
- The principal reserves the right to deem any clothing inappropriate on a case by case basis

In addition, the following guidelines will be enforced:

- **ALL SHORTS MUST BE FINGERTIP LENGTH**
- Mesh may be worn over T-shirts
- Jewelry must not be distracting/disruptive or unsafe

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.

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. When visiting a child at lunch, visitors are expected to visit with their child and not interfere with other students. 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 pictures of students other than their child during lunch. No pictures of students other than your own may be posted on Social Media.

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 ¹cellphones 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.

SCS Policy CR - MIDDLE SCHOOL/ELEMENTARY STUDENTS

Use of cell phones or similar technologies 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 Policy IFAF, Student Use of Technology resources, when being used in conjunction with this provision.

Students are prohibited from using or having cellular telephones on their person during the school day unless they are for the participation in a class as approved under the language above. Cellular telephones may be placed in vehicles, or other secure locations as determined by the principal for use before or after school.

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

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 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. Shawn Curtis (if adults are involved), Assistant Director for Human Resources, 695 East Main Street, Gallatin, TN 37066, 615-451-5226, shawn.curtis@sumnerschools.org

504 Coordinator:

Ms. Selena Elmore, SCS Section 504 District Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6598, selena.elmore@sumnerschools.org