

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



Dear Stigall Primary Families,

Welcome to a fantastic new school year!

To build on our strong foundation and support your child’s growth, we’re excited to present the updated **Student & Family Handbook**—your go-to guide for everything related to your child’s education at Stigall.

Student Handbook

Our handbook outlines:

- Academic goals and expectations
- Behavioral guidelines and daily routines
- Procedures to ensure a safe, supportive, and structured learning environment

Crafted through a collaborative effort between faculty and administration, this guide is meant to help your family feel confident, informed, and deeply connected to our school community.

Our Philosophy & Goals

At Stigall, our mission is to prepare students to be thoughtful, productive citizens who are college- and career-ready. We believe that a positive attitude and personal effort play a central role in each child’s success. This handbook is built to support that journey.

Student Responsibilities

Students are expected to:

- Act responsibly, use sound judgment, and avoid disruptive behavior
 - Show courtesy and respect for people and authority
 - Follow school rules and procedures diligently
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Policy Updates

Please note: school board policies may be updated during the year. We adhere to all guidelines from the Humboldt City School Board, and the most current policies are available on the Humboldt City Schools website.

Parent Involvement

We encourage you to:

1. **Review** the handbook with your child
2. **Fill out, sign, and return** the acknowledgment page

Your engagement is crucial to our collective success.

Need Help?

We’re here for you. If you have any questions or need assistance, please don’t hesitate to call us at **731-784-2825**.

Thank you for partnering with us! Your support is vital to our school’s success, and we’re thrilled to work alongside you for a wonderful year full of learning, growth, and memorable experiences.

The Administration, Faculty & Staff
Stigall Primary School

Disclaimer: This handbook was updated in July 2025. Please be advised that its contents are subject to change. You will be notified promptly of any revisions. For the most up-to-date version, visit our school website at sps.hcs.vikings.org.

I. ACADEMICS

Curriculum

Parents of Humboldt City Schools are vital partners in their child's educational journey, as simple daily activities—like reading together for 20–30 minutes or practicing basic counting—can lay the foundation for lifelong learning and success. You have the right to access all curricular and extracurricular activities, and we encourage open communication with your child's teacher whenever concerns arise.

Since 2011, instruction at Stigall has been grounded entirely in the Tennessee Standards (TN Standards), which serve as the framework for everything your child learns. Comprehensive materials—including explanations of grade-level expectations, practice activities for home, and additional resources—are available through the Tennessee Tools section of eduTOOLBOX, a powerful portal aligned with TN Standards and supported by the Tennessee Department of Education. This user-friendly site allows families to explore state-approved standards by subject and grade, with links to instructional resources, assessments, lesson plans, multimedia content, and more. We strongly encourage you to visit edutoolbox.org/tntools, review the standards with your child, and incorporate small nightly learning routines at home—because your involvement truly makes a difference.

Kindergarten and First Grade Promotion Standards

Stigall's promotion standards are based on the Tennessee Student Accountability Standards which state 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-1st. 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 administration's 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. 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 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 is a fantastic way to enhance reading skills, and we strongly encourage students to read an additional 20–30 minutes each night beyond their regular assignments. This nightly reading habit can dramatically improve vocabulary—students who read 20 minutes daily encounter approximately 1.8 million words per year compared to just 282,000 for those who read only five minutes a day—and higher reading stamina leads to better standardized test performance. It’s also shown to support creativity, critical thinking, and empathy by exposing children to diverse ideas and perspectives.

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 RTI² program and recommendations from the S-Team.

The RTI² 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 10th 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 curriculum 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)

II. ATTENDANCE, ENROLLMENT, AND WITHDRAWAL

- PowerSchool collects all attendance data.
- After teachers 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 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 must be a handwritten note) or a note from a doctor, funeral home, or other valid organization to be excused.
 - A student can only have 5 written 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.

An automated phone call will go out to any student who has been marked absent that day.

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 social worker, 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 social worker, nurse, or other individuals/organizations if needed.
- ***Students can only have (5) parent excuses, and then parents/guardians must bring notes from doctor's office or from a valid organization to be excused.***
- **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 social worker, 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 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 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.
- The 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 nature that a pleasant atmosphere is maintained.
- No running or throwing food in the cafeteria.

We want to make our cafeteria an enjoyable and 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 welcome 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 HCS 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 store bought 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 class 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 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, EMAIL, ETC.) WHERE THEY CAN BE REACHED DURING THE SCHOOL DAY IN THE EVENT OF AN EMERGENCY.

Conferences

Teachers will schedule conferences with parents around the first (October) and second (January) reporting periods. It is mandatory that all teachers meet with every parent during the first scheduled conference. The second conference is reserved for students who are at risk of academic failure. A third conference may be scheduled if a student is considered for retention in the following school year.

If you wish to meet with your child's teacher at a different time, please contact the teacher directly to schedule an appointment. It is important that you arrive promptly for your scheduled conference, as these meetings often take place during the teacher's planning period. All conferences must be scheduled in advance. If a teacher is not aware of your visit, they reserve the right to reschedule the meeting.

The most appropriate times for parent-teacher conferences are before or after school, during the teacher's daily planning period, or at a time coordinated by the principal, or teacher. If we are unable to reach you by phone to arrange a conference, you may send a note in your child's folder, and the teacher will follow up to confirm a meeting time.

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 in the school office are available for students to use in emergency situations only. Students will only be called out of class in the event of an emergency; otherwise, any messages will be delivered to the appropriate teacher to be shared with the student.

Teachers cannot accept phone calls during instructional time. If you need to speak with a teacher, please leave a message with the office, and the teacher will return your call during their planning period or at the end of the school day.

Webpage/ Email

The school maintains a website at sps.hcs.vikings.org to keep parents and the community informed about important activities, events, and school updates. We encourage you to visit the site regularly, as student work and classroom activities will also be featured.

To access Stigall Primary School's page, visit www.hcsvikings.org and click on the **Schools** tab.

Teachers can be contacted via email using the following format: **firstname.lastname@hcsvikings.org**.

Cell Phone Use

Students, in accordance with School Board Policy 6.312, students 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

While administering medication at school is not a recommended practice, we understand that it is sometimes necessary. In such cases, the following procedures must be followed to ensure the safety and well-being of all students:

1. Medication Drop-Off

- All medications must be brought to school **by a parent or guardian**.
- **Do not send medication with your child** under any circumstances.
- Medications must be taken directly to the school office or to the school nurse.

2. Prescription Medications

- A **written order from a physician or licensed prescriber** is required, specifying:
 - The name of the medication
 - Dosage
 - Time intervals for administration

(Note: This order is valid for the current school year only.)
- A **written permission form** from the parent or guardian is also required. These forms are available in the school office.
- All prescription medications must be in the **original, pharmacy-labeled container**, which must include:

1. Student's full name
2. Prescription number
3. Name and dosage of the medication
4. Route of administration and/or specific directions
5. Date of prescription
6. Name of the licensed prescriber
7. Pharmacy name, address, and phone number

3. Over the Counter (OTC) Medications

- Written permission from the parent or guardian is required. Forms are available in the school office.
- The medication must be in the **manufacturer's original packaging** with all ingredients clearly listed and the **student's name clearly labeled** on the container.
- OTC medications must also be brought to school **by a parent or guardian**.

4. Medication Storage and Administration

- All medications will be stored in a **locked, designated area** managed by school administration.
- Medications will be administered in the school office or by a **designated staff member**.

5. End-of-Year Medication Pickup

- All medications must be picked up by a parent or guardian at the end of the school year. Medications left behind will be properly disposed of.

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 try 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 out through the proper chain of command from the point of origin.

Lost and Found

Students are expected to turn in any found items that do not belong to them to the school office. Parents are encouraged to clearly label all personal belongings—such as jackets, sweaters, backpacks, and lunch boxes—with their child's name. Any unclaimed items from the lost and found will be turned over to the school counselor the day before winter break and the day after the end of the school year.

Police Questioning/Apprehension

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

School Supplies

Teachers will provide students with specific information regarding the supplies needed for a successful school year. Supply lists may vary by grade level and are available on the school's website as well as at Wal-Mart at the start of the school year. Families in need of financial assistance with school supplies are encouraged to contact the school counselor for support.

Security

For security purposes, the individual schools in the Humboldt City School System are "closed campuses" to the 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 because of good faith reporting of charges of sexual harassment. In determining whether alleged conduct constitutes sexual harassment, all 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 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 conferences. **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 the 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 INDEPENDENTLY.** 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 conferences.* All conferences must be prearranged with the teacher.

VI. STANDARDIZED DRESS GUIDELINES

Basic Dress

- **Basic Attire:**
 - Tan, navy, or black pants, skirts, or jumpers.
 - Solid-color, collared shirts (polo or turtleneck) with no more than three buttons.
 - Shirts must always be tucked in.
- **Pants:**
 - Must be straight-legged or flared (not rolled or tucked into socks/shoes).
 - No denim, bell bottoms, baggy, sagging, spandex, or tight-fitting pants.
 - Pants must fit properly at the waist.
 - Belts are required (except for Pre-K and Kindergarten) and must:
 - Be solid-colored
 - Have no logos
 - Be the appropriate size and worn through belt loops
- **Shorts/Skirts/Jumpers:**
 - Walking shorts must be straight-legged and knee-length.
 - Skirts and jumpers must be at or below the knee.
- **Undergarments & Layers:**
 - One solid-color T-shirt may be worn underneath and must be tucked in.
 - Light jackets, vests, sweaters, and sweatshirts:
 - Must be waist-length or longer
 - Must be worn open
 - Must be solid colors approved by the Board
 - No hoods allowed
- **Footwear:**
 - Shoes must have heels no higher than 1.5 inches.
 - Athletic shoes, sandals, Birkenstocks, and boots are allowed if they are fastened properly.
 - Flip-flops are not permitted.
- **Outerwear & Accessories:**
 - Heavy coats, heavy jackets, and raincoats may not be worn during the school day.
 - Prohibited items: hats, bandannas, combs, non-prescribed mouth accessories, gloves, and sunglasses.
 - Scrubs are not permitted.
- **Logos & Branding:**
 - Clothing must be plain—free of logos, brand names, pictures, or insignias.
 - The only exceptions:
 - Approved school logo
 - Viking head stickers
 - Small logos on shoes or at the waistline or pocket of pants/shorts
- **Prohibited Clothing:**
 - Denim of any kind
 - Sweatpants, jogging suits, and sports logos (except on shoes or as specified above)

Special Dress Days

- Set by school administration and announced in advance.
 - All clothing worn must be school-appropriate.
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Exemptions

- Parents may request an exemption due to religious or deeply held beliefs.
- The process includes:
 - Completing the Standardized Dress Exemption Form and Questionnaire (available in the office)
 - Principal reviews and responds within 2 school days (approval or written denial)
- If denied, parents may:
 - Appeal to the Superintendent (decision within 5 school days)
 - Make a final appeal to the Board of Education (it must occur within 5 days of the Superintendent's decision)
- Students may dress according to the parent's request during the appeal process.
- Exemptions may be based on the beliefs of the parent or the child, but the parent must initiate the request.

VII. TRANSPORTATION

Arrival and Dismissal

Morning Arrival:

- Students who ride the bus or are dropped off by car may enter the building starting at 7:15 a.m.
- Students should not be left unattended before 7:15 a.m. **Any student left unsupervised prior to that time will be reported to the appropriate authorities.**

Car Rider Procedures:

- Parents must not leave their vehicles in the bus lane to escort students into the building.
- If you need to enter the school for any reason, please park in a designated parking space in front of the building.
- Do not block the bus lane at any time.

Afternoon Dismissal:

- Dismissal for car riders begins at 2:50 p.m.
- Vehicles must not remain parked in the pickup lane—please keep the line moving.
- All car riders must be picked up **no later than 3:15 p.m.**

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 daycare 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 2:50. Please refrain from blocking entrances into the parking lot. Once we begin dismissal, it will only take 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 to 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.

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

2nd Offense – 10-day suspension of riding privileges.

3rd Offense – 30-day suspension of riding privileges.

4th 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.

Fieldtrips

Guidelines

At Stigall, students are expected to demonstrate positive behavior by following school rules and expectations in all areas of the building. When redirection is needed, consequences such as loss of privileges, time out, loss of daily rewards, or parent contact may be applied. Students who receive **three office referrals, nine reds, or twelve yellows** within a semester will become **ineligible to participate in field trips or special events** for that semester. Additionally, students with overdue, unreturned, or unpaid library books **by the time of a scheduled field trip** will not be permitted to attend the trip until the issue is resolved.

Title 1

History of the Every Student Succeeds Act (ESSA/ESEA)

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) stimulus 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.

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.

School Improvement Plan

Each school is required to have a School Improvement Plan. This plan is developed through multiple stakeholders through School Improvement Plan Committee and each plan has a needs assessment aligned with goals and strategies. This plan serves as a guide for each school's Title I funds. If you would like to serve on the committee, please contact your child's principal. This plan can be reviewed at the school office or on the school's website.

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.

Parent Involvement 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 compact is available at every school, the Humboldt Board of Education, and the school's website.

Humboldt City Schools Parent and Family Engagement Plan

Humboldt City Schools has developed a Parent and Family Engagement Policy (4.502) and Plan with various stakeholders. 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. Each school in the district has a Parent and Family Engagement Plan which coincides with the District Parent and Family Engagement Policy and Plan and is located on the school's website.

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 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

Disciplinary Procedures

Each school has a positive behavior plan that follows the state RTI²-B guidelines.

Humboldt City Schools Professional Development

Humboldt City Schools mandates ten (10) professional development days per year for certified employees and two (2) professional development days per year for Educational Assistants. All teachers receive training in the implementation of state standards, serving students with disabilities, poverty, and cultural competency, WIDA standards, accommodations for ESL students, identifying, and differentiation strategies.

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.

Humboldt City Schools Bullying Procedure

As a district, we have written and follow RTI²B Positive Behavior Plans. The Humboldt City Schools Office of Civil Rights Coordinator is responsible for ensuring that the policy is implemented.

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	Contact parent Social worker and/or guidance counselor referral Out of school suspension Meeting with district threat assessment team

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 DCS 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

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-12th 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.

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 | |

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 separate home language survey is a part of the registration process for all students. This will identify any language other than English. There is a district translator to help non-English speaking families with the registration process.

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.

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:

Wayne Sheehan,
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

Beverly Cannon
Section 504 Coordinator
Humboldt City Schools

The Office of Civil Rights
P. O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048
Nashville, TN 37243-037

State Title VI Coordinator
Tennessee State Department of Education
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway

Departamento de Educación

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:

Wayne Sheehan, 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

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

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

Office of Coordinated School Health

1560 N 30th Avenue
Humboldt, tn 38343

Dear Parent/Guardian:

During the school year, all students in grades **Pre-K, K, 2, 4, 6, 8, and 10** 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 2nd 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.

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

Thank you,

Jordan Fondren

Jordan Fondren, Director
Coordinated School Health
731-784-4171



Humboldt City Schools

School Nutrition Program

2602 Viking Drive

Humboldt, Tennessee

Phone 731-784-1441 Fax 731-784-2480

School Food Service Meal Prices 2025-2026

GRADE	BREAKFAST	LUNCH
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

August 2025

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

“This institution 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

PEANUT ALLERGIES

Dear Families,

Humboldt City Schools is a PEANUT FREE school system. We have students in our system who are HIGHLY allergic to peanuts. These allergies can be life threatening. Touching peanut 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 then 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 ingredient labels indicating that they contain peanuts or peanut butter.
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.

Thank you for your cooperation in this serious situation.

Sincerely,

Ginny Hatch RD, LDN, Food Service Director
Humboldt City Schools



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 Readi-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.
- Harvest Applesauce 3.9oz
- ~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)

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

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)

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

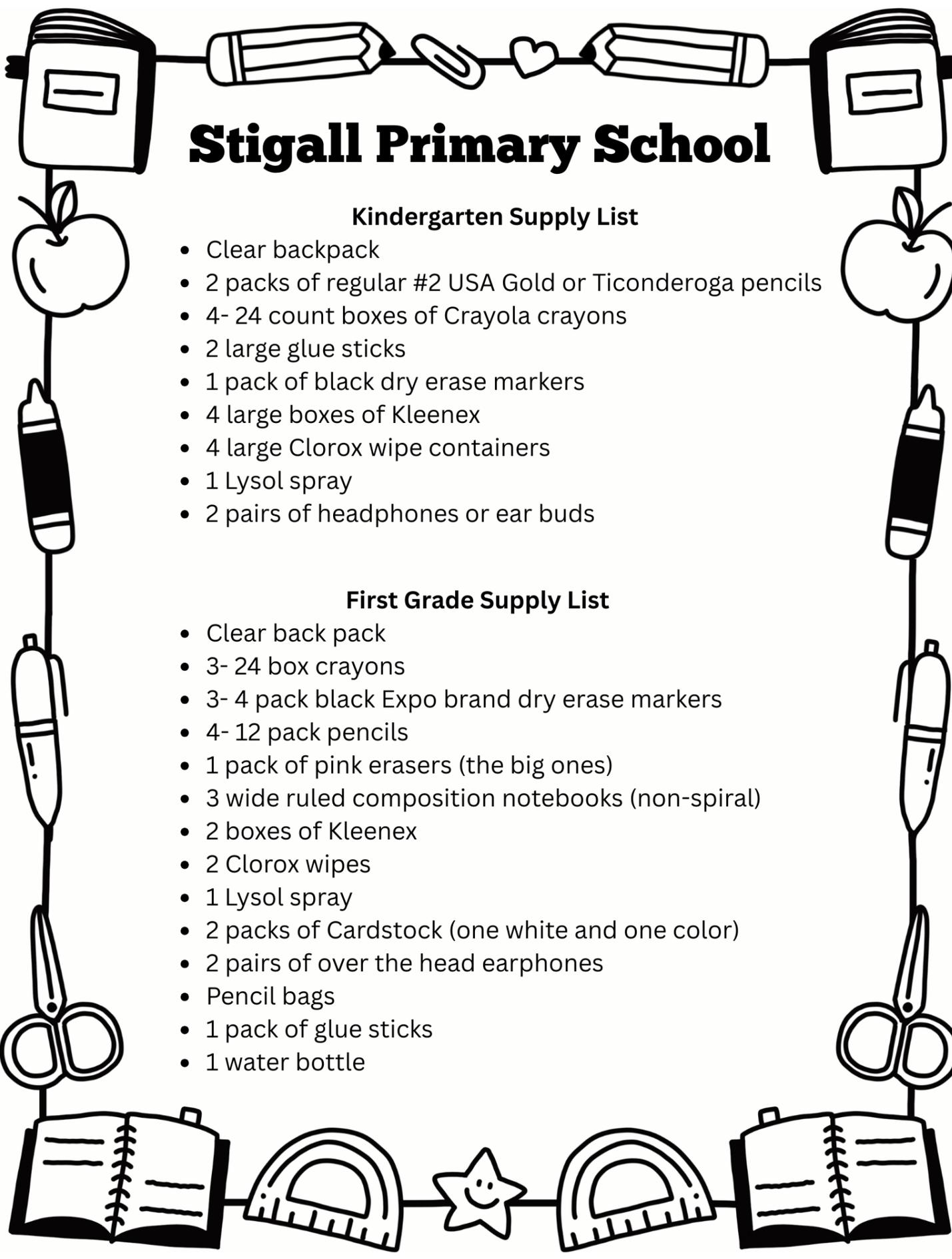
- ~Froose 100% Natural Gummy Snacks- 0.9 oz.
- ~General Mills, Cinnamon Toast Crunch Crisps, 1 oz.
- ~Snack Pack Fat Free Pudding 3.5 oz. (Butterscotch)
- ~Super Bakery, Inc. Goodyman Whole Grain Rice Crispy, 0.8 oz.
- ~Welch's Fruit Snacks Berries'n Cherries 1.55 oz. pouch (Mixed Fruit)

PRETZELS

- ~Rold Gold Heartzels, 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





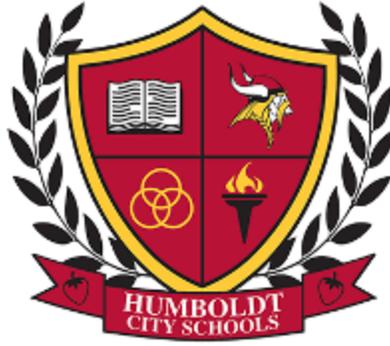
Stigall Primary School

Kindergarten Supply List

- Clear backpack
- 2 packs of regular #2 USA Gold or Ticonderoga pencils
- 4- 24 count boxes of Crayola crayons
- 2 large glue sticks
- 1 pack of black dry erase markers
- 4 large boxes of Kleenex
- 4 large Clorox wipe containers
- 1 Lysol spray
- 2 pairs of headphones or ear buds

First Grade Supply List

- Clear back pack
- 3- 24 box crayons
- 3- 4 pack black Expo brand dry erase markers
- 4- 12 pack pencils
- 1 pack of pink erasers (the big ones)
- 3 wide ruled composition notebooks (non-spiral)
- 2 boxes of Kleenex
- 2 Clorox wipes
- 1 Lysol spray
- 2 packs of Cardstock (one white and one color)
- 2 pairs of over the head earphones
- Pencil bags
- 1 pack of glue sticks
- 1 water bottle



Stigall Primary
Student and Parent Handbook Acknowledgment
2025-2026

After reviewing the Student and Parent Handbook with your child, **please complete and return this page to your child's teacher**. Keep the handbook for future reference.

If you have any questions regarding the contents of the handbook, please contact the school office or your child's homeroom teacher.

By signing below, I acknowledge that I have received, read, and understand the contents of the Student and Parent Handbook for the 2025 - 2026 school year.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____