



# Student Handbook and Planner

2022-2023

Stigall Primary School Mission Statement: At Stigall, our mission is to help our students build strong foundations by providing high-quality instruction in a safe and respectful environment.

Dear Stigall Primary Family,

Welcome to a new year! In order to continue providing a solid foundation of knowledge and skills that will help our students reach their fullest potential we present to you, our student handbook and planner. This is your guide and source to all things dealing with your child's education here at Stigall.

The student handbook outlines academic, behavioral, and procedural expectations that will ensure a smooth experience for your child daily. The student planner provides a continuous line of communication between you and your child's teacher.

If we can assist you in any way, please don't hesitate to call us at 731-784-2825. Your continued support and contributions are important to the success of our total school program. We are excited about this school year and look forward to working with you and your child.

Sincerely,

The Administration/Faculty/Staff of Stigall Primary School



***\*Disclaimer\*- This handbook was updated May 2022. Information contained in this handbook is subject to change. You will receive notifications of any changes that are made to this handbook. The latest version of this handbook can be found on our school website: [sps.hcs.vikings.org](http://sps.hcs.vikings.org).***

## **I. ACADEMICS**

### ***Curriculum***

The parents of the Humboldt City Schools are encouraged to become involved in their child's education. Assistance from parents is needed daily to help students be successful. Simple activities such as reading 20-30 minutes per night and counting can take your child far.

Parents have the right to know, and to have access to all the schools curricular and curricular activities. Parents are encouraged to discuss any concerns that they may have with the teacher. In 2011, Stigall implemented the TN Standards. These standards are the sole foundation of your child's instruction. The TN Standards, as well as resource links, additional activities that you and your child can do at home and other details about what your child is expected to master each year, can be found at <https://www.edutoolbox.org/tntools>.

### ***Kindergarten and First Grade Promotion Standards***

Stigall's promotion standards are based on the Tennessee Student Accountability Standards which states that **students must meet grade level standards in order to be promoted to the next grade**. A student is promoted when all grade level expectations are met throughout the year. This includes mastery of **all** grade level skills, standards, and assessments.

### ***Report Cards***

Letter grades will not be assigned for Grades Pre-K-1<sup>st</sup>. Report cards are standards-based and will reflect a student's understanding of each TN standard and its specific skill. Students will receive an overall rating between 1-4.

**It is the administrations discretion to retain students who may miss more than 18 days of school. Attendance is very important in a child's retention of knowledge and can be a hindrance.**

### ***Progress Reports***

Progress reports for all students will be given out every 4½ weeks. This report will include student performance information as well as an academic average. Parent/Teacher conferences are scheduled after progress reports and attendance is encouraged when deemed necessary.

### ***Interventions***

Interventions are offered for struggling students. We offer the following support to your child.

- Small group Interventionist
- Summer Programs

### ***Homework Policy***

We consider homework to be a worthwhile use of time outside of the regular school hours to practice, maintain, enrich, complete, or make-up classroom activities. Homework is to help develop independent study habits and appreciation for learning. Homework will emphasize practice in basic skills previously taught, studying for a test, make-up work following an absence from school, remedial activities, and project/enrichment activities that extend classroom learning.

Reading a variety of books to enhance reading skills is encouraged. Students are encouraged to read 20 to 30 minutes each night in addition to their regular assignments. Drills in the fundamental skills of a subject, creative writing, compositions, and summaries may be also assigned.

## **Resource Services**

Students who show extreme signs of an inability/difficulty to perform at grade level may be recommended by the S-Team for testing and additional support and services. However, before a student is recommended for Special Education Services, he or she will have had to complete Stigall's RTI<sup>2</sup> program and recommendations from the S-Team.

**The RTI<sup>2</sup> Framework has three tiers. Each tier provides differing levels of support.**

- In Tier I, all students receive research-based, high quality, general education instruction that incorporates ongoing universal screening and ongoing assessment to inform instruction.
- In Tier II, intervention is implemented when assessment indicates that a student is not making adequate gains for Tier I instruction alone.
- In Tier III, more intensive interventions are provided to students who have not made significant progress in Tier II, who are more than 1.5 grade levels behind, or who are below the 10<sup>th</sup> percentile.

## **Ways to Support Your Child in School**

- Make reading an everyday habit at home
- Communicate with your child's teacher
- Monitor and assist with homework assignments
- Review progress monitoring data
- Share your child's successes
- Learn more about the curricula and interventions being used in your child's school
- Attend parent/teacher conferences and other school meetings about your child

## **Additional Resources**

- National Center for Learning Disabilities (<http://www.nclld.org/>)
- Colorín Colorado (<http://www.colorincolorado.org/>) (A bilingual site for families and educators of English language learner)
- Recursos en español (<http://www2.ed.gov/espanol/bienvenidos/es/index.html>) (Resources in Spanish)
- TNCore Information for Parents ([http://tncore.org/parents\\_community.aspx](http://tncore.org/parents_community.aspx))

## **II. ATTENDANCE, ENROLLMENT, AND WITHDRAWAL**

- PowerSchool collects all attendance data.
- After teacher's report attendance, office staff will mark each absence as excused or unexcused based on the following:
  - Excused reasons include illness of the student, death in family, recognized religious holidays for persons of that faith, or any other reason at approval of the principal. If you have a scheduled doctor's appointment, notify the office within 24 hours before your child's absence. You are required to present a Dr.'s excuse to have an excused absence. If you don't present an excuse, then your child will be unexcused.
  - A student **MUST** have either a parent excuse (this can be a phone call or note) or a note from a doctor, funeral home, or other valid organization to be excused. Parent phone calls should be made the day of the absence between the hours of **7:45-9:00AM**.
  - A student can only have 5 parent excuses, and then they must start producing notes from a doctor, funeral home, or other valid organization.
  - Students must return excuse notes no later than 2 days after their return to school.
- **Office staff will try to contact the parent or guardian of a child that is absent and a call has not been received by 9:00AM.**

## **Tardies**

A student entering after 8:00 A.M. is considered tardy. Tardies are excused or unexcused as determined by office staff. *For the purpose of citing students to the Gibson County Juvenile Court Truancy Board only, 3 unexcused tardies will count for 1 unexcused absence.*

### ***Plan of Action for Absences and Truancy***

The attendance clerk, the school counselor, and administration will work together on truancy and absentee issues. The plan of actions is listed below:

- **3 unexcused absences:** A letter signed by an administrator is sent home with the attendance profile attached.
- **5 unexcused absences:** The parent(s) are contacted to attend a meeting to resolve attendance issues. Referrals are made to the school counselor, nurse, or other individuals/organizations if needed.
- **6 unexcused absences:** The student *CAN BE* referred to Gibson County Juvenile Court Truancy Board.
- **12 excused or excused/unexcused absences:** The parent(s) are contacted to attend a meeting to resolve attendance issues. Referrals are made to the school counselor, nurse, or other individuals/organizations if needed.
- **18 absences: The student will be considered for retention in his/her current grade level (exceptions may be made by the principal).**

#### ***Late Pick-ups***

**Repeated late pick-ups will result in a notification to Social Services.** Students cannot be checked out early in order to avoid traffic. Students will not be permitted to check out after 2:15 unless they have a doctor's appointment or an emergency. Early check-outs are counted the same as tardies and may result in an appearance before the Truancy Board of Gibson County.

**Students are required by law to be in school when it is in session.** Tardies and early departures are counted toward absences and may result in the parents' appearance before the Truancy Board of Gibson County. Three tardies or early departures before 2:15 count as one day's absence. Educational neglect is a serious offense – one that is not taken lightly by social services, the court system, or the school.

#### ***Enrollment***

No child will be allowed to attend school without a TENNESSEE CERTIFICATION OF IMMUNIZATION, PHYSICAL, BIRTH CERTIFICATE, AND SOCIAL SECURITY NUMBER.

#### ***Student Records***

Cumulative records related to attendance, academics, and health are maintained on each student. These records are housed and secured in the student's home school. These records are available only to legal parents or guardians, agencies, or individuals with a signed release form, and students who are 18 years of age. Items will not be removed from permanent records.

#### ***Withdrawal from School***

The parent/guardian of any student withdrawing from school must contact the school office to complete a "withdrawal or transfer" form. All textbooks and library books must be turned in and all fees and fines paid before student records are released.

Records will be sent directly to the school where the child is attending. No records shall be released to the parent or guardian. Records must be requested by the school the student is transferring to.

### **III. CAFETERIA/ FOOD POLICIES AND PROCEDURES**

**All students will receive Free Breakfast and Lunch.**

**Breakfast will not be served to students arriving after 8:05 a.m.** It is the responsibility of the parent to have his/her child at school before this time in order to assure they receive breakfast. **No outside breakfast will be allowed in the building.**

### ***Cafeteria Rules and Regulations***

- Excessive noises in the cafeteria create an uncomfortable atmosphere and will not be tolerated.
- Lunch period shall be 25 minutes.
- No paper cups, other dishes, or food may be taken from the cafeteria.
- Conduct during lunch should be of such a nature that a pleasant atmosphere is maintained.
- No running or throwing of food in the cafeteria.

We want to make our cafeteria an enjoyable and an inviting place for students and staff to eat nutritious meals. Many special events will be planned throughout the year to get everyone excited about our nutrition program. Parents are always welcomed to come and eat lunch with their children.

### ***Class Celebrations***

If your child wants to share a snack on his/her birthday, the snack must be purchased and sent to school. All snacks must meet Board Policy for nutritional guidelines. If you have questions regarding snacks, ask your child's teacher.

**WE ARE A PEANUT-FREE SCHOOL DISTRICT. PLEASE DO NOT SEND ANY PEANUT PRODUCTS TO SCHOOL.**

**Birthdays will be celebrated at the teacher's discretion.** You can send items, including cupcakes, during this time to celebrate your child's birthday. Your child's teacher will provide more details. Please do not send items on any other day. Unless, the teacher has been notified ahead of time.

### ***Snacks and Food during Class Periods and lunch***

Candy, sweet pastries, carbonated drinks, and any type of artificial sweetened drink are not to be brought to school by students for consumption during regular class period or lunch. **Teachers and staff have the right to not allow your child to consume the food or beverage if it doesn't follow our guidelines.** It will be sent back home with your child and an alternative food or drink will be offered.

The following foods carry a lower health risk and are encouraged:

- Fruits
- Vegetables
- Fruit pies (avoid cream and custard pies and pastries-their risk is much higher)
- Crackers
- Boxed drinks (not containing artificial sweeteners)

Any fresh fruit or vegetables brought in should be from commercial sources and washed thoroughly before being eaten. Again, we want to keep students safe and need your support in following the food guidelines. Fresh fruit/vegetables will be provided by the school once a week.

**Franchise foods such as McDonald's, Burger King, Taco Bell, etc. are not allowed.**

## **IV. COMMUNICATON**

### ***Calendar (School)***

The calendar will be posted, updated and kept on the school's webpage.

### ***CHANGE IN ADDRESS OR PHONE NUMBER***

**PARENTS ARE ASKED TO INFORM THE SCHOOL OFFICE IN WRITING OF ANY CHANGES IN ADDRESS OR PHONE NUMBERS SO THAT WE HAVE ACCURATE, UP-TO-DATE INFORMATION FOR STUDENTS. ALL PARENTS MUST GIVE A PHONE NUMBER (HOME, WORK, MOBILE, PAGER, EMAIL, ETC.) WHERE THEY CAN BE REACHED DURING THE SCHOOL DAY IN THE EVENT OF AN EMERGENCY.**

## **Conferences**

Teachers will schedule conferences with you after the first (October) and the second (January) reporting periods. It is mandatory that teachers meet with all parents during our first conference session. The 2<sup>nd</sup> conference session is reserved for students who are in danger of failure. There may be a 3<sup>rd</sup> conference scheduled with a parent if a student will be retained the following school year.

Should you wish to conference with your child's teacher at another time, please contact the teacher and they will set up a time for you to meet. It is very important that you keep the scheduled conference time and you are prompt, as this meeting will most likely take place during the teacher's planning period. Parents must schedule conferences in advance. If the teacher is not aware that you are visiting they have the right to schedule another time for you to come. The best time for parent/ teacher meetings will be before or after school, during a teachers planning period (which is every day except for Tuesday) or during a more appropriate time scheduled by the principal, instructional coach or the teacher. If you cannot be reached by phone to arrange a conference, you may send a note in your child's folder, and the teacher will reply to arrange a conference.

## **School-Community Relations**

We recognize the importance of educating the whole child and realize that some students and families may have individual circumstances that could interfere with the student's educational success. As a result, additional resources are available to assist you and your family. If you need family assistance, you may contact the Parent Resource/Involvement Center (731 784-3699).

## **Telephone Use**

Telephones are available in the office for students to use **for emergency only**. Students will be called from class only in emergency situations; otherwise, messages will be given to your child's teacher. **Teachers cannot accept phone calls during instructional time.**

## **Webpage/ Email**

The school, as well as each teacher, will maintain a webpage ([sps.hcs.vikings.org](http://sps.hcs.vikings.org)) in order to keep the parent and community informed of all activities and events. Teacher pages will provide parents with dates/information pertaining to projects and other assignments. Be sure to visit this site frequently as student work and activities will also be displayed. Stigall's webpage can be accessed by going to [www.hcsvikings.org](http://www.hcsvikings.org) and clicking schools. Teacher's Email is [firstname.lastname@hcsvikings.org](mailto:firstname.lastname@hcsvikings.org)

## **Cell Phone Use**

Students, in accordance with School Board Policy 6.312, shall not be allowed to use cell phones during regular school hours. Students who use a cell phone (during school hours) are in violation of School Policy 6.312 and school rules and are subject to the related disciplinary action.

## **V. OTHER PROCEDURES**

### **Medication Policy**

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

All medication must be brought to school by a parent or guardian. Please do not send any medication with your child. Medication should be taken to the school office and/or the school nurse.

1. A written order from the physician or licensed prescriber detailing the name of the drug, dosage and time intervals the medication is to be taken is required. This will cover the current school year only.
2. Written permission from the parent or guardian of the student is required in order for medication to be given. The forms are available in the school office.
3. All medications should be brought to school in the original, pharmacy labeled container. The container shall display:
  1. Student's name
  2. Prescription number
  3. Medication name & dosage
  4. Administration route or other directions
  5. Date
  6. Licensed prescriber's name
  7. Pharmacy name, address & phone number
4. All over the counter drugs to include lotions, ointments, Tylenol, cold/cough etc., shall:
  1. Require written permission from the parent or guardian. Forms are available in the school office.
  2. Have the student's name affixed to the container and must be provided in the container with the manufacture's original label with ingredients listed.
  3. Be brought to school by the parent or guardian.
5. All medication will be kept under lock and in a designated area by the administration, and will be dispensed in the school office or by a designated staff member.

All medications should be picked up by the parent /guardian at the end of the school year.

### ***Grievance Procedures***

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

### ***Lost and Found***

1. Students are to turn in to the school office any item found on the grounds that does not belong to them.
2. Parents, please write names on all personal items: jackets, sweaters, backpacks, lunch boxes, etc. All unclaimed lost and found items will be given to Family Resource the day before winter break and the day after the school year end.

### ***Police Questioning/Apprehension***

School authorities shall adhere to Board Policy 6.303 as it pertains to police questioning and/or apprehension.

### ***School Supplies***

Homeroom teachers will provide the student with information concerning the supplies needed to be successful. The school supply list will vary based on grade level. The list is available on the school's webpage and lists are available at Wal-Mart at the beginning of the school year. If you need assistance with your supply list, contact the Family Resource Center 784-3699.

### ***Security***

For security purposes, the individual schools in the Humboldt City School System are "closed campuses" to the general public. Please go directly to the office upon entrance to the school building.

### ***Sexual Harassment of Students***

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

1. Unreasonably interferes with the student's work or educational opportunities;

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

### ***Smoke-Free Campus***

All schools will provide a smoke-free campus. Staff and visitors are refrained from smoking on campus. This also includes the inside of vehicles.

### ***Textbooks and School-Furnished Resources***

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

### ***Visitors***

**All visitors must come in the front doors of the school and check in at the office**, state the reason for the visit, and receive a visitor's badge/sticker. If you do not receive a visitor's badge or sticker, you will not be permitted to enter the classroom. Student visitors are not allowed without prior approval from the administrator.

Visiting or volunteering in classrooms is encouraged and **must be prearranged with the teacher prior to your visit**. This is not for conferencing. **Observing in classrooms is permitted and encouraged; however, observing in the classroom should not be a distraction to the instructional day.**

Legal orders regarding custody and visitation are kept on file in the school office. **However, it is not the responsibility of the school staff to enforce visitation agreements.** The family member who has visitation rights for a given weekend or period of time needs to make the necessary arrangements for that visit without school personal involvement.

### ***Walking Students to Class***

We encourage independence. **AFTER THE FIRST WEEK OF SCHOOL, STUDENTS SHOULD WALK TO THEIR CLASS INDENPENDENTLY.** We ask parents to refrain from walking to the classroom, which is disruptive to learning and creates dependence in the child. ***During the first week when you walk your child to class; do not use this time for conferencing.*** All conferences must be prearranged with the teacher.

## **VI. STANDARDIZED DRESS GUIDELINES**

### ***Basic Dress***

- The basic dress attire shall be tan, navy or black pants, skirt or jumper, a solid color long sleeve or short sleeve shirt with a collar and no more than 3 buttons (polo style or turtleneck).
- Pants must be straight-legged or flared. They are not to be tucked or rolled up over socks or shoes. Denim jeans and bell bottom are not permitted.
- Walking shorts are permitted but must be straight-legged shorts that are at the knee.
- Pants must fit at the waist and not be oversized or undersized. (e.g., baggy pants, sagging pants, tights, or pants made of spandex are prohibited) Belts must be worn and fitted through belt loops. Belts must be of appropriate size and solid color with no logos. Belts for Pre-K and Kindergarten are optional.
- Skirts or jumpers must be at or below the knee.
- Shirts must be tucked on the inside.
- One (1) T-shirt only may be worn as an undergarment and must be tucked in at all times. It must be a solid color.
- Light jackets, vests, sweaters and sweat shirts (no hoods) are permitted, but must be waist length or longer. Jackets must be left open. They must be a solid color as approved by the Board.
- No denim material may be worn.
- All clothing must be plain without any manufacturer's logos, brand names, pictures, or insignias on the clothing. Covering up logos is not permitted except with the Viking head stick-ons. All clothing must be class appropriate.

- Shoes can have heels no higher than one and one-half inches. Birkenstock's, athletic shoes, sandals and boots are permitted. Shoes must be laced, tied, strapped and hooked properly. Flip flops are not permitted.
- Heavy coats, heavy jackets, and raincoats are not to be worn during the school day.
- Hats, bandannas, hair racks/combs, non-prescribed mouth accessories, gloves or sunglasses cannot be worn in the building.
- Wearing of scrubs is not permitted.

### ***Points to Remember***

- Denim material may not be worn.
- Sports symbols and logos are not allowed on shirts, blouses, jumpers, sweatshirts, or sweaters. The only exception is our school logo, logos on tennis shoes, and small logos at the waistline or pocket of pants and shorts.
- Sweatpants or jogging suits may not be worn.

### ***Special Days***

- These are days set aside by the school administration to allow variation in the dress code. Dates will be announced.
- All clothing must be school-appropriate.

### ***Exemptions***

A parent who objects to standardized dress because of his or her religion, religious belief, or because of a strongly-held belief (i.e., philosophy or moral principle), must obtain a copy of the policy on Standardized Dress for Exemption Form and an Exemption Questionnaire from the school. The form and questionnaire must be completed and returned to the school. The principal shall review, accept or deny the form and questionnaire for exemption. The principal must accept or deny the request within two (2) school days. If the principal denies the request, he or she must give the parent a written basis for the decision.

The parent can appeal a principal's denial of the request for exemption to the Superintendent within two (2) days of receiving the principal's denial. The Superintendent must meet with the parents within five (5) school days of receipt of the request for appeal, and must render a decision within five (5) school days of meeting with the parents. If the Superintendent also denies the request, he or she must provide a written basis for the decision.

The parent may make a final appeal to the Board of Education and ask the Board to review the written record of the request for exemption and the denials. This appeal must be made within five (5) school days of the Superintendent's denial of the appeal. The Board may hold a hearing on the exemption request at its discretion. The decision of the Board is final. A student will remain in school in the dress style recommended by the parent until the appeal is final. A religious exemption can be based on the religion of the parent or the religion of the child, but the parent must apply for the exemption in either case.

## **VII. TRANSPORTATION**

### ***Arrival and Dismissal***

**Students who ride the bus or who may be car riders, to Stigall may enter the building when they arrive on campus at 7:15AM. Students arriving to school and left without supervision before 7:15 will be report to the appropriate authorities.**

Parents are not to leave their vehicles in the bus lane to escort students into the building. Dismissal for car riders is at 2:40 p.m. **Do not leave your vehicle parked in the pickup lanes. If you need to enter the building for any reason, you must park in a parking space in the front of the building. Please do not block the bus lane at any time. Car riders must be picked up by 3:15.**

## **C.A.S.A.- Before/Aftercare Program**

This program is a grant approved program from year to year. It is only for students who have registered specifically to be admitted in the program. The selection of students is done by lottery and randomly. Students who do not get into the program will be placed on a waiting list.

## **After School Transportation Arrangements**

- Any changes in transportation will require a note signed by a parent (the child's word is not acceptable) and presented to the office on the day the change is needed. Permission will be granted if space is available. If a student is going home with another student or getting off at another student's stop, a note will also be required from both students' parents. If a student does not have a note, he/she will be sent home his/her regular way.
- Parents who plan to provide their own transportation for students to and/or from school should send a written statement to the teacher at the beginning of the school year.
- If a child needs to go to a regularly scheduled daycare facility, scouting program, etc. after school hours, the parent is required to send a written notification of this to the teacher. The teacher needs to know by what means each student is to go home, and, if this is to be changed, a written note should be sent to the teacher. If your child will not be riding his/her day care van, please notify the daycare center.
- If your child is to go home with a classmate after school, both the hosting and visiting students should bring notes from their parents indicating the planned visit and transportation plans. Both students are to report to the school office on the morning of the planned visit with their notes. No student can be permitted to ride home, after school hours, with anyone other than his/her parent, unless the child brings a note from his/her parent requesting this.

There is only one lane for drop off and pick up until otherwise designated by a school employee. Car Riders will not be dismissed until 2:40. Please refrain from blocking entrances into the parking lot. Once we begin dismissal, it will take only a few minutes. **Parents are not allowed to wait inside of the building until dismissal, nor can they check students out prior to dismissal.** Cars cannot be left unattended.

**Under no circumstance will parents be allowed to walk the halls prior to dismissal as this can pose a safety hazard for our students.**

## **Bus Route and Numbers**

All Stigall students riding a bus will ride the same bus in the morning time as well as evening.

## **SCHOOL BUS TRANSPORTATION**

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

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

## **SCHOOL BUS DISCIPLINE PROCEDURES**

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

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

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

2<sup>nd</sup> Offense – 10-day suspension of riding privileges.

3<sup>rd</sup> Offense – 30-day suspension of riding privileges.

4<sup>th</sup> Offense – Suspension of riding privileges for the remainder of the semester and/or year.

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

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

## ***Fieldtrips***

### **Guidelines**

Positive behavior expectation is for our students to follow the rules and expectations in every part of the school building. Sometimes our students need help to redirect the negative behaviors. Loss of privileges, time out, loss of daily reward, and parent contact may have been immediate consequences for behavior choices.

If your child has received 3 office referrals, 9 reds, or 12 yellows, during the first or second semester they will not be allowed to participate in events or fieldtrips for that semester.

If your child has a library book that is overdue, not returned to library, or paid for by field trip time then your child can not attend the current field trip.

## **Title 1**

### **History of the Every Student Succeeds Act (ESSA)**

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

### **District LEA Plan**

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

### **Humboldt Title IA Program**

The Title IA program at Humboldt City Schools operates as a schoolwide program, which means all students and teachers in every school are eligible for Title IA funds and services. The InformTN School Improvement Plan (SIP) drives Title IA dollars. The InformTN SIPs are available at the Humboldt Board of Education, at each responsible school, and on the

website. Every InformTN SIP is developed through a committee process which meets quarterly throughout the year. Humboldt City Schools has three schools: Stigall Primary School (Pre-K-1st grade), East Elementary School (2nd grade-6th grade), and Humboldt Junior & Senior High School (7th grade-12th grade). Humboldt City Schools operates as a Title I district.

### **School Registration Requirements**

Any student entering school for the first time must present:

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

### **Annual Notice to Parents**

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

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

### **Parent Involvement Contracts / Compacts**

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

## **Humboldt City Schools School-Parent Contract**

Humboldt City Schools and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### **School Responsibilities**

The Schools will:

- 1) **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
  - Provide planned instructional lessons each day.
  - Provide meaningful homework assignments for students and provide necessary assistance to parents so that they can help with the assignments.
  - Expect students to participate in the learning process by being engaged learners.
  - Have high expectations for all students.
- 2) **Hold parent-teacher conferences during which this contract will be discussed as it relates to the individual child's achievement.**
  - Three (3) Parent-Teacher Conferences are built into the district calendar
- 3) **Provide parents with frequent reports on their child's progress.**
- 4) Quarterly progress reports, report cards, IEP, TN Ready, EOC, ACT, Benchmark & Skills Assessments
- 5) **Provide parents reasonable access to staff.**
  - Student agenda books for parent-teacher communication.
  - Teacher's web page
  - All staff can be contacted through e-mail at [www.hcsvikings.org](http://www.hcsvikings.org)

- 6) **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**
- Parents are always welcome to volunteer, participate and observe in our schools with prior approval from teacher/administrator.

#### **Student Responsibilities:**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- I will give all important papers from my school to my parent/guardian.

#### **Parent Responsibilities:**

We, as parents, will support our children's learning in the following ways:

- Sign report cards
- Ensure that the student gets to school each day, on time, and ready to learn.
- Review homework assignments and offer assistance when needed.
- Demonstrate interest in the student's well-being by attending school functions and supporting the student's school activities.
- Make every effort to attend parent teacher conferences.
- Support the school in the efforts to maintain proper discipline.

#### **Humboldt City Schools Parent and Family Engagement Plan**

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

#### **Visitors on School Campus**

All visitors will need to check-in to the main office when entering any of the Humboldt City Schools buildings.

Visitors must provide government or state issued identification for the routine background check. The system will indicate if the visitor is on the National Sex Offender Registry List. If the visitor's name is on the National Sex Offender Registry List, they will be denied access to our schools.

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

#### **Humboldt City Schools Curriculum**

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

#### **Grading System**

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

- A is 93 – 100
- B is 85 – 92
- C is 75 – 84
- D is 70 - 74
- F is 69 or below

### **Humboldt City Schools Professional Development**

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

### **Crisis Management & Emergency Drills**

The staff at Humboldt City Schools is very concerned with student safety in the event of a crisis or emergency situation. Students will have extensive practice on emergency procedures to be carried out in the event of fire, tornado, or school violence. In the event of an emergency in which school officials feel it is in the student's best interest to leave school, the local media and police will be notified. The safety of our students is our number one priority and we will act accordingly.

### **Disciplinary Procedures**

Each school has a positive behavior plan that follows the state RTI<sup>2</sup>-B guidelines.

### **Humboldt City Schools Transfer Option for Students Victimized by Violent Crime at School**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101.

### **State-mandated Drill Documentation**

Following state recommended safety precautions signals a high public confidence in our security services. Frequent drills train our students on what to do in the event of an emergency. Humboldt City Schools follows the State-mandated Drill Schedule aligned with Tennessee-Code Annotated. The principals document all drills conducted on the HCS Drill Documentation Instrument. Member(s) of the District Safety Team attend all school scheduled drills and record observed practices. After each drill exercise the District Safety Team debriefs and shares recommendations and feedback with the building principal. Drill records are on file at each school facility and at the Humboldt Board of Education.

### **Secure School Measures**

Humboldt City Schools believes in providing the safest environment possible for our student population. The Tennessee Department of Education Annual Safe Schools Grant and General Education funding enables Humboldt City Schools to purchase sustainable resources for school security. The School Safety Committee meets and discusses school security needs. The Committee completes a risk-assessment matrix that allows each member to have a voice in ranking school security needs from lowest to highest priority. High priority needs always takes precedence in the Safe School proposal. HCS utilizes Control-Access Security Doors, Check-In Systems with Badge passes, interior and exterior cameras on all campuses and buses, two-way handheld radio devices and hand held metal detectors. All classrooms are complete with a copy of the School Emergency Operations Plan, Safety Quick-reference, and a first-aid kit. HCS submits a copy of the District Emergency Operations Plan to the Tennessee Department of Education annually with a list of School Emergency Contacts. District EOPs and campus maps are provided to local authorities and HCS students and staff members are trained on safety practices.

### **Humboldt City Schools Bullying Procedure**

As a district, we have written and follow RTI<sup>2</sup>B Positive Behavior Plans. We also implement the bullying program “Michigan Model for Health” and the “Olweus Program”. The Michigan Model for Health and the Olweus Program is a comprehensive and sequential K-12 health education curriculum that aims to give school-aged children (ages 5-19) the knowledge and skills needed to practice and maintain healthy behaviors and lifestyles. It provides age-appropriate lessons addressing bullying prevention as well as other serious health challenges facing school-aged children. The Humboldt City Schools Office of Civil Rights Coordinator is responsible for ensuring that the policy is implemented. For more information on the **Michigan Model for Health**, please go to: <http://www.emc.cmich.edu/CORE/bully.htm>

Consequences for Bullying (Federal Law) shall be:

<u>Level One Bullying Behaviors</u>	<u>Level One Interventions</u>
Gossiping/Spreading Rumors Embarrassing someone on purpose Name calling/Put Downs Teasing in a hurtful way	Contact parent Students must sign an anti-bullying contract Parent and child will attend a mandatory anti-bullying class Student is assigned detention Family Resource Director will be notified to provide services
<u>Level Two Bullying Behaviors</u>	<u>Level Two Interventions</u>
Threatening to take or destroy a possession Taking or destroying a possession Making verbal threats to harm or intimidate Encouraging others to exclude, reject, or isolate someone Encouraging others to spread rumors Verbal threatening and/or using force to get someone to act unsafely Retaliation against someone reporting bullying Humiliating someone publicly Harassment	In-school suspension Out of school suspension Alternative school

If Level Two behaviors are repeated, the incident will be presented to the Disciplinary Hearing Board by the school of origin. Then the administrative team will make a referral to DSC or court.

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

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

**The Tennessee Department of Education defines bullying as** unwanted, aggressive behavior that involves a real or perceived power imbalance and the behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. **The Tennessee Department of Education defines hazing as** any intentional or reckless act, on or off HCS property, by one student acting alone or with others, against any other student that endangers or that induces or coerces a student to endanger the mental or physical health or safety of that student.

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

**Bullying Clarifying Information**

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

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

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

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

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

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

### **Foster Care Procedures**

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

### **ESSA Requirements for Military Data Reporting**

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

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

### **Migrant Occupational Survey**

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

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. 1

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

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

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

### **ESSA Highly Qualified Requirements**

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

- State Board of Education 0520-01-02-.03 EMPLOYMENT STANDARDS. (1) A teacher or principal shall hold a valid Tennessee teacher license with an endorsement covering the work assignment as provided in T.C.A. Title 49, Chapter 5. (2) A teacher may teach up to two sections of one course outside the area of endorsement, an employment standard waiver must be requested and approved.
- T.C.A. 49-5-101 Basic requirements. (a) No person shall be employed as principal, teacher, or supervisor of any public elementary school or high school by any local school district, or receive any pay for services out of public

school funds of the local school district until the person presents to the director of schools a valid license as prescribed in this part.

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

### **Non-English Speaking Students Identification of Students**

A language survey is a part of the school enrollment form that is completed by every student who enters the Humboldt City Schools to determine if there is the influence of a language other than English. This will identify any language other than English that are:

- First learned or acquired by the student;
- Used by the student in the home, or:
- Used by the student with friends outside of the home

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

### **Estudiantes Que No Hablan Ingles** **Identificacion De Estudiantes**

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

- Primero aprendida o adquirida por el alumno,
- Usada por el alumno en casa, o
- Usada por el alumno con amigos fuera de casa.

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

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

### **Notice**

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

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

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

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

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

George Yarbro  
Section 504 Coordinator  
Humboldt City Schools  
2602 Viking Dr.  
Humboldt, TN 38343

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

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

Departamento de Educación

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Oficina del Superintendente  
2602 de Viking Drive  
Humboldt, TN 38343

darse cuenta

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

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

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

Alisha Baskerville, Coordinador de Asistencia Título VI y Título IX Contacto  
Humboldt Escuelas de la Ciudad de Humboldt escuelas de la ciudad  
2602 de Viking de Viking 2602 el Dr. Dr.  
Humboldt, TN 38343 Humboldt, TN 38343

George Yarbro  
Coordinador de Sección 504  
Humboldt escuelas de la ciudad  
2602 de Viking Dr.  
Humboldt, TN 38343

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

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

**Humboldt City Schools**

**HOMEBOUND SERVICES**

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

1. Pregnant Students

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

2. Injury or illness

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

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

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

**DHS reports**

It is the law that anyone who works in child care report any suspicion of child abuse or neglect. It can be any person at the school, neighbor, or relative. We do not have to contact parents first.

**Immunization Requirement Summary: Tennessee Department of Health Rule 1200-14-1-.29**

Children who start pre-school, pre-Kindergarten, Kindergarten, 7th grade, or are a first-time student starting school in Tennessee, will need an official Tennessee Certificate of Immunization to provide to the school when asked for an immunization certificate. Parents and guardians must get the certificate from a health department or health care provider licensed in Tennessee.

**Entering Pre-school & Pre-K:**

- Diphtheria-Tetanus-Pertussis (DTaP or DT)
- Poliomyelitis (IPV or OPV)
- Measles, Mumps, Rubella (1 dose of each - MMR)
- Varicella (1 dose or history of disease)
- Hepatitis B (HBV)
- Haemophilus influenza type B (Hib) (under age 5)
- Pneumococcal conjugate vaccine (PCV) (under age 5)
- Hepatitis A (1 dose by age 18 months)

### **Entering Kindergarten:**

- Diphtheria-Tetanus-Pertussis (DTaP or DT)
- Hepatitis B (HBV)
- Measles, Mumps, Rubella (*2 doses of each - MMR*)
- Poliomyelitis (IPV or OPV) (*final dose on or after 4th birthday*)
- Varicella (*2 doses or history of disease*)
- Hepatitis A (*2 doses*)

*Must also have a current physical.*

### **Entering 7th Grade** (already enrolled with TCS):

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

### **New Enrollees in a TN School, entering grades *OTHER* than Kindergarten or 7th:**

- Diphtheria-Tetanus-Pertussis (DTaP or DT)
- Measles, Mumps, Rubella (*2 doses of each - MMR*)
- Hepatitis B (HBV)
- Poliomyelitis (IPV or OPV) (*final dose on or after 4th birthday*)
- Varicella (*2 doses or history of disease*)

### **What if I can't afford the vaccines?**

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

### **What if I have questions about the vaccinations?**

Please contact your child's health care provider or Information Provided By:

Gibson County Health Department Gibson County Health Department

Trenton : 731-855-7601 1250 Manufacturer's Row

Milan : 731-686-9240 Trenton, TN 38382

Humboldt : 731-784-5491

# Humboldt City Schools

School Nutrition Program  
2602 Viking Drive  
Humboldt, Tennessee  
Phone 731-784-1441 Fax 731-784-2480

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## School Food Service Meal Prices 2022-2023

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

“USDA is an equal opportunity provider and employer.”

# Humboldt City Schools

School Nutrition Program  
2602 Viking Drive  
Humboldt, Tennessee  
Phone 731-784-1441 Fax 731-784-2480

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August 2020

## School Food Service Meals

Dear Students and Parents,

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

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

A form will be attached to your child's registration form. This form **must** be filled out regarding income so that we are able to continue with this program. This form also affects our funding for E-rate and Title I. It is **mandatory** that you return this form with the registration packet.

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

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

Sincerely,

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

# *HUMBOLDT CITY SCHOOLS*

School Nutrition Program  
2602 Viking Drive  
Humboldt, Tennessee  
Phone 731-784-1441 Fax 731-784-2480

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## PEANUT ALLERGIES

Dear Staff,

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

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

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

### WE NEED YOUR SUPPORT:

1. Do not send any food items to be eaten as snacks in our classrooms with the ingredient labels indicating that they contain peanuts or peanut butter or peanut oil.
2. Do not send any food items with ingredient labels indicating they were manufactured in a factory that processes nuts.
3. Do not send any food items to be eaten at lunch with ingredient labels indicating that they contain peanuts or peanut butter or peanut oil.
4. PRINCIPALS – you are responsible for communicating with your staff vending machine vendors regarding the peanut free guidelines.

Thank you for your cooperation in this serious situation.

Sincerely,



Ginny Hatch RD, Food Service Director



Stacy Hale RN, School Nurse

## + What's Happening?

Normally when you eat food and it's broken down in your body, the food is turned into glucose to be used for energy. The hormone Insulin is secreted to pick up glucose and transfer it through the bloodstream and into your cells for energy.

However, with Diabetes your insulin is resistant or not produced enough to transfer glucose. Therefore, high glucose levels create problems within the body.



## How do I know if I have Diabetes?

Some Signs and Symptoms of Diabetes are:

- Thirst
- Frequent Urination
- Feeling very hungry
- Feeling more tired than usual
- Unintentional weight loss
- Sores that heal slowly
- Dry, itchy skin
- Losing feeling or a tingling sensation in your hands and feet

### What's the Difference?

Type I: Your pancreas no longer secretes insulin and you must inject insulin to meet your body's needs.

Type II: Your pancreas does not make enough insulin to meet the amount of glucose in the body, or your body is insulin-resistant. Typically, those who are overweight and inactive develop this type of Diabetes.



## + How do I treat Diabetes?

If you think you have Diabetes, we recommend that you see your doctor for treatment.

Basic treatment involves: Type I – monitoring blood glucose and injecting insulin as needed.

Choosing a healthy diet and adequate exercise is recommended.

Type II – Making healthy food choices, exercising regularly, controlling blood pressure and monitoring blood glucose.

### Good Portion Control can help with Diabetes.

These easy to remember hand portions can help when eating out to consume the right amount of food.

Hand Portion	Serving Size	Food & Drink
One fist, clenched	8 fluid ounces	Hot and cold beverages
Two hands, cupped	1 cup	Cereal, Mixed Dishes, Soup, Green Salads
One hand, cupped	½ cup	Pasta, Rice, Beans, Hot Cereal, Fruit Salad, Pudding, Applesauce
Palm of hand (woman's)	3 ounces	Cooked meat or fish, canned fish
Two thumbs	1 tablespoon	Salad Dressing, Dips, Condiments, Dessert Sauces
Tip of thumb (to 1st knuckle)	1 teaspoon	Margarine, Oil



Contact your School Counselor,  
Keli Gooch at 784-2781  
or [keli.gooch@hcsvikings.org](mailto:keli.gooch@hcsvikings.org) for  
more information

## Children's Mental Health

### Positive School Climate

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

To help create a positive school climate:

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

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

### When/How to Refer

Make a referral anytime you are concerned about safety!

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

Ask your school counselor (HES & HSS – Lauren Fowler; HMS – Lola Cross; HHS- Ellen Holl or Keli Gooch.), about referring the student to the Student Assistance Program.

### What Behaviors to Notice

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

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

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

You make a difference in each student's life!



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

### If You Suspect Abuse

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

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

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

## VACCINE INFORMATION STATEMENT

# Meningococcal Vaccines

## What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis)

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite [www.immunize.org/vis](http://www.immunize.org/vis)

### 1 What is meningococcal disease?

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

Meningococcal disease also causes blood infections.

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

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

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

### 2 Meningococcal vaccine

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

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

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

### 3 Who should get meningococcal vaccine and when?

#### Routine vaccination

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

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

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

#### Other people at increased risk

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

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

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



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

**4****Some people should not get meningococcal vaccine or should wait.**

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

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

**5****What are the risks from meningococcal vaccines?**

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

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

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

**Mild problems**

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

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

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

**Severe problems**

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

**6****What if there is a serious reaction?****What should I look for?**

Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or behavior changes.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

**What should I do?**

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 or get the person to the nearest hospital. Otherwise, call your doctor.
- Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor might file this report, or you can do it yourself through the VAERS web site at [www.vaers.hhs.gov](http://www.vaers.hhs.gov), or by calling 1-800-822-7967.

*VAERS is only for reporting reactions. They do not give medical advice.*

**7****The National Vaccine Injury Compensation Program**

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

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

**8****How can I learn more?**

- Ask your doctor.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO) or
  - Visit CDC's website at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)

**Vaccine Information Statement (Interim)  
Meningococcal Vaccine**

10/14/2011

42 U.S.C. § 300aa-26

Office Use Only





Parents,

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

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

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

### **BARS**

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

### **CHIPS**

- ~Baked Cheetos with 10% Calcium .875 oz.
- ~Baked Lays .875 oz. and 1.125 oz.
- ~PopChips Barbecue Potato 0.8 oz  
(Sour Cream, Sea Salt and Vinegar, Sea Salt  
Potato, Sour Cream and Onion)
- ~Cheetos Fantastix! Baked Snacks 1 oz.
- ~RF Doritos 1 oz.~RF Tostitos Crispy Rounds
- ~RF Cheetos Puffs 0.7 oz.
- ~Saveo Baked BBQ Thin Crisp, 0.875 oz.  
(Original Thin Crisp)
- ~Saveo Cheddar and Bacon Fries, 1 oz  
(Spicy Fries)

### **CHIPS**

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

### **POPCORN**

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

### **FRUITS**

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

### **COOKIES, BROWNIES, and OTHER PASTRIES**

- ~Buena Vista Whole Grain Chocolate Chip Cookie 1 oz. and 2 oz.
- ~Buena Vista Whole Grain Fudge Brownie

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

### **CRACKERS**

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

### **OTHER DESSERTS**

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

### **PRETZELS**

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

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



**Humboldt City Schools**  
**Office of Coordinated School Health**  
2602 Viking Drive  
Humboldt, TN 38343

Dear Parent/Guardian:

During the school year, all students in grades **Pre-K, K, 2, 4, 6, 8, and 9** will be receiving **FREE** health screenings through the Office of Coordinated School Health. Trained school personnel and volunteers will complete all screenings with strict adherence to confidentiality of each student screened. Medical issues can lead to many problems in school and we want to ensure that any potential problems are diagnosed and treated quickly. Healthy students are better prepared to achieve more academically. The screenings will consist of

\*vision      \*hearing      \*height      \*weight      \*blood pressure

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

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

If you do **NOT** want your child to participate in these screenings, you must write a letter addressed to the Director of Coordinated School Health, Jordan Fondren, stating your desire for your child to opt out of these screenings. Letters must be received in the Office of Coordinated School Health at the address listed above no later than August 15, 2020.

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

Thank you,

Jordan Fondren, Director  
Coordinated School Health Director  
784-7170



## Stigall Primary School

### Kindergarten Supply List

- Book bag {Large size} (no book bags with wheels)
- 1.5" or 2" Binder with rings
- 2 packs of regular #2 USA Gold or Ticonderoga pencils
- Cap erasers
- 3- 24 count boxes of Crayola brand crayons
- 4-glue sticks
- 3 bottles of glue
- 3 primary tablets
- 5 black dry erase markers
- 2 boxes of Kleenex
- 2 30 oz. Germ X
- Ziploc bags gallon
- Ziploc bags quart
- Card stock paper

### First Grade Supply List

- 1.5 inch binder with window
- Pencil pouch
- 4- 24 box crayons
- 1- 4pk large yellow highlighters
- 1- 4pk black, dry erase markers
- 1- 4pk glue sticks
- 1- pack of scissors
- 4- pk of pencils
- 1- pk of cap erasers
- 2- wide ruled composition notebooks (non-spiral)
- 2- boxes of Kleenex
- 2- bottles of Clorox wipes
- 2- bottles of germ-ex
- 1- roll of paper towels
- 1-pk index cards

\*any donations are appreciated.

# Stigall Primary School

## Handbook Agreement and Agenda Form

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

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

Parent/Guardian signature:

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