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Not EVERYTHING covered in this handbook is listed in the table of contents

Be sure to read the ENTIRE manual!

Notice: All Policies & Procedures in this book are applicable to all 21st CCLC programs run through/by Stone Elementary School

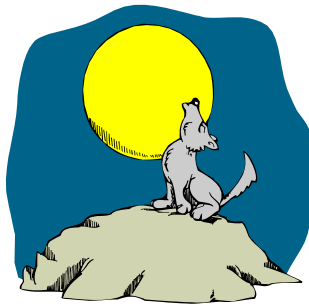


WELCOME TO STONE ELEMENTARY!

Mission Statement

Empowering each student with the skills to be a productive citizen by fostering a culture of excellence through high expectations for all.

The two pillars of **academic press** and **a culture of care and support** drive the decisions about our students at Stone Elementary. We encourage you to be active participants in all that we do. We want the time you spend with us to be the best possible. The following pages of this handbook explain what you will need to know to make your time with us successful. **Take time to go over this handbook together.** This handbook contains important information about your rights and responsibilities under law. We look forward to working as a team to make this the best year possible!



Stone Elementary School complies with Title VI and VII of the Civil Rights Act of 1964, Title IX, of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Executive Order 11246, Americans with Disabilities Act of 1990, and the related regulations to each. Furthermore, Stone Elementary School assures that it does not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

Assistance in Spanish is available through the front office.

Stone Elementary is a Title I School-wide School

It is the policy of Cumberland County schools to provide an environment free of discrimination and harassment of an individual because of that person’s race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability or any other category protected by state and/or federal law. The Cumberland County Schools appeals process is referenced in BOE Policy 5.5011. The Cumberland County Schools contact person is Federal Programs Director, Angela Randolph @ 368 Fourth St., Crossville, TN, 38555...phone #931-484-6135.

Handbook Receipt

Please sign (top and bottom) and return this page to indicate that you have read and reviewed the handbook with your child.

I understand and consent to the responsibilities in the Cumberland County Board of Education student behavior policies as outlined in this handbook. I also understand and agree that my child shall be held accountable for his/her behavior and consequences outlined in the discipline policy at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school related misconduct, regardless of time or location. I further understand that any student who violates the school’s rules of behavior shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Name of Parent (print)	Signature of Parent & Date
Name of Student (print)	Signature of Student & Date

Cumberland County Schools Corporal Punishment Acceptance/Denial

The professional staff at Stone Elementary may administer corporal punishment in accordance with Tennessee State Law and Cumberland County Board of Education policy. A member of the professional staff will make a reasonable effort to contact parents/guardians prior to the application of the corrective, disciplinary action if permission has been granted.

COMPLETE ONLY OPTION #1 OR OPTION #2

1. I, the parent/guardian of _____ (student name) hereby authorize and grant permission for the professional staff of Stone Elementary to use corporal punishment with my child. I understand that corporal punishment will be used only after other methods of discipline have been attempted.

_____/_____
Parent/Guardian Signature / Date

Daytime Phone Number / Witness
----- OR -----

2. I, the parent/guardian of _____ (student name) **DO NOT** grant permission for the professional staff of Stone Elementary to use corporal punishment with my child.

_____/_____
Parent/Guardian Signature / Date

STUDENT PHOTO USAGE

PLEASE COMPLETE THIS FORM CHECKING ALL PERMISSIONS

Often schools wish to showcase success by posting pictures of students on the Cumberland County Schools website. It is the policy of the district to never identify a student with his or her name listed below the picture. Your child's picture will not be posted without this written permission. Stone Elementary does submit honors and nine weeks awards for publication. Permission must be granted in order for students to be photographed.

PARENT: PLEASE WRITE YES or NO IN EACH BLANK BELOW.

_____ I give permission for my child's picture to be placed on Stone Elementary's/Cumberland County's website. I understand that my child's name will not be used with the picture.

_____ I give permission for my child's photo to be submitted to the local newspaper.

_____ I give permission for my child's photo to be used on the classroom or school Facebook, Instagram, or Twitter. (name not linked to photo)

Student Name _____ Grade _____

Parent Signature _____ Date _____

TECHNOLOGY IN THE CLASSROOM

Please read the entire policy, sign page 9, and RETURN it with your registration paperwork.

Network and Internet Use Agreement – Student

Cumberland County Schools has access to computers, networks, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. It allows users to find, synthesize and share information in a variety of unique ways.

A small minority of Internet users has made objectionable materials available over the Internet. Cumberland County Schools will take every precaution to restrict access to this information. However, an industrious user may discover information not acceptable for school use. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material on school equipment.

Please remember the following:

Never tamper with technology equipment that does not belong to you.

All network communication must be polite, kind, and free from inappropriate language.

- **Netiquette** - Users should always use the Internet, network resources, and online sites in a courteous and respectful manner ensuring that content is appropriate. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there – and can sometimes be shared and spread in ways you never intended.
- **Cyber-bullying** – Cyber-bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that your activities are monitored and retained.

Electronic mail is not guaranteed to be private.

- **Personal Safety** – Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the

attention of an adult (teacher or staff if you are at school; parent if you're using the device at home) immediately.

No attempt to tamper with other people's data or to gain unauthorized access to accounts or files on the networks, including the Internet, is permitted.

Personally Owned Devices Policy – In accordance with all district policies and procedures, students may use personal electronic devices (ex: laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Because of security concerns, when personally owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally owned devices.

I will abide by copyright law.

- Plagiarism – Users should not plagiarize (or use as their own without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
- Cumberland County Schools does not own the copyright on any of its software and, except for a single copy for backup purposes or unless expressly authorized by the copyright owners(s), does not have the right to reproduce it.
- If you are unsure about any use of the networks or Internet, ask a faculty member.
- Cumberland County Schools does not condone and specifically forbids the unauthorized duplication of software.

Examples of Acceptable Use – I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Abide by copyright laws: Citing sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and me.
- Help to protect the security of school resources.

Examples of Unacceptable Use – I will NOT:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or me.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, server, or content that isn’t intended for my use.

These are not intended to be exhaustive lists. Users should use their own good judgment when using school technologies.

Limitation of Liability - Cumberland County Schools will not be responsible for damage or harm to a person’s files, data, or hardware. While Cumberland County Schools employ filtering and other safety, security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. CCS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy – Violations of this policy may have disciplinary repercussions, including

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

I understand that computer, network, and Internet use at Cumberland County Schools is a privilege and not a right. This privilege may be revoked at any time for any reason.

As a condition of my use of the computers, networks, and Internet, I will abide by the above terms and conditions for Technology/Internet Use at Cumberland County Schools, and by any future terms or conditions that may be developed. I understand disciplinary action will be taken if I am found abusing my computer, network, or Internet privileges.

According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied, and criminal penalties, including fines up to \$250,000 per work copied, and imprisonment up to 5 years per title copied.

Reference: Use of BOE Policy 4.406

Cross Reference: Use of Electronic Mail (email) 1.805 Web Pages 4.407

Technology/Internet Usage Policy

User Name (please print) _____

User Signature _____ Date _____

_____ As the parent or guardian of this student, I have read the Terms and Conditions of this agreement. I hereby give my permission to issue a network and/or Internet account for my child.

Parent Name (please print) _____

Parent Signature _____ Date _____

School/Parent/Student Compact

Dear Parent/Guardian,

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and the school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School Responsibilities:

- Provide high quality curriculum, learning materials, and teaching.
- Provide uninterrupted time on task for students and teachers.
- Provide parents with assistance in understanding academic achievement standards and assessments and monitoring a student's progress.
- Provide ongoing opportunities for communication between parents and teachers through parent-teacher conferences, midterm progress reports, report cards, weekly updates, email, and opportunities to talk with staff and to volunteer.
- Provide a safe, nurturing learning environment.

Parent Responsibilities:

- Ensure your child's regular and punctual school attendance.
- Encourage your child to show a positive attitude.
- Provide a quiet, well-lit place for homework & review your child's homework.
- Encourage positive use of your child's extracurricular time through exercise, play & reading.
- Limit television and video games.
- Volunteer in your child's school if and when time permits.
- Attend parent-teacher conferences and participate in meetings regarding your child's education.
- Read and discuss the entire school handbook with your child, including policies regarding attendance, buses, and dress code. Then assist your student in meeting these expectations.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Teacher Signature _____ Date _____

Please return this page with all registration paperwork!! Thank you!!!!

***IT IS EXTREMELY IMPORTANT
THAT YOU RETURN
PAGES 3, 4, 5, 9 & 10***

***WITH
ALL YOUR REGISTRATION
PAPERWORK***

THANKS!



GENERAL INFORMATION

Through the generosity of the Roy and Joanne Stone family, the property for a new facility was made available to Cumberland County. In 1999, Stone Elementary opened its doors to approximately 600 Kindergarten through Eighth grade students. As of 2020, SES hosts approximately 720 students in PreK-8th grade.

School colors Maroon, Gray, and White

Mascot Coyote

GRADE LEVELS: Pre-Kindergarten through Eighth

SCHOOL ADDRESS: 1219 Cook Road, Crossville, TN 38555

SCHOOL TELEPHONE: (931) 456-5636 **FAX:** (931) 456-5369

SCHOOL WEB ADDRESS: <http://stoneel.ccschools.k12tn.net>

Stone Elementary became a school-wide Title I School effective in the 2000-2001 school year. Title I status enables the use of Federal Title I funds to enhance educational opportunities for all students.

Upon initial enrollment in all Cumberland County Schools, each family will be asked to complete the required **Migrant Occupational Survey and Home Language Survey**. This documentation should be returned to your school to help us determine if your child(ren) qualify for additional Federal education programs.

This student handbook is a compilation of the policies, procedures, and behavioral expectations that are intended to guide and assist students during the school term. Complete accuracy of information is the intended goal of this handbook. This handbook however, because of limited space, does not precisely mimic the printed page of board policy. School administration will defer to board policy in all questions arising concerning policies or procedures contained in this handbook. Please be aware that as a living document board policy is subject to change. Please know that your school administration will make every effort to make students aware of changes if and when they occur.

Our Mission:

It is the mission of Stone Elementary to empower each student with the skills to be a productive citizen by fostering a culture of excellence through high expectations for all.

Our Beliefs:

Learning:

Student learning is the chief priority for our school.

Providing a positive, safe learning environment promotes physical well-being and self-esteem.

Education plays a vital role in enabling students to become leaders, lifelong learners, and socially responsible citizens.

Students learn in different ways and should be provided a variety of instructional approaches to support their learning.

Students learn best when they are actively engaged in the learning process.

Students should be prepared for the continuous advancement of technology in a world that is constantly changing.

Individual and collective achievements by students should be promoted, recognized, and celebrated.

**ALL OF STONE ELEMENTARY'S
TEACHERS ARE HIGHLY QUALIFIED IN
THE
AREA(S) IN WHICH THEY TEACH.
WE ARE EXTREMELY PROUD OF OUR
EXCELLENT STAFF!!**

Cumberland County Schools
Code of Conduct

Be Cooperative

Be Responsible

Be Caring

Be Honest

Be Respectful of Others

Be Fair

Be a Good Citizen

Use Manners

CUMBERLAND COUNTY SCHOOL SYSTEM

****Calendar for 2022-23 School Year & TESTING Calendar****

August 1: Teacher Inservice #1 (no students)
August 2: Administrative Day #1 (no students)
August 3: REGISTRATION DAY/First Day of School Dismiss @ 10:00 a.m.
August 4: Administrative Day #2 (no students)
August 5: Teacher Inservice Day #2 (No Students)
August 8: First Full Day for Students
August-May: (continuous) WIDA Screener for EL Status
August 8-19: Upper Cumberland Kindergarten Readiness Assessment #1
August 15-26: EasyCBM Screening #1 for PreK-8th
September 5: Labor Day/No School
October 10-14: Fall Break/No School
November 23-25: Thanksgiving Break/No School
December 5-16: EasyCBM Screening #2 PreK-8th
December 16: 10:00 a.m. Dismissal
December 19-January 3: Winter Break/No School
January 3: Administrative Day #3 (no students)
January 4: Students Return to School
January 16: Martin Luther King Jr. Day/No School
January 24-March 15: NAEP Test (for selected schools)
February 20: President's Day/No School
TBD: WIDA Access for ELLs
March 20-24: Spring Break/No School
April 7: Good Friday (no school)
April 10: Teacher Inservice #3 (no students)
TBD: TCAP (TNReady Assessments) 3-8**
TBD: 2nd Grade Assessment
May 1-12: EasyCBM Screening #3 PreK-8
May 1-19: Upper Cumberland Kindergarten Readiness Assessment #2
May 25: Administrative Day #4 (no students)
May 26: Last Day/Pick Up Report Card Prior to 10:00 a.m. Dismissal

NOTE: Please plan any family vacations over breaks. *Vacation taken during regular school session will be considered unexcused absences. IF special circumstances arise, a letter requesting PRIOR approval & listing the reasons you are making a special request must be turned in to your child's teacher for Administrative approval well in advance.*

*****TNReady testing dates are subject to change in accordance to the schedule from the TN State Department of Education.***

In reference to the Board of Education Policy 4.700

Testing is a system-wide program assisting in accountability and assesses the effectiveness of the instructional programs and student learning. It helps determine the progress of students. With testing, educators help students plan for the future, screen for learning difficulties, and determine placement in remedial programs.

The following are the tests administered at Stone Elementary School:

Grade Levels	Test	Explanation of Each Test
Continuous	W-APT Screener for ELL status	W-APT stands for the WIDA-ACCESS Placement Test. It is an English language proficiency "screener" test given to incoming students who may be designated as English language learners. It assists educators with programmatic placement decisions such as identification and placement of ELLs. The W-APT is one component of WIDA's comprehensive assessment system.
Continuous	ECERS for PreK	ECERS or the Early Childhood Environment Rating Scale is an assessment designed to assess group programs for preschool-kindergarten aged children, from 2 through 5 years of age. Total scale consists of 43 items. (Also available in Spanish).
Continuous	ELCCO for PreK	ELCCO , or the Early Language and Literacy Classroom Observation tool, helps build better literacy programs by assessing the quality of the classroom environment and teachers' practices.
PreK - 8	STAR Screening (3 times per year)	STAR Early Literacy assessment is a computer-based test that measures your child's proficiency in up to nine areas that are important in reading development. STAR Reading is a computer-adaptive reading test that summarizes your child's reading ability. STAR Math is a computer adaptive assessment that gauges student proficiency in mathematics.
K - 8	EasyCBM Screening	EasyCBM is a screening tool utilized for students who score below the 25 th percentile on the STAR assessments to help determine which interventions will be used to assist the student and monitor progress.
Grades 3-8	TNReady: ELA, Math, Social Studies, Science	TNReady is the state's TCAP test for English language arts and math in grades 3-11. It provides information about our students' progress. The TNReady TCAP tests are designed to assess true student understanding and not just basic memorization and test-taking skills. TNReady measures student understanding of our current state standards in English language arts and math. Please note that math and science will only be administered in the Part II window. Additional information regarding the details of this test administration will be forthcoming.
ELL students	ACCESS for ELLS	ACCESS for ELLs 2.0 is a secure large-scale English language proficiency assessment administered to Kindergarten through 12 th grade students who have been identified as English language learners (ELLs). It is given annually in WIDA Consortium member states to monitor students' progress in acquiring academic English.

Grades 3-11	MSAA	<p>The Multi-State Alternative Assessment (MSAA) applies the lessons learned from the past decade of research on alternate assessments based on alternate achievement standards (AA-AAS) to develop a multi-state comprehensive assessment system for students with significant cognitive disabilities. The project draws on a strong research base to develop an AA-AAS that is built from the ground up on powerful validity arguments linked to clear learning outcomes and defensible assessment results.</p>
Grades 3-11	TCAP-ALT PA Science and Social Studies	<p>The TCAP Alternative Portfolio Assessment for science and social studies applies the lessons learned from the past decade of research on alternate achievement standards (AA-AAS) to develop a multi-state comprehensive assessment system for students with significant cognitive disabilities. The project draws on a strong research base to develop an AA-AAS that is built from the ground up on powerful validity arguments linked to clear learning outcomes and defensible assessment results.</p>
Grade 2	2 nd Grade Assessment	<p>This 2nd grade assessment measures basic reading and math skills. It is a criterion-referenced assessment designed to measure individual student achievement based on academic standards.</p>

**The actual dates for each test session are listed on the calendar on page 15.

On the First Day of School

On the first day of school, we welcome you to walk your child to class. This is a BIG day for everyone! It is perfectly normal for some of our younger students to become upset at the thought of mom or dad leaving. This is also a stressful time for parents. We ask that you trust us, and after the first day, we request that you allow your son or daughter to walk to his or her classroom as a big boy or girl with peers only. The longer the goodbye, the more difficult the separation . . . we promise to take good care of your most treasured possession!

School Policies and Procedures

ATTENDANCE POLICY 6.200 OF CUMBERLAND COUNTY SCHOOLS BOE

Attendance is a key factor in student achievement. Therefore, students are expected to be present each day school is in session. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. **In order for an absence to be counted as excused, a written excuse must be submitted for absences or tardiness within five school days after a student returns to school. Failure to submit an excuse will result in the absence or tardy being classified as unexcused.**

Excused absences shall include:

1. Personal illness (If a school nurse calls a student's parent/guardian to come pick up a student for an illness, that day will be considered an **EXCUSED ABSENCE/TARDY**. **The school nurse or administrative staff should call the parent/guardian, NOT A TEACHER OR THE STUDENT**. A doctor note is not required for **THAT** day, but is required for subsequent days)
2. Illness of immediate family member
3. Death in the family; funeral notice
4. Extreme weather conditions
5. Religious observances
6. College visits
7. Pregnancy
8. School sponsored or school endorsed activities
9. Summons, subpoena, or court order; or
10. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.
11. Other absences as pre-approved by the principal, based on appropriate documentation at least 10 (ten) school days prior to day(s) to be missed.
12. If a student is exempt from final exams (high school) per Board policy, the absence on the day of the exam is excused.
13. Driver's license/permit appointments will be excused with proof of appointment.

A maximum of five (5) days per semester will be recognized as an excused absence with parent notes that contain an excusable reason.

Note: Vacation days are unexcused absences.

**APPOINTMENT REMINDER:
GET A DOCTOR'S OR DENTIST'S EXCUSE NOTE DURING YOUR VISIT.
TARDIES**

Unexcused tardies are defined as late arrivals and/or early dismissal for any reason other than the previously stated excused absences.

Cumberland County Schools Tardy Policy

1. Students are allowed 3 unexcused tardies per 9 weeks period.
2. On the 3rd unexcused tardy a written warning will go home to be signed.
3. The parent/guardian will be required to attend a conference with the school's attendance committee after unexcused tardy #4.

If a parent/guardian refuses to attend the conference, a plan will be put in writing that must be followed. The plan will include, but is not limited to the following: recommending that the student ride the school bus or childcare van to and/or from school; (if the student is an out of zone student) requiring him/her to attend the school for which he/she is zoned on the next unexcused tardy (tardy #5) during that nine weeks period.

Stone Elementary Policy: A student will receive a detention upon his/her 5th unexcused tardy. (Five unexcused tardies will equal one day of unexcused absence for the purpose of Truancy Court Referrals).

Tardies that occur between classes during the regular school day will be a student disciplinary matter and will be handled by individual schools at the building level.

School hours are from 7:45 a.m. to 2:45 p.m. Students must be seated in their homeroom classroom by 7:45 a.m. Students who are not in class by 7:45 a.m. must report to the office to sign in and receive a tardy pass in order to be admitted to class. Students checked out before 2:45 p.m. are checked out early. **THERE WILL BE NO STUDENT CHECKOUTS AFTER 2:15 P.M.** Parents must keep in mind that an early checkout counts as a tardy. Five unexcused tardies will equal one day of unexcused absence for the purpose of truancy.

Remember, early checkouts count as a tardy. Excused tardies or early checkouts are for doctor or dentist appointments, and the physician must sign a written excuse that is then turned in to the attendance office. (Students may give the excuse note to their teacher who will turn it in to the attendance office).

ATTENDANCE SUMMARY:

STEP #1 – Absentee’s excuse note is given to the teacher by parent/student.
(*Always* send an excuse note in with your child the day he/she returns to school).

STEP #2 – The teacher sends the excuse note to the Attendance Clerk to be entered into the computer and filed.

STEP #3 – The Attendance Clerk checks the excuse then enters the excuse as excused or unexcused in the computer data base and files the excuse in the office. The Attendance Clerk will follow the BOE’s attendance policy in determining if an absence is excused or unexcused.

ELEMENTARY SCHOOL ABSENCE POLICY:

A total of twenty-five (25) absences, without extenuating circumstances, during any school year may render an elementary student ineligible for promotion to the next grade and to retain a driver’s permit or license, or to obtain such if of age. The attendance clerk will send a written notice to parents of any student accruing five (5) absences and again at ten (10) absences. After fifteen (15) reported absences in a year, a truancy board will be appointed by the principal who will conduct a hearing to determine if any extenuating circumstances exist and develop and sign a plan of action for remediation. *A maximum of ten (10) days per year will be recognized as excused absences for sickness with parent notes. A parent note without explanation for the absence will cause the absence to be automatically categorized as unexcused.*

*If a student is absent without sufficient reason or if no excuse note is returned, the student is considered truant for those days in question. **When a student accrues five (5) days of unexcused absences, a referral is made to the County Attendance Supervisor and a Truancy Court appearance is required.***

After a total of twenty-five (25) absences during any school year, an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to verify that the student has met attendance requirements that will allow him/her to pass the course, be promoted, or retain or obtain a driver’s permit or license.

MAKE-UP WORK

Make immediate plans to do all make-up work due to an excused absence. Normally, all make-up work must be made up in a period of no less than three (3) days nor greater than the number of days missed, if more than three. If this work is not completed within the time limits, the student may receive a zero (0). Make-up work may be obtained upon the return of a student(s) from previously planned days of absence. Students who are ill may complete make up work upon their return to school. Parents may call ahead in order to pick up work for sick student(s). Please make arrangements to pick work up at the end of the day so as not to interrupt class time and to give teachers time to gather make-up work. The student will be graded on work completed. Attendance is essential to good grades and students are urged to be at school every day.

STUDENT LOADING AND UNLOADING (We appreciate your caution!)

Your child's safety is our utmost concern. We appreciate your cooperation in morning unloading and afternoon loading of students.

Student drop-off and pick-up will be at the double doors at the east end of the building (closest to Cook Rd), not at the main entrance. The main entrance is for bus loading and unloading. We have two lanes of traffic to be used for unloading and loading; the third lane is for moving traffic only. No students will be loaded or unloaded in the third lane.

Parents who need to enter the school may park in the parking lot in front of the school. Please do not leave cars unattended in the driveway.

Each student who uses afternoon parent pick-up will receive a Stone Elementary dashboard sign. Print the name(s) of your child(ren) on your sign with a thick, black marker and place it on the dashboard of your vehicle as you drive through parent pick-up. This will help us to call cars quickly and efficiently.

PLEASE REMEMBER:

7:00-7:40 is student drop-off in time for class.

Stop for all pedestrians and drive slowly!

Student pick-up is from 2:45-3:05 in the parent pick-up line.

With your help we can continue to make Stone Elementary a safe place for your child. Stone Elementary does not provide after school childcare. If an emergency arises, please call the school office so that your child will not be unnecessarily worried. **Also, if you have a change to make in your child's normal dismissal routine, please do so before 2:00 p.m.** However, following a normal dismissal routine is best for all students and lessens student anxiety. Students not picked up on time may be sent to detention for supervision.

CHECK-OUT PROCEDURES (when sick or going to an appointment)

Students are not allowed to leave the building during the day unless a parent or guardian signs them out. **NOTE:** Students may be released to another adult designated by the parents only if a note is sent, signed by the parent or guardian. We keep signatures on file and make every effort to verify signatures or call for verification. Also, parents or guardians may be asked for identification in order to check out students. Teachers are not allowed to let students leave the classroom or playroom with parents or guardians. Students must be signed out in the office and called to the office for dismissal.

THERE WILL BE NO STUDENT CHECKOUTS AFTER 2:15 P.M.

WITHDRAWAL PROCEDURES (when changing schools)

Parents/Legal Guardians must come in person to withdraw students for enrollment in another school. Our receptionist will be happy to help parents with the necessary paperwork. Student records cannot be released until all books are returned or paid for, cafeteria charges are paid, and other financial obligations are met.

SCHOOL ZONES (Do you live in the Stone Zone?)

The director of schools shall enforce these areas as established by the Board of Education: Students must attend the school in the zone in which they reside. Special Education students shall be transported per the requirements of their individual education plan. Elementary students must receive written approval from the Director of Schools in order to attend a school for which they are not zoned. All out-of-zone students must provide their own transportation.

The feeder schools for Cumberland County High School are: Brown Elementary, Martin Elementary, Pleasant Hill Elementary and South Cumberland Elementary. The feeder schools for Stone Memorial High School are: Crab Orchard Elementary, Homestead Elementary, North Cumberland Elementary, Pine View Elementary and Stone Elementary. ***Both CCHS and SMHS are hard-zoned. Students will attend the high school of the elementary school for which they are zoned.***

BUSES/BUS ROOM BEHAVIOR

The school building opens at 7:00 a.m. and buses will begin to unload at this time. School personnel are on duty and ready to receive students at 7:00 a.m. Students dropped off at school before the building opens will be considered abandoned and can be reported to the authorities.

All students arriving before 7:30 a.m. should proceed in an orderly fashion to the designated waiting areas: Grades K-2 report to the playroom & Grades 3-8 report to the gym.

GRADES (Do your best and it shows!)

Section 1. Tennessee Code Annotated, Title 4, Chapter 6, Part 31 is amended by adding the following section: 49-6-3115.

Beginning with the 2011-12 school year, a student in the third grade shall not be promoted to the next grade level unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. However, such student may be promoted if the student participates in an LEA approved research-based intervention prior to the beginning of the next school year. This section shall only apply to students who have IEP's pursuant to 20 U.S.C. 1400 et seq.

GRADE CARDS & GRADING SCALES

Grade cards are issued every nine weeks and the following grading system is used. Academic areas may be expressed either by a numerical system, which uses the student's actual average, or by a letter system using the following numerical range:

Kindergarten, First, and Second Grades will be using the following grading system:

- 4 Advanced
- 3 Mastery of standard
- 2 Some growth
- 1 No noticeable growth
- (left blank) Not graded at this time

Grades 3-8 will be using the following grading system:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

HOMEWORK (skill review, builds responsibility)

Homework is given to reinforce skills taught in the classroom. As a result, completion of homework is necessary to have success in all subjects. Teachers also grade homework assignments.

THUS, HOMEWORK MUST BE COMPLETED! Failure to complete assigned homework will result in disciplinary action and the work will have to be done.

SKYWARD FAMILY ACCESS connects educators and parents by providing a wealth of information.....

- Grades
- Attendance
- Upcoming Assignments
- Teacher Messaging
- Class Schedules
- School Calendar
- Food Service Balance

Skyward FAMILY ACCESS makes it easy to be active in your child's education!

***Family Access is available to parents/guardians through the office. Please make an effort to stop by and pick up your login information.*

CAFETERIA BEHAVIOR, VISITORS & MEAL PRICES

(Safety is our first priority!)

Acceptable behavior and good table manners are expected at all times. Students unwilling to use appropriate table manners (mixing foods, yelling out, purposefully discussing gross subjects, etc.) may be isolated during lunchtime. Lunch is an important social time for our students and we want *everyone* to enjoy this time!

You are welcome to come and eat lunch with your child. ***Please sign in through the office and receive a Visitors Pass before proceeding to the cafeteria.*** Due to limited space we ask that you make this a special treat for your youngster rather than a regularly scheduled visit. (Birthdays make nice days to visit). The round tables in the gym lobby area are reserved for students and their parents. Because of safety regulations, **only your child is allowed to join you** at the round tables and adults are not permitted at the student tables.

Stone Elementary is pleased to announce its participation in the National School Lunch and School Breakfast Community Eligibility Program (CEP) for the 2020-2021 school year.

Breakfast

Breakfast will be provided at **NO COST** to students. It will be served Monday - Friday in the cafeteria. All students are encouraged to eat breakfast.



Lunch

Lunch will be provided at **NO COST** to students. It will be served according to the lunch schedule daily (please see your child's classroom schedule for a more specific time). All students will be encouraged to eat lunch.

Lunch Prices for adults and visitors....

School staff - \$3.50

Visitor lunch - \$4.05

What is a MEAL? 1 meat/meat alternative, bread, 1 fruit, 2 vegetables, milk

Note: If a student cannot drink milk, a doctor's statement to that effect must be provided to the cafeteria manager before juice can be substituted at no additional cost.

SCHOOL HEALTH INDEX (healthy eating)

Beginning July 1, 2006, schools implemented the School Health Index established by The State Board of Education. Policy on Implementation of School Health Index shall be followed by each school within the district. This policy affects the snacks served during school hours. Your child's teacher has a list of items that meet school health index requirements.

All schools shall offer school meal and snack programs with menus that meet the patterns and nutrition standards established by the U.S. Department of Agriculture and State Board of Education's Minimum Nutritional Standards For Individual Food Items Sold or Offered for sale to pupils in Pre-K through Eighth grades.

VISITORS (for lunch, helping in a class, field trips, etc.)

Please understand that our utmost concern is for the safety of your child. In order to ensure *everyone's* safety, we appreciate your support in adhering to the following:

All visitors and parents must be buzzed in at the front entrance. All visitors to our school, including parents, **MUST** sign in and out at the front office. Salespersons must obtain permission from the superintendent to visit schools.

If parents wish to speak with the teacher, we ask that you send a note or leave your phone number with the receptionist and the teacher will contact you as soon as possible. From 7:35 until 2:45 all of our teachers are on duty and cannot leave their classrooms unattended. We try desperately not to interrupt this instructional time.

VOLUNTEERS (We welcome your help! Please read below!)

We welcome volunteers at Stone Elementary. Several times a year there will be opportunities for large numbers of volunteers to participate in school-wide activities. Individual teachers may make arrangements in their classroom for regular volunteer opportunities as well. **All volunteers must complete the volunteer form and return it to school at the beginning of the year for CCBOE approval** in order to work in a classroom, chaperone a field trip, etc. Thanks for your understanding and cooperation!

NOTE: POSSESSION OF WEAPONS ON SCHOOL PROPERTY IS ILLEGAL.

STONE ELEMENTARY PARENT INVOLVEMENT POLICY

This School Parent Involvement Policy has been developed by a committee of parents and teachers.

Policy Involvement

1. At the first Parent Council meeting of the new school year, a copy of this policy, legal requirements, and the parents' opportunity to be involved will be explained.
2. A suggestion box for ideas on school improvement will be available in the school office providing opportunity for ideas from the entire school community.
3. Updates are regularly made via the Stone Elementary Facebook page and Stone Elementary PTO Facebook page.
4. Information concerning students' performance at school will be provided on the midterm & nine-weeks report card or, if necessary, more frequently. At these times parents may arrange for conferences to participate in decisions relating to the education of their children.

5. Comments by parents of children participating in the Title I school wide program plan shall be attached to the plan when submitted to the Local Education Agency.

Shared Responsibilities for High Student Performance

1. Learning compacts outlining responsibilities of students, parents, and school personnel will be distributed at the beginning of the new school year.
2. Teachers will inform parents of their child's progress as needed, as well as at the fall and winter parent-teacher conference sessions.
3. Opportunities for parents to volunteer will be available throughout the school year.
4. Tutoring, before or after school, may be available for students who need additional help.

Building Capacity for Involvement

1. Teachers will be available to assist parents in how to help their children in certain classroom subjects.
2. Programs to orient parents and kindergarteners to the school environment will be organized.
3. Parents may help coordinate the services provided by local businesses (i.e. collecting grocery receipts for computers and software).
4. Parents and teachers shall work together in coordination of the education of children, including those with learning disabilities or physical handicaps, during scheduled meetings.

Accessibility of Parental Information and Resource Centers

1. Parents with limited English proficiency will be referred to the ELL coordinator and assisted by ELL staff at Stone Elementary.

CARE OF SCHOOL PROPERTY (It's about respect.)

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. Vandalism or direct misuse of the school campus or its property may result in before and/or after school consequences.

WAIVER OF SCHOOL FEES

(Thanks for doing the best you can. There is no fund which covers fees that go unpaid.)

TCA 49-2-114: Local Education Agencies shall establish, pursuant to rules promulgated by the state board of education, a process by which to waive all school fees for students who receive free or reduced price school lunches.

School fees are defined as:

1. Fees for activities that occur during regular school hours, including field trips.
2. Fees for activities and supplies required to participate in all courses offered for credit or a grade.
3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit.
4. Fees or tuition for courses taken for credit or a grade during summer school.
5. Fees required for graduation ceremonies.
6. Fees for a copy of the student's records.
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School Fees are NOT:

1. Fines for overdue library books.
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school.
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property.
4. Charges for debts owed the school.
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities.
6. Costs to participate in not-for-credit extracurricular activities, including athletics.
7. Tuition for non-resident students.

BEHAVIOR EXPECTATIONS (Rewards and Consequences)

At Stone Elementary School, students, parents, and school staff work together to create an environment that promotes academic excellence while providing a physically and emotionally safe school.

While we hold high expectations and intend to reward more than we punish, we are prepared to handle inappropriate behaviors that prevent a child from achieving his/her maximum potential or impede the learning of others.

Student conferences, parent conferences, counseling, after-school detention and community service, in-school suspension, corporal punishment, suspension, and alternative school placement are some of the disciplinary measures that may be taken. The intent of any disciplinary action is to correct inappropriate behavior/conduct.

Inappropriate behavior or conduct will not be tolerated.

SWPBS (School-Wide Positive Behavior Support)

Teachers select students of the week by grade level, and these students are recognized weekly by having their names called during the morning announcements and receiving recognition from the SES Guidance Counselor. These students are also eligible for student of the month recognition.

The above recognitions are in addition to our SWPBS trips that students may earn by avoiding office referrals during each nine weeks period.

Did you know? Tennessee law states that bullying in any form is illegal and prosecutable.

EXTRA-CURRICULAR OPTIONS (Get involved!)

Students are encouraged to participate in the wide variety of clubs, organizations and activities available at Stone Elementary. *Some* of these include:

Archery	Chess	Student Council
Basketball	4-H Club	Beta Club
CTE/STEM	Cross Country	FCS
Cheerleading	Band/Choir	

Any student, or group of students, wishing to form an organization must have permission from the principal. Stone Elementary also offers a variety of enrichment opportunities throughout the year, as budgets allow.

Referencing Policy 4.802

Student Equal Access (Limited Public Forum)

Schools may allow students to form clubs or groups that meet before, during, and/or after school. Requests to from such clubs/groups shall not be denied based upon religious nature or beliefs of proposed club/group. If permitted, school administration shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

- No funds shall be expended by the school for any such meetings beyond the incidental costs associated with providing a meeting space.
- No student may be compelled to attend or participate in a meeting under this policy.
- A student/student group wishing to conduct a meeting under this policy must file an application with the principal at least 3 days prior to the proposed date.
- Principal approval granted if the following are determined:
 1. Meeting is voluntary.
 2. No sponsorship of the meeting or its content by the school, the Board, or its employees.
 3. Meeting will NOT interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings.
 4. Employees of the district are to be present in a non-participatory monitoring capacity.
 5. Non-school persons will not direct, control, or regularly attend.

Referencing Policy 4.802

School Sponsored Events

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The form is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers, which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent, or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

EXTRA-CURRICULAR ACTIVITIES AND SCHOOL POLICY

Students must be in attendance at school at least half a day in order to be eligible to participate in extracurricular activities that day, including practice. Students who are not present on the day of scheduled extra-curricular events are not to be in attendance at ballgames, dances, etc. Students requiring disciplinary action in the form of ISS, suspensions, or expulsion may not attend after school events on that day(s).

Students attending after school activities will be expected to comply with the policies concerning behavior and dress code as outlined in the SES student handbook. Once students have arrived, students may not leave until they leave for the evening. Dances usually end at 8:00 p.m. and parents should be waiting to pick up at this time. Students picked up after 8:15 may not attend the next dance. Any student not complying with the rules may be asked to leave the extra-curricular event without refund of money and may be subject to **further disciplinary action.**

STUDENT ATHLETIC ELIGIBILITY

Student Eligibility of the Cumberland County Athletic Procedures Manual states:
To be eligible to participate in elementary athletics in Cumberland County Schools, a student must:

- Be less than 15 years of age on August 1st of the school year in question. Be less than 13 years of age to be eligible for Junior Varsity, and be in the sixth grade or below.
- Be enrolled at the school where they intend to participate in sports following the Elementary Athletic Procedures Manual.
- Have his/her name on the eligibility list submitted to the Coordinator of Elementary Athletics prior to the first game.
- For all sports, have a physical examination by a physician as well as proof of insurance and submit a record of such to the school principal prior to first practice. (Students do not have to have a physical to try out. If students use school insurance, they must carry the 24-hour per day policy.)
- Be in regular attendance with **no unexcused absences**. A student must be in school the day of the athletic event to be eligible to play.
- Not have more than one (1) failing grade for each nine-week period. Students who fail to maintain adequate academic standards shall be ineligible for the following nine-week period; this ineligibility is effective the day after report cards go out.

All sports and other activities require that students must have good conduct in order to participate. Participation in, or attendance at, any school activity requires students to obey school rules, regulations, and policies. **NOTE: Time for student pick up from extra-curricular activities should be on the coach's website and on practice schedules sent home with participants each month.**

Extra-Curricular Activity Drug Testing (CCBOE Policy 6.3071)—Grades 7 & 8

All students who wish to participate in extracurricular activities and upon enrollment each school year, parents will voluntarily provide the school with a signed written consent for random drug testing prior to participation.

The consent form is found in the enrollment packet. It is to be signed and returned to administration before students participate in any extra-curricular activity.

Student and parent/guardian written permission procedures:

1. All students who participate in extracurricular activities will not be permitted to participate in any extracurricular activity until the Random Drug Testing Consent Form is signed.
2. A custodial parent/guardian may be allowed permission for student testing, if after reasonable attempts, the other parent/guardian is verified to be unavailable to sign the permission form.
3. Should a student who participates in extracurricular activities refuse to be tested at anytime, he/she will be suspended from extracurricular activities for one calendar year.

Random Test Procedures:

1. Random drug testing may be conducted not less than two (2) times, as designated by the director of schools, at various intervals during the calendar year in grades 7-12.
2. All students participating in extracurricular activities will be assigned a number and placed in a "pool" from which a blind draw will be held. The director of schools will designate who will pull these numbers and how many random numbers shall be pulled for the drug testing.
3. Students that are randomly selected will be notified immediately and in person by a school administrator and tested the same day.
4. The nonparticipating student selector will not be aware of which students were selected from the pool.
5. A panel will be the required test, which includes testing for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methaqualone, opiates, propoxyphene, and phencyclidine. Any other illegal substance may be included, but the identity of a particular student shall not determine which drugs will be tested.
6. Split specimens will be collected in a manner to ensure student privacy to the greatest extent possible while maintaining the integrity of the testing.
7. The initial random drug screening test will be conducted by those designated by the director of schools at no cost to the parent.
8. Once the student enters the screening area, and throughout the screening process, the student shall remain in the designated room.
9. Students in athletic and/or extracurricular activities shall have their name entered into the 'pool' only one time per drawing.
10. Drug screening agency will inform all screening results, positive or negative, directly to the director of schools or designee.
11. Should the initial testing result in a positive reading, the agency will contact the director of schools or designee who shall contact the student's parent/guardian or student if 18 or over, to confirm any prescription or other medications the student has legally taken. The agency shall determine the validity of the test from such information and report it to director of schools or designee.
12. Should the first screening result be positive and medication verification is absent, the parent has two school days to request the split specimen to be sent to a certified independent laboratory or accept a referral for participation in an assistance program as outlined in board policy 6.3071. The split sample screening and/or the assistance program will be at parent expense.
13. Only the director of schools, director's designee, school administration, and/or the independent lab shall have access to the test results.
14. Results will be kept until the student graduates or upon leaving Cumberland County Schools. All records shall be maintained in a secure location with controlled access.
15. Should a student test positive in both first and second split screening, Penalties as stated in Extracurricular Activity Drug Testing Policy 6.3071 will be applicable.

PHONE USE

School phones are for **emergency** use only, and students should only use the phone in the office. Emergency calls do NOT include forgotten lunch money, forgotten items, permission to stay after school, or permission to go home with another student. Teachers, students, and parents are expected to make arrangements for after-school activities or to cancel after-school activities in advance - not the day of an activity. If a student must call home due to illness, office personnel will make the call to the parent.

CELL PHONES/IPODS/IPADS/TABLETS/KINDLES (ALL technology)

Policy Ref. 6.312 states students may possess a personal communication device in school, on school property, at after school activities and at school related functions. These devices:

1. Shall remain off and concealed from view.
2. At no time are the devices to be used to undermine instructional practices or violate an individual's privacy.
3. Personal communication devices shall not be used in any instructional setting as a calculator.
4. The student possessing a personal communication device shall assume all responsibility for its care.
5. Violations of this policy may result in disciplinary action against the student and confiscation of the device.

***Stone Elementary will follow any updated school board policies regarding cell phone usage.**

Cell phones are prohibited in the locker rooms and restroom facilities.

VIOLATION OF ELECTRONIC DEVICE POLICY:

1st offense - Device will be taken up and parent/guardian must pick phone up from school administration.

2nd offense - Device will be taken up, held for 3 days, and parent/guardian must pick phone up from school administration.

3rd offense - Device will be taken up, held for 7 days, and parent will be required to attend a conference and pick up phone from school administration.

4th offense - Device is held for remainder of school year, and parent will be required to pick up phone from school administration on final day of school.

****Additional electronic device offenses will result in further disciplinary actions.**

Note: If a student in possession of a device that is not his/her own, violates the policy, the policy applies and both the owner and user of the phone will receive punishment.

****Severe Clause: Alternative School &/or Police Department involvement as appropriate.**

STUDENT DRESS CODE PreK-8

Due to possible life-threatening allergy issues of students and staff, students are discouraged in wearing perfume and cologne. As always, aerosol deodorant is NOT to be brought to school.

1. The following shall **NOT** be worn at school or school-sponsored events during school hours:
 - Clothing or accessories that denote affiliation with any gang associated with criminal activity, or a safety hazard or security risk
 - Caps, hats, or headscarves, for boys or girls, will not be worn inside buildings
 - Clothing with revealing necklines
 - Extreme hair color, style, or makeup
 - Ill-fitting clothing such as saggy/baggy pants or oversized coats, sweaters, sweatshirts, etc.
 - Spandex, form-fitting, or body-fitting clothing
 - Pajama-type clothing
 - Clothing with holes above the knees
 - Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol, or drug products

2. The following rules shall be enforced for **ALL** students:
 - Any color or style of shoe, with the exception of “heely” or bedroom slipper-type shoes, may be worn to school
 - Tops worn with leggings should be no higher than five (5) inches from the knee
 - Without leggings, shorts/skirts/dresses will be no higher than five (5) inches from the middle of the knee
 - Slits in skirts/dresses will be no higher than five (5) inches from the middle of the knee
 - Pant legs must not drag flagrantly on the floor
 - No tinted glasses/sunglasses are permitted unless prescribed by a doctor
 - No body piercing jewelry, except for earrings in the ear for boys and girls
 - Large, heavy jewelry chains, and any jewelry that could be deemed dangerous, will not be permitted
 - Valuable clothing and jewelry are discouraged.
 - Shirt and blouse length may not be so short that a student raising elbows to the height of his or her shoulder exposes the midriff
 - Tops, blouses, and shirts must fit and cover the shoulder so as not to reveal the torso or undergarments
 - All trench/duster style coats that fall below the knee are prohibited
 - Bib overalls may be worn as long as galluses and side closures are fastened

Notes:

1. Special dress days may be designated by the principal to include but not limited to, the following examples: field days, picture days, school spirit days, etc.
2. If a student cannot comply with the standardized dress code because of religious beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

Students are to refrain from writing or drawing on themselves or others' skin or clothing.

Dress Code Violation

Students shall dress and be groomed in a clean, neat and modest manner so as not to distract or interfere with the educational process or cause a safety hazard. Students are encouraged to adhere to the provisions of this code during school hours (whether on or off campus) and while in attendance at school-sponsored events. The principal's judgment shall prevail in all matters regarding the application of these rules.

Violations may result in the following consequences:

First Violation: The student will receive a written warning (Parent Notification) and the violation must be corrected.

Second Violation: Parent will be called, violation must be corrected, and a detention will be assigned.

Third Violation: Student will be suspended until parent conference.

Harassment/Discrimination

Board Policy 6.304

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination or harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature.

The following guidelines are set forth to protect students from discrimination or harassment. Student discrimination or harassment will not be tolerated.

Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

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

Bullying/Intimidation

Board Policy 6.304

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

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305)

Detention/Community Service (Monday, Wednesday, and Thursday 3:00-4:00)

Students may be assigned to detention by a teacher or by an administrator. The students will complete work or perform community service activities during the hour. Your child is responsible for bringing the detention slip home, and we expect parents to sign and return the slips the next day. Parents are expected to pick up their children at **4:00 p.m.**, after which no adult supervision is provided. Students not picked up at **4:00 p.m.** may be assigned work during free time to make up for being picked up late from detention. Students are expected to serve detention/community service when assigned.

Detention/community service is not planned at student or parent convenience. With administration's approval, reasonable reschedules may be arranged in advance by a parent. Failure to serve detention/community service will result in additional detentions being assigned and/or ISS being assigned. The detention/community service slip is your notification.

IN SCHOOL SUSPENSION (ISS)

In school-suspension is an alternative disciplinary action that in cases deemed appropriate by the school staff, may be used in lieu of out of school suspensions. Generally, ISS is used for more serious offenses or situations that are recurring, and isolation may be a deterrent to subsequent behaviors.

STUDENT-TO-STUDENT RELATIONSHIPS (No PDA)

Students shall be provided a safe learning environment. All students are urged to avoid any behavior or actions that might cause physical, mental, or emotional harm to any other student. Stone Elementary adheres to a hands-off policy. All students are to keep their hands to themselves at all times. Public displays of affection are not allowed and will result in consequences. PDA includes, but is not limited to, hand holding, kissing, and hugging. It is a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student.

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings, on school grounds at any time, in school vehicles and/or buses off the school grounds at a school-sponsored activity, function or event.

SELLING or TRADING OF ITEMS

No items are to be brought to school to be sold or traded unless they are items being sold by this school in a fundraising activity. No items may be sold for personal profit. All fund-raisers will be cleared through the administrative staff.

MOTORIZED VEHICLES

No student will be allowed to drive any type of automobile or motorized vehicle to school. Unauthorized vehicles found on school campus will be towed at owner's expense. Vehicles on school property are subject to search.

LOCKERS

Each 6th, 7th, and 8th grade student will be assigned a locker for personal use. Students may bring a combination lock if they wish keeping in mind that *small* locks fit best. The school will not issue locks. **Lockers are school property and are subject to search.** Lockers are to be kept in such condition that the doors completely close and no articles are left hanging outside. Failure to do so may result in the loss of the locker privileges.

SEARCHES BY SCHOOL PERSONNEL

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 at any organized school activity off campus, including buses, vehicles of students or visitors. A student using a locker that is the property of the school system does not have the right of privacy in that locker or its content. 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.



TEXTBOOKS

Many teachers issue textbooks, novels, etc. All books are numbered and recorded by the teacher and the condition will be noted. Lost or damaged books (including library books) **MUST** be paid for before another book can be issued, before school records can be transferred to another school, or before grade cards can be released. The average cost of a textbook is approximately \$50.00.

MONEY / VALUABLES / OTHER ITEMS

The school will not be responsible for lost or stolen items. Students should not bring large amounts of money or valuable items to school or to school functions. Students may not bring iPods, MP3 players, personal laptops, PDAs, CD players, skateboards, laser pointers or any other type of toy to school unless prior approval has been given by the teachers. **Shoes with wheels are not to be worn at school during the school day or at school functions.**

ZERO TOLERANCE

Some school rule violations require expulsion under state law. These violations are referred to as “zero tolerance” violations and some examples are:

- Possession of a dangerous weapon or firearm on school property/activity.
- Possession/use/sale of drugs on school property/activity.
- Battery on staff member.
- Electronic threats to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention.

TOBACCO

The possession, uses, or transfers of tobacco or tobacco products in any form by any student are strictly prohibited. Any student caught in the possession of, using, or transferring any tobacco or tobacco product while participating in a school-sponsored event shall be subject to disciplinary action, which may include corporal punishment, suspension and/or expulsion. **A citation to Juvenile court may be issued in all cases of tobacco possession according to T.C.A. 39-17-1501.**

USE OR POSSESSION OF DRUGS OR ALCOHOL BY STUDENTS

Any student who sells, possesses, gives away, uses on or off-campus so as to be detectable, or otherwise has under his or her control any alcoholic beverage, marijuana, narcotic or legend drug, while in attendance at, or participating in, any school function or any school related or sponsored activity, whether on-campus or off-campus, shall be immediately suspended from school upon due process determination by the principal that the student has in fact violated any provision of this paragraph. In addition THC, HHC, and other intoxicating substances, if consumed, will result in a calendar year suspension per BOE Policy 6.307.

DRUG DETECTING CANINE SEARCHES

The purpose of drug detection canine searches of Cumberland County Schools is to create and/or maintain a drug-free environment. The procedures for drug dog searches are as follows:

- No dog will be allowed to sniff students or have personal contact of any kind with the students.
- If a drug canine searches a classroom, students will not present.
- All lockers are subject to search.
- All vehicles parked on school property are subject to search.

If the dog alerts to something in a locker or car, legal procedures will be followed for a containing search.

**All drug detection canine searches are unannounced and conducted by a
third party independent of
Cumberland County Schools.**

EMERGENCY PROCEDURES (fire drills, storm drills, & lockdowns)

Each class has a specific plan to follow in the event of an emergency such as fire, tornado, bomb threat, or lockdown. We practice these plans so that our students will know how to react in the event of an actual emergency. Some drills are announced, but some must be unannounced.

Required monthly fire drills are taken seriously. During *any* emergency drill students are expected to be quiet and listen for teacher instructions or directions from the office. In the event of a fire or bomb threat, students have a designated evacuation plan. For take cover (tornado) drills or other emergencies each class has a designated safe area to go to as quickly and quietly as possible.

Students should be aware that they can be prosecuted for pulling fire alarms as a prank, and pranksters may be required to do up to 100 hours of community service for pulling a fire alarm.

Lockdowns are a necessary part of emergency practice. We **will** practice during the year. During a lockdown, teachers will remain with their class, locking their students in the classroom and remaining quiet. They will remain there until released by administration or law enforcement.

BAD WEATHER CANCELLATIONS & DELAYS

During the school year, school is sometimes canceled due to bad weather. Listen to the radio for information on school cancellation or delay. **Please do not call the school to learn of cancellations.** Our phones are incredibly busy on these days and we need to get pertinent information to our students. If school has been canceled the previous day, listen to the radio to learn if there is a delay in the school starting time or if schools are on regular schedule. Often, information about early dismissals is on the radio before individual schools have been notified by the Central Office. When school is delayed due to bad weather, teachers are not required to come in early for extra duty. The doors will be opened 45 minutes prior to the announced time for school to begin.

WHAT SHOULD I DO IF BAD WEATHER ARISES DURING THE DAY?

Cumberland County Schools have a plan in place for the safety of all children and staff in case of an emergency. Please follow the procedures listed below if there is an emergency during school hours.

1. **DO NOT CALL THE SCHOOL.** Our limited phone lines **MUST** be clear to communicate with Emergency Management Agencies and the Central Office.
2. **TUNE IN TO LOCAL RADIO OR TV STATIONS.**
Radio - FM 105.7, 102.5 & 93.3 - AM 1330 & 1490
TV – Knoxville Channel 10 & 6, Fox 17 – Nashville Channel 5
3. **DO NOT COME TO THE SCHOOL UNLESS STUDENT PICK UP IS REQUESTED.** This allows our staff to attend to the children.

NOTE: IF THE SCHOOL GOES INTO TAKE COVER POSITION, WE HAVE BEEN NOTIFIED OF THE SEVERITY OF THE STORM. *Part of safety procedures during tornado warnings is lockdown. The entrance doors are locked to prevent the doors from being pulled open by high winds and causing additional threat to those inside.*

SERVICES

PARENT CONFERENCES

All of our teachers have websites and email, and some have classroom Facebook pages, so feel free to contact your child's teacher at the beginning of the year and let him/her know how you'd best like to stay updated.

Daily communication logs and/or student planners are commonly used as a daily communication tool between home and school. Regularly scheduled conferences are held two times annually, usually in the fall and winter. Throughout the year, teachers and administrators are happy to arrange conferences at a time mutually convenient for parents and teachers. As you know, instructional time is valuable and teachers will not be called away from the classroom to come to the phone. So, please send a note or leave a message with the school receptionist in order to arrange your conference.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

For a student who feels strongly that he or she has been treated unfairly, unjustly, or discriminated against in any way or given punishment which is too severe or assignments that are unreasonable, there is a procedure for appealing. Students should avoid a confrontation with the teacher regarding the incident. Students may pick up a student complaint form in the office. Students should write the complaint or grievance down, giving all details completely and truthfully. The complaint paper should be dated, signed by the student, and turned in to the office receptionist for presentation to the principal. The appeal will usually be considered confidentially and promptly within three (3) school days unless extenuating circumstances exist.

PARENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Parents should first attempt to resolve issues directly with a teacher, if applicable. If a resolution is not agreed upon, concerns should be brought to the attention of Stone Elementary administration. If the parent is still not satisfied, a complaint form can be obtained from the principal and filed with the Director of Schools at the Central Office.

COUNSELING SERVICES

The counselor welcomes the opportunity to talk things over with any student, parent, or teacher. Some services include: individual counseling; consultation with parents, teachers, administrators and the community at large; classroom guidance classes; career planning; informal testing; and the coordination of educationally-related programs. Classroom topics might include developing a sense of self, dealing with anger, communicating with parents and others, feelings, conflict resolution, making decisions, values, responsibility, and career planning. Students and parents are encouraged to contact our counselor and faculty members for conferences.

Students should feel free to request time with the principal, assistant principal or counselors for assistance in educational planning, vocational planning, personal problems, or any other important matter.



MEDICATION

STUDENTS ARE NOT TO HAVE ANY FORM OF MEDICATION IN THEIR POSSESSION AT ANY TIME. All medication must be brought to and from school by parents, never delivered by students.

Students requiring prescribed or over-the-counter medication must have an “Administration of Medication” form completed by their parent and on file with the school nurse. This form is available in the office and must be completed each year for each medication. **The medication should be brought to school by the parent, (not the student) in the original container appropriately labeled by the pharmacy or clinic.** Medication will be kept in the office and given to the students at the designated time. Prescribed medication may be administered by a school nurse or by a non-health professional designate of the principal or school nurse. *The school is not permitted to administer medication, including aspirin, Tylenol, etc., at the student’s request.*

We encourage over-the-counter medication/preparations (Tylenol, aspirin, Benadryl cough syrups, lotions, or ointments) and short-term prescription antibiotics to be given at home. All medications must be supplied by the parents in original containers and require written consent even for intermittent use. Updated BOE Policy 6.405

*****NOTE: Any student possessing, selling, giving, or sharing any medication in any form including, but not limited to any type of over-the-counter medication, or health aids (such as vitamins), will be subject to full prosecution under the Drug Free Schools Act.**

STUDENT PRIVACY

A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are distributed to students; measures to protect student privacy when surveys ask for sensitive information; personal right to inspect any instructional materials; administrations of physical examinations or screenings of students; collections, disclosure, or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies.

Districts must give parents annual notice at the beginning of each school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information; administering surveys containing request for certain types of sensitive information; any non-emergency, invasive physical examination that is required as a condition of attendance, administered by

the school, scheduled in advance and not necessary to protect the immediate health and safety of student. 20 U.S.C. § 1232h(c)(2).

Cumberland County Board of Education
Coordinated School Health
Student Health Screening Passive Permission 2020-2021

Dear Parent or Guardian,

Throughout the school year we will be providing **FREE** health screenings for Cumberland County students in grades Pre-K, K, 2, 4, 6, 8, 9-12, and Lifetime Wellness. We conduct these FREE screenings in order to identify students who may have a health risk in order to bring awareness to the student and parent/guardian. The data only (not the student name) is sent to the TN State Department of Education. The Cumberland County Health Department, Lion's Club, community health care providers, and trained school personnel will be assisting with these screenings with strict adherence to the confidentiality of each child and adolescent screened. We may screen children for one or more of the following:

B.M.I. (Body Mass Index)	Hearing	Scoliosis
Vision	Blood Pressure	
Height/ Weight	Asthma	

If we screen your child and find any alterations from a normal screening, as defined by Center of Disease and Control (CDC), we will contact the parent/guardian concerning this matter. There are **NO CHARGES** for these services.

Please feel free to contact your school nurse or the CSH Coordinator should you have any questions. Thank you for allowing your child to participate as we promote a healthy lifestyle to our students in Cumberland County.

Respectfully,
Marsha Polson, RN Coordinated School Health Supervisor
Email: mpolson@ccschools.k12tn.net
931-484-6135

If you do NOT want your child to receive FREE health screenings, please write a note stating you do NOT want your child screened for the specific test, sign, date, and return to the school nurse.

LICE SCREENING

Head lice have been a parasite of humans since recorded time. Many people associate lice with unclean people or homes. This is not true in the case of head lice. Lice cannot jump or fly and are usually transmitted by contact with infested persons, their clothing, or the comb or brush. Because children play and work in close proximity within a school setting, *all* children should be checked during daily shampooing.

Screenings take place randomly at school in the classroom setting. The school nurse or designee may check for head lice. Discretion is used in the handling of a child with head lice. Upon return to school after an infestation, that child must be re-checked individually by the school nurse in a private location. A child with head lice may have no more than two days of excused absences to treat the problem and return to school.

Cumberland County has a no nit policy. This means students may attend school if and when they are clear of *both* living bugs and nits.

IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE K-12

DTP/DtaP/DI

4 or more doses, one of which must be given on or after the fourth birthday. If starting series at age 7 or older, only three doses are required.

Polio

4 doses of OPV or IPV. If the 3rd dose was given on or after the fourth birthday, the 4th dose is not required. However, if a combination of IPV/OPV is used, all 4 doses are needed regardless of age.

MMR

2 doses, given on or after the first birthday required for entrance into grades K, 4, 8, and 12. The second dose should be administered at least 30 days following the first dose. Beginning with the start of the 2001 school year, all students K-12 must have two doses of MMR.

Hepatitis B

3 doses for entrance into kindergarten; 2 or 3 doses (depending on type of vaccine given) for entry into 7th grade.

Varicella

1 dose given on or after the 1st birthday for entrance into kindergarten; a parent or physical diagnosed history of disease acceptable in lieu of vaccine for purpose of the requirement

The Tennessee Department of Health (TDOH) has issued new immunization rules

and a new Official Certificate that is required for entry into school effective July 1, 2010. All newly required vaccines are routinely recommended for all children; most children have already received them. Listed below are the changes:

1. There will be only one official TDOH certificate of immunization that must be filled out by medical providers for parents to deliver to schools prior to entry of their child into Pre-K and Kindergarten. The form is only available from a private healthcare provider or local health department.
2. Medical providers will not have access to the new certificate until April 1, 2010. If you must pre-register for school before April 1, make sure and bring the new immunization certificate form to school prior to the start of school.
3. For children entering **Pre-Kindergarten, four new additional immunizations** are required. They are: Hepatitis B (HBV), *Haemophilus Influenza* type B (Hib), Pneumococcal conjugate vaccine (PCV) and Hepatitis A.
4. For children entering **Kindergarten, additional doses** of existing vaccines are now required, and one new will be required beginning of 2011. They are Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required, Varicella (2 doses or history of a disease): previously only one dose was required, and Hepatitis A (2 doses): *Effective July 2011*.
5. For children entering **7th grade**, Varicella: 2 doses or history of disease and Tetanus-Diphtheria-Pertussis booster ("Tdap").

Mental Health

To address the mental health needs of our students, Stone Elementary follows the mental health standards and guidelines adopted by the Cumberland County School System. Protocols for the delivery of in-school mental health services have been established for our individual school. The steps described within these protocols guide our actions as we strive to assist our students with mental health needs and concerns.

In an effort to coordinate mental health services within the community, Memorandums of Understanding (MOU's) have been agreed upon by the Cumberland County School System and the following entities: Youth Villages, the Avalon Center, the Tennessee Department of Children Services, Cumberland Mountain Mental Health Center, and the Cumberland County Juvenile

Justice Center. These MOU's specify the responsibilities of each party to the other in their respective efforts to address mental health issues.

RTI² (Response to Intervention)

At the beginning of the school year, students in K-8th grade will be screened in both math and reading. Students that are determined to need remedial assistance will then begin the RTI² program.

RTI² has seen great success. Through the process, if students are not making appropriate gains even with targeted assistance after several weeks of intervention, the student may be eligible for evaluation through special education services.

SPECIAL EDUCATION SERVICES

Approximately 15% of America's population has a learning disability or difference. These learning differences are most often discovered during the elementary years. If a student participates in the RTI² program to the point of educational testing, a special education teacher, school psychologist, administrator, and the classroom teacher will meet with parents to determine next steps. An IEP, or Individualized Education Plan, is written for each student who qualifies for special education services.

Note: Complaints of disability discrimination may be made orally or in writing to the building Principal and/or the Director of Special Education.

504

The Rehabilitation Act of 1973, commonly referred to as section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

An eligible student under Section 504 is a student who a) has, b) has a record of having, c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks.

If you believe your child qualifies for this program through any disability, which interferes with their learning, please contact the office to speak with our 504 Coordinator, Ms. Bridgette Cox.

HOMELESS CHILDREN PROCEDURES

To be eligible for federal funds for programs assisting the education of homeless children, a district must provide a written notice to the parents of each child enrolled in a separate school for homeless children of the choice of schools, and that homeless children must be provided transportation services, educational services and meals through the school meal programs comparable to those offered to other children in the school attended. This notice must include contact information for the local liaison for homeless children and the state coordinator for education of homeless children. If the district sends a homeless child to a different school than the school of origin or the school requested by parents, the district must provide the parents with written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection. 42 U.S.C. § 11432(e)(3)(C), (E); 11432(g)(2)(B), (E).

HOMEBOUND INSTRUCTION PROCEDURES

Homebound placement is instruction provided at home, hospital, or related site to children with disabilities. The purpose of homebound instruction is to provide medically involved students, both long-term and short-term, with a program of academic instruction. Such instruction is provided so that the student's time of confinement need not be a loss of educational experience, nor academic credit. For long-term illnesses, such instruction is made available so that the student may participate in a planned, sequential, educational program designed to meet his/her individual needs at home or in the hospital. The result should be an educational program parallel to the one provided in the school setting.

Eligible students are provided instruction parallel to the instructional program currently offered in the typical classroom situation for his/her age and/or grade level as determined by the homebound teacher, parent, and school personnel. Adjustment in such curriculum and instruction will be made upon the recommendations of the homebound teacher in accordance with the individualized needs of each student.

Homebound instruction is one of the most restrictive educational placements for school-age children and is only appropriate when a disabled student's physical or mental condition makes placement with other students prohibitive. Homebound instruction is not to be confused with home schooling. A homebound student is a child who has a medically diagnosed physical or mental disabling condition or health impairment that confines the child to a home or hospital and whose activities are restricted for a minimum of ten (10) consecutive school days.

The following procedures will be followed for Homebound Services for Cumberland County School students:

1. Homebound forms requesting homebound services for a student must be received from a doctor. Date of services can begin no earlier than date of doctor's signature on form. Any homebound forms received to schools should be faxed or sent to the Homebound/SPED office the day they are received.
2. All forms must be complete and approved by Homebound Director, including parent signatures on the homebound application procedures form, prior to services being provided.
3. A copy of all homebound forms will be sent back to the school attendance clerk. For students on an IEP, a copy of the homebound form will be sent back to the student's special education case manager to place with the current IEP.
4. For Special Education Students, an IEP Team at the school will meet on an individual basis to determine what services a student needs after the following are met:
 - a. Only upon certification by a licensed doctor of medicine or osteopathy that a child with a disability needs a homebound placement
 - b. The child is expected to be absent from school due to a physical or mental condition for at least ten (10) consecutive school days, and
 - c. The child can receive homebound instruction in a homebound placement without endangering the health of personnel providing it.

5. For students suspected of having a disability, the District will conduct an evaluation prior to determining eligibility for a 504 plan. If a student is determined eligible for a 504 plan while on homebound, a 504 plan will be developed by the homebound instructor, classroom teacher, parent, and school 504 Coordinator.
6. Homebound services must be reviewed every thirty days and a new doctor's note received. Special Education students placed on homebound for behavior may only receive homebound services for one (1) thirty (30) day period in a school year.
7. Prior to the student returning to school, another IEP meeting or 504 meeting will be held to transition the student back to school and determine if services or accommodations will be needed. 504 plans may be terminated at that time if no additional accommodations or services are needed. If the student continues to need a 504 plan, then it will be turned over to the school level 504 Coordinator. The school 504 Coordinator will be responsible for distributing the plan to teachers and scheduling an annual review of the 504 plan, or more frequent as needed.

MENTORS

Single-parent homes and hectic family schedules are common. Many students benefit from having mentors or caring adults who spend time fostering positive relationships with them. Contact our school guidance counselor if you are interested in pursuing this type of relationship for your child through Kids on the Rise.

ENGLISH LEARNERS (ELL/ESL)

Stone Elementary employs a full-time ELL teaching assistant and a certified ELL teacher who work solely with our ELL population and their families.

STUDENT RECOGNITION



Throughout the school year, we have opportunities to honor and recognize our students. When we do this, we like to let the community share these occasions with us. We usually post pictures of these recognitions to our school social media accounts.

It is the **responsibility of the parent** to notify the school office or classroom teacher **in writing**, with the accompanying parent signature **each year**, if you do not wish for your child's picture for academic, social, or athletic endeavors to be published on social media or a newspaper.

8th GRADE PROMOTION TO HIGH SCHOOL CEREMONY REQUIREMENTS

We look forward each year to our solemn ceremony, 8th grade graduation. The promotion to high school ceremony is a celebration of the completion of one era and the beginning of another. In order to participate, a student must have **passing grades** and must be in **good standing with the county attendance policy**. Graduation practice is held the day of the promotion ceremony.

8th grade students will be dressed in a graduation gown for the ceremony. School dress code should still be followed for clothing beneath the gown.

Stone Elementary personnel reserve the right to remove students from the graduation line and ceremony if their dress is not appropriate

CTE CURRICULA

5th-8th grades are included as part of Cumberland County's Career and Technical Education. During these school years they will take classes in STEM (Science, Technology, Engineering & Math); Agriculture Science (farming, gardening, greenhouse projects); and Family & Consumer Science.

JUNIOR ACHIEVEMENT

Students in 5th grade will participate in Junior Achievement. This program introduces the real business world: manufacturing, supply and demand, careers, budgeting and much more, and is taught not only by Stone's qualified staff, but by volunteer businessmen and businesswomen from our community.

STUDENT INSURANCE

All athletes must provide proof of insurance before being permitted to practice or play.

INFORMATION CARDS

In the school office, each student has a personal information card. This way parent information, emergency contact information, and phone numbers are kept easily accessible to school personnel. **Should an address or phone number change, please contact the school IMMEDIATELY so proper changes can be made.**



LIBRARY / MEDIA CENTER

Stone Elementary is fortunate to have a beautiful library media center. **We have over 10,000 media items for checkout by students and teachers!** Students in grades PreK-8 attend scheduled library classes where they are introduced to a variety of quality literature, participate in various literature-related activities, and are taught library and reading skills. All students have the opportunity to visit the library as needed for book checkout/return and for class or individual research. In order to keep our books and materials up to date and in good condition, payment is expected for damaged or lost items.

LIBRARY CARDS

All students are issued a library card at the beginning of the school year. Library cards are to be brought each time a student visits the library for checkout procedures. Students may forget their library cards up to three times. On the third "strike" a student will be assigned detention. If a library card is lost, washed, etc., the student has two options: serve community service or pay a \$3.00 fine before getting a new card.

FAMILY LIFE CURRICULUM:

Family Life Curriculum is mandated by the State of Tennessee Department of Education. We, as a faculty, want the parents of our students to be aware that the following issues are addressed in the sixth through eighth grades throughout the year. Parents have the option after reviewing the materials to opt their student out of such instruction. Please contact the school guidance counselor for further information. Abstinence is the basis for all our instruction. Community agencies assist in our instruction. Areas included in the curriculum:

Abstinence is a Positive Choice
Puberty and Adolescence
HIV/AIDS
Sexual Harassment/Date Rape

Consequences of Teen Pregnancy
Aspects of Dating
Human Reproduction

Bus riding is a privilege.



BUS CONDUCT

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus. Students are assigned a school bus by the transportation supervisor.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. If there is a serious discipline issue, the principal of the student transported shall be informed by the bus driver and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior causes disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

Any student wishing to ride a bus other than his/her assigned bus must have written parental permission and the approval of the principal or his/her designee. Students should bring the parental note to the office first thing in the morning to receive principal approval and a note from the office to ride the alternate bus. The student must have the note from the office in order to board the bus.

Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

Use of Video Cameras

Video cameras are used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety and security of students, staff and property. In order to protect our students' privacy, tapes may be viewed by school personnel and the SRO. Parents/guardians may submit a formal request to view bus video as it applies to their child.

Bus Rules

1. Understand riding a school bus is a privilege, not a right.
2. Arrive at the bus stop five minutes prior to scheduled pick-up time.
3. Stay at least ten feet off the road, yet visible to the driver, while waiting on the bus.
4. Cross in front of the bus where you can see the driver and the driver can see you, and only after the driver has indicated it is safe to cross.
5. NEVER run in front of or behind the bus, even if you have dropped something.
6. Unsafe items (i.e. knives, sharp instruments) are not allowed on the bus.
7. Cell phones and other electronic devices are permitted on the bus unless it becomes a distraction or problem. It is then up to the discretion of the driver to direct that the device be put away.
8. Hair spray, aerosol deodorant and/or perfume should not be used on the bus.
9. The bus driver is the sole authority on the bus. Follow the driver's instructions the first time they are given. Exercise appropriate passenger behavior on the bus at all times.
10. Absolutely no misbehaving, yelling, or moving out of seats while bus is in motion. This can be highly distracting to the bus driver and potentially hazardous to the safety of all passengers.
11. Eating food or candy, chewing gum, drinking liquids, smoking and/or possession of illegal substances or obscene material is not allowed on the bus.
12. Respect others' rights, comfort, and safety on the bus.
13. Profane, abusive, or vulgar language, gestures, or threats will not be tolerated.
14. Fighting, pushing, shoving and/or other inappropriate behavior will not be tolerated.
15. The emergency door is to be kept obstruction-free and accessible at all times.
16. Open windows with permission from the driver. NOTHING may be extended out a bus window. Shouting out the bus windows is not allowed.
17. When the bus comes to a stop, keep hands, feet and other objects out of the aisle to help ensure other passengers board/exit safely.
18. Report any damage on the bus to the bus driver. Intentional damage will result in disciplinary consequences, including restitution.

Bus Conduct Reports

1st Offense: Warning and Parent Notification

2nd Offense: Parent notification and 3 day bus suspension

- 3rd Offense: Parent notification and 5 day bus suspension
- 4th Offense: Parent notification and 10 day bus suspension
- 5th Offense: Bus suspension for the remainder of the school year

Stone Elementary will adhere to the policies and procedures that have been set forth by the Cumberland County Board of Education. Copies of policy and procedure manuals are available at the school for viewing.

LOST AND FOUND

The SES lost and found is located just past the cafeteria on the left. Students pass this area every day as they travel to lunch, and we always have a great deal of unclaimed property. If your student has lost something, we invite you to come look. (Electronics are not placed in the lost and found but come to the office for safekeeping.)

PLANNING ELEMENTS for CUMBERLAND COUNTY BOARD of EDUCATION

MISSION

To ensure all children receive the opportunity they deserve in order for them to succeed in today's world and in the future

VISION

For everyone in the district to embrace the state's more rigorous assessments.

For a new culture to be created in the district that ensures high expectations for students.

For teachers to be given the support they need to elevate classroom instruction to meet the higher expectations.

For schools to be able to create professional learning communities that provide opportunities for teachers to learn from one another and work together to improve their teaching.

For teachers and administrators to use data on a continual basis and manage it in a way that allows educators to differentiate instruction and provide low performing students with more time on task.

For high school graduates to be provided more pathways as they transition into the workplace or postsecondary education.

GOAL 1: TO EMBRACE HIGH STANDARDS

Strategies:

- A. Strive for 1:1 computer-to-student ratio for middle and high school.
- B. Provide laptops for all teachers and students.
- C. Ensure each classroom has an interactive white board, projector, printer, camera and scanner.
- D. Provide virtual trips for students.
- E. Provide real-time videoconferencing.
- F. Offer dual enrollment courses through the Tennessee Board of Regents.
- G. Increase the percentage of high schools offering AP courses.
- H. Offer the International Baccalaureate Diploma Program at the high school level.

- I. Implement virtual classrooms.
- J. Use technology as a critical component of all educational operations.
- K. Provide rich and ample opportunities to use modern technology for important purposes in schools, outside of classroom walls and beyond the school day. For example, provide online, collaborative projects with peers or experts in other states or countries.
- L. Use instant messaging for optional after-school study, such as lab group work or exam preparation in biology.
- M. Provide virtual tutoring and credit recovery opportunity applications for students who are behind or experiencing difficulties.
- N. Give students the opportunity to move on to new content as soon as they are ready.

GOAL 2: TO CULTIVATE STRONG LEADERS

Strategies:

- A. Use videoconferencing, online learning, networking and instant messaging to support Director of Schools, administrator and principal professional development.
- B. Ensure that principals participate in the Tennessee Academy for School Leaders' academies.
- C. Encourage prospective superintendent candidates to participate in the Prospective Superintendents Academy sponsored by TSBA, TOSS and the Niswonger Foundation.
- D. Encourage new superintendents to participate in the new superintendent mentorship program run by the TOSS and AIMS.
- E. Create high expectations for the superintendent and all principals and administrators.
- F. Hold Director of Schools accountable for student achievement by annually evaluating him/her.
- G. Hold principals and administrators accountable for student achievement by annually evaluating them.

GOAL 3: TO ENSURE EXCELLENT TEACHERS

Strategies:

- A. Utilize the State Department of Education's Electronic Learning Center and Vanderbilt University's Iris Center for professional development and outreach to schools.
- B. Assist teachers in knowing how students want to learn, what they already know and know whether or not they are "getting it" during and after instruction.
- C. Encourage staff to actively connect in the school building, district and other districts to find best ideas and information.
- D. Encourage staff to use podcasting, blogs, chat rooms, Web Sites, e-mail, professional books and journals etc. to interact with more educators and to gather, share, and create ideas.
- E. Use videoconferencing, online learning, networking and instant messaging to support teacher professional development.
- F. Embrace teacher collaboration to improve instructional quality and educational productivity.

GOAL 4: TO UTILIZE DATA TO ENHANCE STUDENT LEARNING

Strategies:

- A. Develop and link formative, interim and benchmark assessment data with human resources information.
- B. Ensure that all administrators, principals and teachers have the log-in information to the appropriate portions of the TVAAS database and provide training on how to use it to improve classroom instruction.

Cumberland County Board of Education
Resolution for New Tennessee Academic Standards

WHEREAS, Global access to technology has caused extensive and profound changes in business, economics and employment – changes that are dramatically altering America’s position in the global marketplace and will transform the job market for U.S. workers in equally profound ways; and

WHEREAS, Tennessee students are competing for jobs not just against students in Alabama and North Carolina, but also against students in India and China; and

WHEREAS, The U.S. no longer holds a corner on the market for highly qualified workers; and

WHEREAS, Tennessee ranks 41st in the nation for student achievement, 77% of 8th graders are not proficient in math, and 75% of them are not proficient in reading; and

WHEREAS, Nearly 28,000 students dropped out of TN high schools in 2008, and

WHEREAS, Improving performance in these areas is essential in TN students are to possess the knowledge and skills needed to be at the top of their chosen professions; and

WHEREAS, New standards adopted by the Tennessee State Board of Education will better prepare our students for the global workplace;

THEREFORE BE IT RESOLVED THAT THE CUMBERLAND COUNTY BOARD OF EDUCATION, supports these standards and commits to giving teachers the support they need to elevate classroom instruction to meet the high expectations; will provide opportunities for teachers to learn from one another and work together to improve their teaching; will encourage the use of data to be used on a continual basis and managed in a way that allows our teachers to differentiate instruction and provide low-performing students with more time on task; and will provide more pathways for our graduates to transition into the workplace or postsecondary education.

PARENTAL NOTIFICATION

Mission Statement

The mission statement for the Cumberland County School System is to empower each student with the skills to be a productive citizen. Parents play a vital role in this mission. The Board of Education encourages parental involvement and strives to keep parents informed of their rights.

Notifications

- The Cumberland County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs.
- Parents have the right to request information pertaining to the professional qualifications of their child's teacher(s). Teacher certifications can be found by accessing the Tennessee Department of Education Teacher Licensing web site or by contacting the Central Office at 931-484-6135. Parents may also request the qualifications of a paraprofessional that provides educational assistance to their child.
- Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher that is not highly qualified.
- Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through the state department web site, at the school, and/or at Central Office.
- Parents will be given the option to transfer their child to another public school or to obtain supplemental educational services if the school fails to meet adequate yearly progress.
- Parents will receive academic results for mid-reporting periods, end of reporting periods, & TCAP Achievement results in grades 3-8 in a timely manner as required by local Board policy and the Tennessee Department of Education.
- Parents can visit the state's web site to access a description of the Tennessee Curriculum Standards, assessment, and proficiency levels students are expected to meet.
- Parents of secondary school students have the right to request that their child's name, address and telephone number not be released to a military recruiter without their prior consent.

- Parents of a student identified as limited English proficient (ELL-English Language Learner) will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in an ELL program, details of the program, and the right to waive participation.

Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I programs. The parental involvement policy is printed in the school's handbook or a copy is available at the school's office (this is also available on the Stone Elementary website: <http://stoneel.ccschools.k12tn.net>). An annual meeting will be held to inform parents of the school's participation and status in programs funded under the Every Student Succeeds Act (ESSA).

- A school-parent-student compact that outlines the responsibilities of each party for improved student academic achievement will be distributed and agreed upon annually.
- Federal law affords parents and students, over 18 years of age, certain rights regarding educational records. The school board policy relating to student privacy and parental access to information is available in the school board policy manual located at each school and the Central Office.
- Students and parents are encouraged to participate in safe and drug-free school programs/activities. If parents object to these programs/activities, they may submit a written request to the principal that their child does not participate.
- Information pertaining to the rights granted by federal law to students with disabilities may be obtained by contacting the Special Education Department of the Cumberland County School System at 931-484-3301.
- The Cumberland County School System has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years that are suspected of having a disability. If you have any questions or concerns, please contact the Special Education Director at 931-484-3301.
- School health requirements, policies and procedures can be obtained from the Cumberland County Health Department, the school principal, or the school nurse.
- Students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, are provided the opportunity to transfer to a safe public school within the local education agency.
- A program or activity funded as part of a 21st Century Community Learning Center that provides before or after school activities must be evaluated to assess its effectiveness. The results of the evaluation(s) are available upon request at the Federal Programs Department at 931-456-8347.

Tennessee Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting:

<http://www.state.tn.us/education/speced/index.htm>.



Legal Services Division
 Division of Special Education, Tennessee Department of Education
 710 James Robertson Parkway
 Andrew Johnson Tower, 5th Floor
 Nashville, Tennessee 37243-0380
 Phone: 615-741-2851
 Fax: 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center
 2763 Island Home Blvd.
 Knoxville, TN 37290
 Phone: 865-594-5691
 Fax: 865-594-8909

Child Advocacy Group Contact Information

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

A few of these organizations are listed below:

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

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615-248-5878

Fax: 615-248-5879

Toll free: 1-800-835-7077

E-mail: pcooper@thearctn.org



Support and Training for Exceptional Parents (STEP) is on the Internet at

<http://www.tnstep.org/>

712 Professional Plaza

Greenville, TN 37745

<p>West Tennessee: (901) 756-4332 jenness.roth@tnstep.org</p>	<p>Middle Tennessee (615) 463-2310 information@tnstep.org</p>	<p>East Tennessee (423) 639-2464 karenharrison@tnstep.org</p>
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Central Services
Cumberland County Schools
 368 4th Street
 Crossville, TN 38555
 931-484-6135

Mr. William Stepp

Mrs. Kim Bray

Mrs. Stephanie Barnes

Dr. Rebecca Farley

Dr. Scott Maddox

Mrs. Marlene Holton

Director of Schools

Human Resources

Chief Academic Officer

PreK-8 Supervisor of Instruction

9-12 & CTE Supervisor of Instruction

Director of Special Education