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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 21<sup>st</sup> CCLC programs run through/by Stone Elementary School**

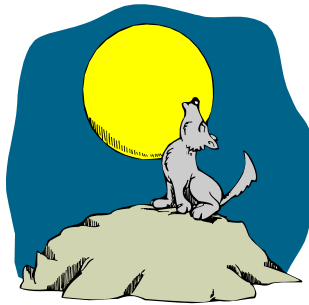


**WELCOME TO STONE ELEMENTARY!**

## **Mission Statement**

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

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!



**The judgment of the principal shall prevail in all matters related to the application of these rules.**

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.***

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 Coordinator, Dr. Justin Whittenbarger @ 368 Fourth St., Crossville, TN, 38555...phone #931-484-6135.

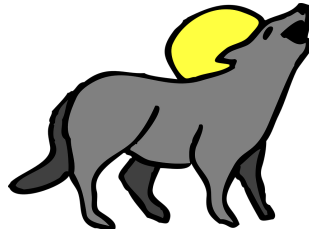
**Handbook Receipt**

*Please sign 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

**School/Parent/Student Compact**



**As a student**, I will be responsible for...

- Coming to class on time and being prepared to work.
- Respecting the rights of others to learn without distraction and disruption.
- Showing respect and cooperating with school personnel & fellow students.
- Completing assignments to the best of my ability.
- Showing respect for property.
- Spending time studying or reading each day.

**As a parent**, I want my child to achieve and therefore, I will do the following:

- Ensure he/she is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet, well-lit place for study.
- Be aware of what my child is learning.
- Read with/to my child on a regular basis.
- Volunteer if possible.

**As the school**, we will be responsible for.....

- Helping each student grow to his/her fullest potential.
- Providing an environment conducive to learning.
- Coming to class prepared to teach.
- Supplying clear evaluations of student progress and achievements to students and parents.
  - Being available for conferences and other mutually agreed upon meetings.
  - Encouraging parent involvement.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this page to your child's teacher!! Thank you!!!**

***IT IS EXTREMELY IMPORTANT  
THAT YOU RETURN  
PAGES 3 & 4***

***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 2023, SES hosts approximately 625 students in Pre3-8<sup>th</sup> 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 2023-24 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 7: First Full Day for Students  
**August-May: (continuous) WIDA Screener for EL Status**  
**August 8-19: Upper Cumberland Kindergarten Readiness Assessment #1**  
**August: AIMS Web Screening #1 for PreK-8<sup>th</sup>**  
September 4: Labor Day/No School  
October 9-13: Fall Break/No School  
November 22-24: Thanksgiving Break/No School  
**December: AIMS Web Screening #2 PreK-8<sup>th</sup>**  
December 15: 10:00 a.m. Dismissal  
December 18-January 1: Winter Break/No School  
January 2: Administrative Day #3 (no students)  
January 3: Students Return to School  
January 15: Martin Luther King Jr. Day/No School  
**January 29-March 8: NAEP Test (for selected schools)**  
**February 5-March 29: WIDA Access for Els**  
**February 5-May 17: MSAA (ELA & Math) Grades 3-8**  
February 19: President's Day/No School  
**March 11-April 26: TCAP - ALT & 2<sup>nd</sup> Grade Assessment - ALT**  
March 22-28: Spring Break/No School  
March 29: Good Friday (no school)  
**April 15-April 30: 2<sup>nd</sup> Grade Assessment & TCAP (TNReady Assessments) 3-5**  
**April 15-May 3: TCAP (TNReady Assessments) 6-8\*\***  
**May 1-12: AIMS Web Screening #3 PreK-8**  
**May 1-19: Upper Cumberland Kindergarten Readiness Assessment #2**  
May 23: Administrative Day #4 (no students)  
May 24: 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	<b>W-APT</b> 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	<b>ECERS</b> 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	<b>ELCCO</b> , 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.
K - 8	AIMS Web Screening	<b>AIMS Web</b> is a skills-based universal screener for Reading and Math, used to inform important decisions about student learning and serve as a benchmark for making decisions regarding student academic support that may be needed.
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 <sup>th</sup> 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><b>The Multi-State Alternative Assessment (MSAA)</b>  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 <sup>nd</sup> Grade Assessment	<p>This 2<sup>nd</sup> 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 11.

## 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. Pregnancy
7. School sponsored or school endorsed activities
8. Summons, subpoena, or court order; or
9. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.
10. 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.
11. If a student is exempt from final exams (high school) per Board policy, the absence on the day of the exam is excused.
12. 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 that occur between classes during the regular school day will be a student disciplinary matter.*

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.

**Progressive Truancy Plan (BOE Policy 6.200):**

The progressive truancy plan for Cumberland County schools is comprised of three tiers.

- Tier I: After three (3) unexcused absences a student be required to meet with a school attendance representative to discuss reasons for student absences. If the

student accumulates additional unexcused absences, he/she shall be subject to the additional tiers.

- Tier II: After four (4) unexcused absences, but before referral to juvenile court, the following will occur: a conference with the student's parent(s)/guardian(s); an attendance contract, based on the conference, signed by all parties; follow-up meetings will be scheduled to discuss progress or lack of.
- Tier III: Tier III shall be implemented if the above truancy interventions have not been successful. The steps of tier III are as follows: ***after the 5<sup>th</sup> unexcused, the student will be referred to Truancy Court; failure to attend Truancy Court and/or additional unexcused absences are accrued, the student will be cited to Juvenile Court.***

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 (BOE Policy 6.200):**

Students in grades K-8 will be allowed to make-up work. The following guidelines will be used to submit all make-up work.

1. 1 day absent, students will have 3 days to make up work;
2. 2 consecutive days absent, student will have 4 days to make up work;
3. 3 consecutive days absent, student will have 5 school days to make up work.

(The number of consecutive days missed +2 will equal the total number of days students are allowed to submit make-up work.)

Extenuating circumstances may be appealed to the building principal.

### **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.*

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.

**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 ..... 93-100
- B ..... 85-92
- C ..... 75-84
- D ..... 70-74
- F ..... 0-69

**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.

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Stone Elementary is pleased to announce its participation in the National School Lunch and School Breakfast Community Eligibility Program (CEP) for the 2023-24 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.

**Students may purchase extras at an additional cost.**

**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.*

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### **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 the Stone Elementary website.
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 schoolwide 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 ESL coordinator and assisted by ESL 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.**

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	Theater

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 form 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. 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 1<sup>st</sup> 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/game 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 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.

### **Personal Communication Devices**

Policy Ref. 6.312 states students may possess a personal communication device such as a cell phone, tablet, iPad, or similar devices, in school, on school property, at after school activities and at school related functions, provided that during school hours and on a school bus the personal communication device remains off and concealed from view.

At no time will any student utilize a personal communication device in an attempt to undermine instructional practices or violate an individual's privacy.

This does not restrict the use of communication devices as an instructional tool to be used at the discretion of the teacher.

Possession of a personal communication device by a student is a PRIVILEGE which may be forfeited by any student who fails to abide by the terms of this policy.



Violations of this policy may result in disciplinary action against the student and confiscation of the personal communication device.

Any student possessing a personal communication device shall resume all responsibility for its care. At no time shall Cumberland County School System be responsible for preventing the theft, loss or damage to personal communication devices brought onto its property.

**\*Stone Elementary will follow any updated school board policies regarding personal communication devices usage.**

**Personal communication devices are prohibited in the locker rooms and restroom facilities.**

### **Violation of the Personal Communication Devices Policy**

**1<sup>st</sup> offense:** The personal communication device will be taken and held for parent/guardian pickup and a documented warning will be given.

**2<sup>nd</sup> offense:** The personal communication device will be taken for parent/guardian pickup and detention/in-school suspension will be assigned.

**3<sup>rd</sup> offense:** The personal communication device will be taken for parent/guardian pickup and 2 detentions/ 2 days of in-school suspension will be assigned.

**4<sup>th</sup> offense and subsequent violations will result in disciplinary action at the discretion of the administration.** Example: Students must begin dropping off cell phones with an administrator to be kept in the office for a certain period and picked up by the student at dismissal each day.

**\*\* If a student is in possession of a personal communication device, regardless of who the device belongs to, these disciplinary consequences apply to that student.**

### **DRESS CODE (CCBOE Policy 6.310)**

The Cumberland County Board of Education recognizes and understands that there is a strong correlation between appropriate attire and a positive learning environment. To help create not only the best learning environment but also the safest, expectations for student dress have been established. The dress code is intended to reduce the likelihood of distraction or disruption to the daily academic focus and operation of the school. Instruction is interrupted when a student is referred to an administrator for inappropriate dress. If, in the judgment of the administration or staff, a student is dressed inappropriately, the student will be required to change clothing.

The principal may allow expectations for school wide programs, special classroom activities, recognition of religious practices or medical issues.

It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste or attire, but rather to better facilitate the process of education through reasonable guidelines of dress, instilling dignity, and pride. Students shall dress and be groomed in a

clean, neat, appropriate, and modest manner so as not to distract or interfere with the educational process or cause a safety hazard.<sup>1</sup> Students are required to adhere to the provisions of this code during school hours (whether on or off campus) and while in attendance at school- sponsored events.

It shall be the responsibility of the school administration to develop administrative guidelines that provide clarity and uniformity to the application of this policy. As part of the development of these administrative guidelines, building administrators shall set forth uniform and consistent consequences of dress code violations.

### **Student Dress Code Procedures/Expectations**

**The principal's judgment shall prevail in all matters regarding the application of these rules.**

#### **All Students K-12**

1. The following shall NOT be worn at school or school sponsored events during regular school hours for ALL students.
  - a. Clothing or accessories that denote affiliation with any gang associated with criminal activity or a safety hazard or security risk
  - b. Ill-fitting clothing such as saggy/baggy pants or pants dragging the floor.
  - c. Excessively oversized clothing including but not limited to coats and/or trench/duster style.
  - d. From a relaxed standing posture, clothing exposing skin mid-thigh or higher (no skin showing).
  - e. Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol, or drug products
  - f. Caps, hats, or headscarves, for boys or girls, will not be worn inside.
  - g. Form-fitting/body-fitting clothes or clothes with revealing necklines.
  - h. No pajamas.
2. In addition, the following rules shall be enforced for all students:
  - a. Any color or style of shoes may be worn, with the exception of "heely" or bedroom slipper type of shoes.
  - b. Shirts or tops with leggings shall be worn so that its length appropriately covers front and behind.
  - c. From a relaxed standing posture, without leggings, shorts/skirts/dresses will be no higher than mid-thigh. Slits in skirts/dresses will be no higher than mid-thigh.
  - d. No tinted glasses/sunglasses are permitted to be worn inside the building unless prescribed by a doctor.
  - e. Large heavy jewelry chains, and any jewelry that could be deemed harmful or dangerous, will not be permitted.
  - f. Valuable clothing and jewelry are discouraged.
  - g. Shirt and blouse length may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff and must cover at least 3" of the shoulder so as not to reveal the torso or undergarments. Halter tops, tank tops, cropped tops, or muscle shirts that reveal a bare midriff or lower back are not allowed; no midriff bare skin should be visible while standing, sitting, or raising one's hand in class, or walking in the hallways.

h. No costume attire or distracting clothing except on special dress days.

**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.

**Violations may result in the following consequences:**

**First Violation:** The student will receive a written warning and the violation must be corrected.

**Second Violation:** Parents will be notified; the violation must be corrected, and a detention will be assigned.

**Third Violation & Subsequent Violations:** Disciplinary action at the discretion of the administration.

**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.**

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

**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 through 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.**

**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.**

**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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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.

## **ZERO TOLERANCE**

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

- Bringing to school or being in unauthorized possession of a firearm on school property;
- Unlawful possession of any drug, including any controlled substance, controlled analogue substance, or legend drug on school grounds or at a school-sponsored event;
- Aggravated assault;
- Assault that results bodily injury upon any teacher, principal, any other school employee, or school resource officer; or
- Threatens mass violence on school property or at a school-related activity.

**TOBACCO (CCBOE Policy 1.803)**

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, vapor products and associated paraphernalia are prohibited in all of the school district's buildings, within a 100 ft. radius of building entrances and in all vehicles that are owned, leased or operated by the district. Smoking, use of vapor products and other tobacco products shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia while they are participants in any class or activity in which they represent the school district.

Any student who possesses tobacco products shall be issued a citation by the School Resource Officer.

**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.

**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.

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 multiple times during the year.

### **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).

## 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.

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.

## IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE K-12

### DTP/DtaP/DT

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 3<sup>rd</sup> dose was given on or after the fourth birthday, the 4<sup>th</sup> 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 7<sup>th</sup> grade.

### Varicella

1 dose given on or after the 1<sup>st</sup> 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 4<sup>th</sup> 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 **7<sup>th</sup> 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.

### **RTI<sup>2</sup> (Response to Intervention)**

At the beginning of the school year, students in K-8<sup>th</sup> grade will be screened in both math and reading. Students that are determined to need remedial assistance will then begin the RTI<sup>2</sup> program.

RTI<sup>2</sup> 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 RTI<sup>2</sup> 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 (EL)**

Stone Elementary employs a full-time a certified ESL teacher who work solely with our EL 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.

## **8<sup>th</sup> GRADE PROMOTION TO HIGH SCHOOL CEREMONY REQUIREMENTS**

We look forward each year to our solemn ceremony, 8<sup>th</sup> 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.

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

## **CTE CURRICULA**

5<sup>th</sup>-8<sup>th</sup> 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 Human Services.

## **JUNIOR ACHIEVEMENT**

Students in 5<sup>th</sup> 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.



## **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. 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. 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 may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy and regulations governing student conduct and discipline.

Photographs and video footage shall be used only to promote the order, safety and security of students, staff and property.

The district shall comply with all applicable state and federal laws related to photographs and video footage. These materials shall be maintained for a minimum of 60 days. Parent(s)/guardian(s) may submit a written request to view photographs and video footage to the Director of Schools/designee, and a time shall be arranged for viewing at the central office within 7 days after the request is made. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage. The Director of Schools shall develop procedures governing the use of cameras and video cameras in accordance with the provisions of state and federal law and established board policies.

### **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**

- 1<sup>st</sup> Offense: Warning and Parent Notification
- 2<sup>nd</sup> Offense: Parent notification and 3 day bus suspension
- 3<sup>rd</sup> Offense: Parent notification and 5 day bus suspension
- 4<sup>th</sup> Offense: Parent notification and 10 day bus suspension
- 5<sup>th</sup> 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 41<sup>st</sup> in the nation for student achievement, 77% of 8<sup>th</sup> 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 21<sup>st</sup> 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, 5<sup>th</sup> 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](mailto:pcooper@thearctn.org)



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

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

712 Professional Plaza

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Mr. William Stepp  
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Director of Schools  
 Chief Operations Officer  
 Chief Academic Officer  
 PreK-8 Supervisor of Instruction  
 9-12 Supervision of Instruction  
 Career and Technology Education  
 Director of Special Education