



STIGALL

— PRIMARY —

★
**STUDENT AND FAMILY
HANDBOOK**

2026 - 2027

★ **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 the 2026–2027 school year! We are excited to partner with you as we begin another year of learning, growth, and memorable experiences at Stigall Primary.

At Stigall, we believe every child deserves a safe, caring, and engaging learning environment where they feel valued, supported, and encouraged to reach their full potential. We are committed to building strong relationships with our students and families because we know that when schools and families work together, children thrive.

This Student & Family Handbook has been created to serve as a helpful resource throughout the school year. Inside, you will find important information about our school procedures, academic expectations, attendance, student behavior, safety practices, and the many opportunities available to support your child's success. We encourage you to review this handbook with your child and keep it as a reference during the year.

Our Mission

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

We are dedicated to helping every student develop academically, socially, and emotionally while fostering a lifelong love of learning. Together, we strive to build confidence, responsibility, kindness, and perseverance in every child.

Working Together

Parents and families are an essential part of our school community. We ask that you:

- Review this handbook with your child.
- Maintain open communication with your child's teacher and our school.
- Support your child by encouraging regular attendance, positive behavior, and a love of learning.
- Sign and return any required forms, including the handbook acknowledgment page.

By working together, we can provide every student with the best possible educational experience.

We're Here to Help

If you ever have questions or need assistance, please don't hesitate to contact our office at 731-784-2825. We are always happy to help and look forward to partnering with you throughout the school year.

Thank you for entrusting us with your child each day. It is truly an honor to serve your family. We are excited for a wonderful year filled with learning, laughter, growth, and success.

Together, we will make this the best year yet!

Sincerely,

Stigall Primary Administration & Staff

Disclaimer

This handbook was revised in **July 2026** and is intended to provide families with current information regarding Stigall Primary School's procedures, expectations, and policies. Because school and district policies may change throughout the year, the information in this handbook is subject to revision. Families will be notified of any significant updates. The most current version of the Student & Family Handbook is available on our school website at sps.hcs.vikings.org.

I. Academics

Curriculum

At Stigall Primary, we believe that parents and families are a child's first and most important teachers. Simple daily activities—such as reading together for 20–30 minutes, practicing letter recognition, or counting everyday objects—help build the strong foundation children need for future success.

Families are encouraged to stay actively involved in their child's education and maintain open communication with teachers throughout the school year. Parents have the right to access information about all curricular and extracurricular programs and are encouraged to contact their child's teacher whenever questions or concerns arise.

Instruction at Stigall Primary is aligned with the **Tennessee Academic Standards**, which outline the knowledge and skills students are expected to master at each grade level. To help families support learning at home, the Tennessee Department of Education provides **eduTOOLBOX**, an online resource offering grade-level standards, family-friendly learning activities, lesson resources, assessments, and additional instructional materials.

We encourage families to visit edutoolbox.org/tntools to explore these resources and make learning part of your daily routine. Your partnership plays a vital role in your child's academic success.

Kindergarten and First Grade Promotion

Promotion decisions are based on the **Tennessee Student Accountability Standards** and each student's progress toward mastering grade-level expectations.

Students are expected to demonstrate proficiency in grade-level standards, skills, and assessments before being promoted to the next grade level. Academic performance, classroom achievement, assessment data, and teacher observations are all considered when making promotion decisions.

Standards-Based Report Cards

Students in **Pre-Kindergarten through First Grade** receive standards-based report cards rather than traditional letter grades.

Report cards reflect each student's progress toward mastering the Tennessee Academic Standards and provide families with a clear picture of their child's growth in specific learning skills. Students receive an overall performance level ranging from **1–4** for each standard.

Attendance and Student Success

Regular attendance is essential for academic success. Students benefit most when they attend school consistently and arrive on time each day.

In accordance with district guidelines, excessive absences may impact a student's academic progress. Students who miss **more than 18 days** of school may be considered for retention based on administrative review of attendance, academic performance, and individual circumstances.

Progress Reports

Progress reports are issued approximately every **4½ weeks** to keep families informed of student progress.

Parent-teacher conferences are scheduled following the Fall and Winter progress reports. These conferences provide an opportunity to discuss student growth, celebrate successes, and develop strategies to support continued learning.

Academic Interventions

Stigall Primary is committed to helping every student succeed. Students who need additional academic support may receive interventions based on classroom performance and assessment data.

Support services may include:

- Small-group instruction
- Reading and math intervention services
- Targeted skill instruction
- Progress monitoring
- Summer learning opportunities, when available

Our goal is to identify learning needs early and provide the support necessary for every student to build strong academic foundations.

Homework

Homework provides students with valuable opportunities to practice and reinforce the skills they are learning in the classroom. It also helps develop responsibility, independence, and positive study habits that support lifelong learning.

Homework assignments may include:

- Practicing previously taught skills
- Studying for quizzes or tests
- Completing make-up work following an absence
- Reading independently
- Enrichment activities or projects that extend classroom learning

The Importance of Reading at Home

One of the most meaningful ways families can support their child's academic success is by reading together every day. We encourage students to spend **20–30 minutes reading each evening**, in addition to any assigned homework.

Daily reading helps students:

- Build vocabulary and language skills
- Improve reading fluency and comprehension
- Increase reading stamina
- Strengthen critical thinking and creativity
- Develop empathy through exposure to a variety of stories and perspectives

Children who read consistently each day are more likely to become confident, successful readers and lifelong learners.

Student Support Services (RTI²)

At Stigall Primary, we believe every child can succeed when given the appropriate support. Students who experience academic difficulties receive targeted interventions through Tennessee's **Response to Instruction and Intervention (RTI²)** framework.

RTI² is a multi-tiered system designed to identify student needs early and provide increasingly intensive support based on individual progress.

Tier I

All students receive high-quality, research-based classroom instruction aligned to Tennessee Academic Standards. Teachers regularly monitor student progress through classroom assessments and universal screenings.

Tier II

Students who need additional support receive targeted small-group interventions designed to strengthen specific academic skills while continuing to participate in regular classroom instruction.

Tier III

Students who require more intensive support receive individualized interventions with frequent progress monitoring to address significant learning needs.

If a student continues to experience substantial academic difficulties despite documented interventions, the school's Support Team (S-Team) may recommend additional evaluations to determine eligibility for special education services. Completion of the RTI² process is required before a referral for special education evaluation is considered, unless otherwise permitted by state and federal guidelines.

How Families Can Support Student Success

Families play an important role in helping children succeed. You can support your child's learning by:

- Reading with your child every day.

- Encouraging regular attendance and arriving at school on time.
- Maintaining communication with your child's teacher.
- Providing a quiet place and regular time for homework.
- Reviewing your child's progress and celebrating successes.
- Attending parent-teacher conferences and school events.
- Learning about the curriculum and instructional supports available at Stigall Primary.

Working together, we can help every child build a strong foundation for future success.

Family Resources

The following websites offer helpful information and resources for families:

- **National Center for Learning Disabilities** – <https://www.ncld.org>
- **Colorín Colorado** (Resources for families of English learners) – <https://www.colorincolorado.org>
- **Recursos en Español** (U.S. Department of Education) – <https://www.ed.gov/espanol>
- **Tennessee Academic Standards & Family Resources** – <https://www.tn.gov/education>

II. Attendance, Enrollment, and Withdrawal

Attendance

Regular attendance is one of the most important factors in your child's academic success. Students who attend school consistently are better able to build strong academic skills, develop positive routines, and stay connected to classroom learning. We encourage families to make school attendance a priority whenever possible.

Student attendance is recorded daily through the district's PowerSchool Student Information System.

Excused Absences

Absences may be excused for the following reasons:

- Personal illness
- Death in the immediate family
- Recognized religious holidays
- Medical or dental appointments
- Other circumstances approved by the principal

Whenever possible, please notify the school office in advance of scheduled appointments.

To receive an excused absence, students must provide appropriate documentation within **two (2) school days** of returning to school.

Acceptable documentation includes:

- A handwritten parent or guardian note (limited to **five (5) per school year**)
- A physician's excuse
- Documentation from a funeral home

- Documentation from another approved agency or organization

After five parent-written excuses have been used, all additional absences must be verified by a physician or other approved organization in order to be considered excused.

Absences without appropriate documentation will be recorded as unexcused.

An automated phone call will be sent to the parent or guardian of any student who has been marked absent for the day.

Tardies

School begins promptly at **8:00 a.m.** Students arriving after 8:00 a.m. are considered tardy and must report to the office to check in.

Tardies are classified as excused or unexcused based on the reason provided and supporting documentation. For the purpose of Tennessee truancy reporting, **three (3) unexcused tardies equal one (1) unexcused absence.**

Attendance Intervention and Truancy

Stigall Primary is committed to working with families to promote regular school attendance. When attendance concerns arise, the principal, the attendance clerk, and the school social worker work together to identify barriers and provide support.

Attendance interventions include:

Attendance Concern

School Response

3 Unexcused Absences

A letter from the principal is mailed or sent home along with the student's attendance record.

5 Unexcused Absences

Parents/guardians are contacted to schedule a conference to develop an attendance improvement plan. Referrals to the school social worker, nurse, or community agencies may be made if appropriate. After five parent-written excuses have been used, only physician or approved agency documentation will excuse future absences.

6 Unexcused Absences

The student may be referred to the Gibson County Juvenile Court Truancy Board.

**12 Total
Absences
(Excused and/or
Unexcused)**

Parents/guardians may be contacted for an attendance conference to discuss concerns and identify additional supports.

**18 Total
Absences**

Students may be considered for grade retention based on attendance, academic performance, and individual circumstances. Exceptions may be made at the principal's discretion.

Late Pick-Up

For the safety and well-being of our students, we ask that all children be picked up promptly at dismissal each day. Repeated late pick-ups may result in a referral to the appropriate support agencies if a student's supervision or safety becomes a concern.

Early Check-Out

To minimize interruptions to classroom instruction and ensure a safe dismissal process, students should not be checked out early to avoid afternoon traffic.

Students will not be permitted to check out after **2:15 p.m.**, except in cases of a verified doctor's appointment or an emergency.

Early check-outs are considered early departures for attendance purposes. **Three (3) unexcused tardies or early departures before 2:15 p.m. are equivalent to one (1) unexcused absence** and may result in a referral to the Gibson County Truancy Board.

Tennessee law requires students to attend school during all scheduled instructional hours. Excessive tardies, early departures, and absences may result in truancy intervention. Educational neglect is a serious matter and is addressed in accordance with state law and district policy.

Enrollment

To enroll at Stigall Primary, families must provide:

- Proof of the student's age and legal name
- A completed Tennessee Certificate of Immunization
- A current physical examination
- Any additional documentation required by Humboldt City Schools

Student Records

A cumulative record is maintained for every student and includes attendance, academic, and health information. Student records are securely maintained at Stigall Primary and are confidential.

Records may be accessed only by:

- Parents or legal guardians
- Eligible students (18 years of age or older)
- Authorized agencies
- Individuals with written parental consent, as permitted by law

Permanent records are maintained as part of the student's educational file and cannot be removed.

Withdrawal from School

Parents or guardians who plan to withdraw a student from Stigall Primary should notify the school office as soon as possible to complete the required withdrawal or transfer paperwork.

Before records can be transferred:

- All textbooks, library books, and other school property must be returned.
- Any outstanding fees or fines must be resolved.

Student records will be sent directly to the receiving school upon request in accordance with state and federal regulations.

III. Cafeteria, Food Policies, and Procedures

School Meals

All Stigall Primary students receive **free breakfast and lunch** each school day.

Breakfast is served each morning and is available only to students who arrive **before 8:05 a.m.** Students arriving after 8:05 a.m. will not be served breakfast. Families are encouraged to ensure students arrive on time so they may enjoy breakfast before instruction begins.

Outside breakfast items are not permitted in the building.

Cafeteria Expectations

We strive to provide a safe, welcoming, and enjoyable cafeteria environment where students can eat nutritious meals and practice good manners.

Students are expected to:

- Use inside voices.
- Follow directions from cafeteria staff.
- Remain seated unless given permission to move.
- Treat others with kindness and respect.
- Keep food and trays in the cafeteria.
- Walk at all times—running and throwing food are prohibited.
- Help keep the cafeteria clean.

Parents and family members are always welcome to join their child for lunch. We also plan special events throughout the year to promote healthy eating and celebrate our nutrition program.

Birthday Celebrations and Classroom Snacks

We love celebrating our students!

If you would like to send a birthday treat, please remember:

- All treats must be **store-bought**.
- Items must meet Humboldt City Schools' nutritional guidelines.
- Birthday celebrations are held at the teacher's discretion.
- Please coordinate with your child's teacher before sending any treats.

To minimize classroom disruptions, birthday treats should only be sent on the scheduled celebration day unless approved in advance by the teacher.

Stigall Primary is part of a peanut-free school district. Please do not send peanut products to school.

Snacks and Beverages

To encourage healthy habits, students should bring nutritious snacks and beverages.

The following items should **not** be brought to school for classroom snacks or lunch:

- Candy
- Sweet pastries
- Carbonated beverages
- Drinks containing artificial sweeteners
- Fast food from restaurants (McDonald's, Burger King, Taco Bell, etc.)

If a food or beverage does not meet school guidelines, staff may ask that it be sent home and provide an appropriate alternative when available.

Healthy snack choices include:

- Fresh fruits
- Fresh vegetables
- Crackers
- Fruit pies (non-cream or custard)
- Boxed drinks without artificial sweeteners

Any fresh fruits or vegetables sent from home should come from a commercial source and be thoroughly washed before being packed.

To support healthy eating habits, the school also provides fresh fruits and vegetables to students throughout the school year.

IV. Communication

At Stigall Primary, we believe that open communication between home and school is essential to every child's success. We encourage families to stay informed, ask questions, and partner with us throughout the school year.

School Calendar

The school calendar is available on the Stigall Primary website and will be updated regularly with important dates, events, and announcements. We encourage families to check the calendar often to stay informed about school activities.

Keeping Contact Information Current

It is very important that we have current contact information for every student.

Parents and guardians should notify the school office **in writing** whenever there is a change in:

- Home address
- Mailing address
- Home, work, or cell phone number
- Email address
- Emergency contacts

Every student must have current emergency contact information on file so that parents or guardians can be reached quickly if needed during the school day.

Parent-Teacher Conferences

Strong communication between families and teachers plays an important role in student success.

Parent-teacher conferences are scheduled following the **first (Fall)** and **second (Winter)** grading periods.

- **Fall Conferences:** All families are expected to participate.
- **Winter Conferences:** Conferences are scheduled for students who may be experiencing academic concerns or who would benefit from additional support.
- **Spring Conferences:** Additional conferences may be scheduled as needed, including when retention is being considered.

Parents are welcome to request a conference with their child's teacher at any time during the school year. Please contact the teacher directly to schedule an appointment.

To minimize interruptions to instruction, conferences should be scheduled in advance and are typically held:

- Before school
- After school
- During the teacher's planning period
- At another mutually agreed-upon time

If a teacher is unavailable when you arrive without an appointment, the conference may need to be rescheduled.

Family and Community Resources

At Stigall Primary, we recognize that a child's success extends beyond the classroom. We are committed to supporting the whole child and connecting families with resources when additional assistance is needed.

Families seeking support are encouraged to contact the **Parent Resource/Involvement Center** at **731-784-3699** for information about available community services and family resources.

Telephone Communication

Students may use the school office telephone for emergencies only.

To protect instructional time, students will only be called from class in emergency situations. Non-emergency messages will be delivered to the teacher and shared with the student as appropriate.

Teachers are unable to accept phone calls while teaching. If you need to speak with a teacher, please leave a message with the school office. Teachers will return calls during their planning period or as soon as possible after the instructional day.

Website and Email

Stigall Primary maintains a school website to keep families informed about school news, upcoming events, classroom activities, and important announcements.

We encourage families to visit the website regularly: **sps.hcs.vikings.org**

You may also access the school website by visiting **www.hcsvikings.org** and selecting **Stigall Primary** from the Schools menu.

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

Cell Phones and Personal Electronic Devices

In accordance with **Humboldt City Schools Board Policy 6.312**, students may not use cell phones or other personal electronic devices during the regular school day.

Students who use a cell phone during school hours are in violation of board policy and school rules and may be subject to disciplinary action. Parents who need to communicate with their child during the school day should contact the school office, and messages will be delivered as appropriate.

V. Health Services and School Procedures

Medication Policy

Whenever possible, medications should be administered at home. However, we understand that some students may need medication during the school day. To ensure the safety of all students, the following procedures must be followed.

Bringing Medication to School

- All medications must be delivered to the school by a parent or legal guardian.
- **Students should never transport medication to or from school.**
- Medications must be taken directly to the school office or the school nurse upon arrival.

Prescription Medications

Before prescription medication can be administered at school, the following must be provided:

- A completed parent/guardian permission form (available in the school office).
- A written order from the student's physician or licensed healthcare provider that includes:
 - Name of the medication
 - Dosage
 - Time and frequency of administration

Physician orders are valid for the current school year only and must be renewed annually.

Prescription medications must be in the **original pharmacy-labeled container**. The label must include:

- Student's full name
- Prescription number
- Name and dosage of the medication
- Route of administration and/or specific directions for use
- Date the prescription was filled
- Name of the licensed prescriber
- Pharmacy name, address, and telephone number

Over-the-Counter (OTC) Medications

Before over-the-counter medication can be administered at school:

- A completed parent/guardian permission form must be on file.
- The medication must be delivered by a parent or guardian.
- Medication must remain in the original manufacturer's container with all ingredients clearly listed.
- The student's name must be clearly labeled on the container.

Medication Storage and Administration

- All medications will be securely stored in a locked area.
- Medication will be administered by the school nurse or other trained, designated school personnel.
- Medication will be given only according to the physician's order and parent authorization.

End-of-Year Medication Pick-Up

Parents or guardians are responsible for picking up all medications at the end of the school year. Any medication remaining after the last day of school will be properly disposed of according to district guidelines.

Parent Concerns and Grievance Procedures

Stigall Primary values open communication and believes that most concerns can be resolved through respectful conversation and collaboration.

If you have a concern, we encourage you to follow these steps:

1. **Speak with your child's teacher** or the appropriate staff member to discuss the concern.
2. If the issue is not resolved, **contact the school principal**.
3. If additional assistance is needed, the concern may be directed to the appropriate district supervisor or the Superintendent.
4. If the matter remains unresolved, an appeal may be made to the Humboldt City Schools Board of Education for final consideration.

To ensure concerns are addressed fairly and efficiently, families are asked to follow this chain of communication before presenting concerns to the Board of Education.

Lost and Found

Students are encouraged to turn in any items they find to the school office. To help us return lost belongings quickly, parents are encouraged to label jackets, sweaters, backpacks, lunch boxes, water bottles, and other personal items with their child's name.

Unclaimed items in the Lost and Found will be donated after **Winter Break** and again at the end of the school year.

Law Enforcement Interviews

When law enforcement officers request to question or take a student into custody, school personnel will follow **Humboldt City Schools Board Policy 6.303** and all applicable state and federal laws.

Harassment

Stigall Primary is committed to providing a safe, respectful learning environment where every student feels valued.

Harassment of any kind, including sexual harassment, will not be tolerated.

Students who experience or witness harassment should immediately report the incident to a teacher, school counselor, principal, or another trusted school employee.

All reports will be investigated promptly in accordance with district policy. Confidentiality will be maintained whenever possible, and retaliation against anyone who reports concerns in good faith is strictly prohibited.

Tobacco-Free Campus

Stigall Primary maintains a **100% tobacco-free and smoke-free campus**.

The use of tobacco products, electronic cigarettes (vapes), or other smoking devices is prohibited at all times on school property, including inside vehicles parked on campus.

Textbooks and School Property

Textbooks and other instructional materials are provided for student use during the school year and remain the property of Humboldt City Schools.

Students are expected to care for all school-issued materials. Families may be responsible for the replacement cost of lost or damaged textbooks, library books, technology, or other school property beyond normal wear and tear.

Visitors

To help ensure a safe learning environment, all visitors must:

- Enter through the front office entrance.
- Check in with the school secretary.
- State the purpose of the visit.
- Receive and wear a visitor badge while on campus.

Visitors who have not checked in and received a visitor badge will not be permitted beyond the office area.

Student visitors are not permitted during the school day unless approved in advance by the principal.

Custody and Visitation

Court orders regarding custody or visitation should be provided to the school office so they may be kept on file.

While the school will follow all legal documentation on file, school personnel cannot enforce visitation agreements. Families are responsible for making visitation arrangements outside of the school day whenever possible.

Walking Students to Class

One of our goals at Stigall Primary is to help students become confident and independent.

Parents are welcome to walk their child to class during the **first week of school** as students become familiar with their new routines.

Beginning with the **second week of school**, students should walk to their classrooms independently. This helps minimize classroom disruptions, promotes student confidence, and allows instructional time to begin promptly.

If you would like to meet with your child's teacher, please schedule a conference in advance rather than using arrival time for conferences.

VI. Standardized Dress Guidelines

Stigall Primary's standardized dress code helps create a safe, respectful, and distraction-free learning environment where students can focus on learning. We appreciate your partnership in ensuring that students arrive at school dressed appropriately each day.

Standardized Dress Requirements

Shirts

Students may wear:

- Solid-colored, collared polo shirts or turtlenecks
- Shirts with no more than three buttons
- Approved school logo shirts

Shirts must remain tucked in throughout the school day.

Pants, Shorts, Skirts, and Jumpers

Approved bottoms include:

- Tan, navy, or black pants
- Tan, navy, or black walking shorts
- Tan, navy, or black skirts or jumpers

Additional guidelines:

- Pants must fit properly at the waist.
- Pants must have straight or flared legs.
- Walking shorts must be knee-length.
- Skirts and jumpers must be at or below the knee.

The following are **not permitted**:

- Denim of any kind
- Bell bottoms
- Baggy, sagging, tight-fitting, or spandex pants
- Sweatpants or jogging suits

Belts

Students in **First Grade** are required to wear a belt. (Pre-Kindergarten and Kindergarten students are exempt.)

Belts must:

- Be solid in color
- Fit properly
- Be worn through the belt loops
- Have no large logos or decorative buckles

Undershirts and Outerwear

Students may wear:

- One solid-colored T-shirt underneath their uniform shirt
- Solid-colored sweaters, sweatshirts, light jackets, or vests approved by the Board

Outerwear must:

- Be waist-length or longer
- Remain open while worn
- Be free of hoods

Heavy coats, heavy jackets, and raincoats should be removed upon entering the building.

Shoes

Students should wear safe, comfortable footwear.

Permitted footwear includes:

- Athletic shoes
- Sandals with secure straps
- Birkenstocks
- Boots

Shoes may not have heels higher than **1½ inches**.

Flip-flops are not permitted.

Logos and Accessories

Clothing should be free of logos, pictures, brand names, or decorative designs.

Exceptions include:

- Approved school logos
- Viking head stickers
- Small manufacturer logos on shoes or near the waistline or pocket of pants or shorts

The following items are not permitted during the school day:

- Hats
- Bandanas
- Sunglasses
- Gloves (unless medically required)
- Non-prescribed mouth accessories
- Scrubs

Special Dress Days

Throughout the school year, school administration may designate special dress days, such as spirit days or themed events. These opportunities will be announced in advance.

All clothing worn on special dress days must remain school appropriate.

Standardized Dress Exemptions

Parents or guardians may request an exemption from the standardized dress policy due to sincerely held religious beliefs or other qualifying reasons.

To request an exemption:

1. Complete the **Standardized Dress Exemption Form and Questionnaire**, available in the school office.
2. The principal will review the request and provide a written decision within **two (2) school days**.
3. If the request is denied, parents may appeal to the Superintendent, who will respond within **five (5) school days**.
4. A final appeal may be made to the Humboldt City Schools Board of Education within **five (5) days** of the Superintendent's decision.

Students may continue to dress according to the requested exemption while the appeal process is pending.

Dress Code Reminder

If a student's clothing does not meet the standardized dress guidelines, parents or guardians may be contacted and asked to bring appropriate clothing. The school administration will make every effort to resolve dress code concerns in a respectful and timely manner while minimizing disruptions to the instructional day.

VII. Transportation

The safety of our students is our highest priority. We appreciate your cooperation in following our transportation procedures to ensure a safe and efficient arrival and dismissal each day.

Morning Arrival

- Students may enter the building beginning at 7:15 a.m.
- Students should not be dropped off before 7:15 a.m., as staff supervision is not available before that time.
- Students left unattended before 7:15 a.m. may be reported to the appropriate authorities.
- Bus riders and car riders should follow the directions of school staff during arrival.

Car Rider Procedures

To help keep traffic flowing safely:

- Use the designated car rider line for drop-off and pick-up.
- Remain in your vehicle during arrival and dismissal.
- Do not park or leave your vehicle unattended in the pick-up lane.
- If you need to enter the building, please park in a designated parking space.
- Do not enter or block the bus lane at any time.
- Please refrain from blocking parking lot entrances or driveways.

Dismissal for car riders begins at 2:50 p.m. Students will not be dismissed before that time except for approved early check-outs.

All car riders should be picked up by 3:15 p.m.

For the safety of all students, parents may not wait inside the building for dismissal or walk the hallways before dismissal begins.

Transportation Changes

To ensure student safety, any change in a student's usual method of transportation must be submitted in writing by a parent or guardian on the day of the change.

Phone calls requesting transportation changes will be accepted only in emergency situations.

If a written note is not received, students will be sent home using their regular method of transportation.

Transportation changes requiring approval include:

- Riding home with another student
- Riding a different school bus (when space is available)
- Going to a different daycare
- Being picked up instead of riding the bus

When a student plans to ride home with another student, both families must provide written permission, and both students must check in with the school office that morning.

Parents whose children attend daycare or another after-school program should notify both the school and the daycare provider of any transportation changes.

School Bus Transportation

School bus transportation is a privilege provided by Humboldt City Schools. Students are expected to demonstrate respectful, responsible, and safe behavior while:

- Waiting at the bus stop
- Boarding and exiting the bus
- Riding the bus
- Waiting in the bus loading area at school

Students are expected to follow all bus rules and directions given by the bus driver or bus monitor.

Students will ride their assigned bus both to and from school unless an approved transportation change has been submitted.

Bus Safety

For the safety of all students, personal vehicles are strictly prohibited from entering the bus loading area during morning arrival and afternoon dismissal.

Bus Discipline

Students who do not follow bus expectations may lose their bus riding privileges.

Bus discipline procedures are as follows:

Offense	Consequence
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1st Offense	Written warning to parent/guardian
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2nd Offense	Suspension of bus riding privileges for 10 school days
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3rd Offense	Suspension of bus riding privileges for 30 school days
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4th Offense	Suspension of bus riding privileges for the remainder of the semester and/or school year
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Serious behavior that creates an unsafe environment for the driver, bus monitor, or other students may result in immediate suspension of bus privileges.

The principal will determine disciplinary consequences based on the severity of the behavior.

Field Trips

Field trips provide valuable opportunities to extend classroom learning through hands-on experiences. Participation in field trips is considered a privilege and is based on student behavior and responsibility.

Students are expected to follow all school rules while participating in field trips and school-sponsored activities.

Students may become ineligible to participate in field trips or special events for the current semester if they receive:

- Three (3) office referrals
- Nine (9) Red behavior marks
- Twelve (12) Yellow behavior marks

In addition, students with overdue or unpaid library books or other outstanding school obligations at the time of a scheduled field trip may not be permitted to attend until those obligations have been resolved.

VIII. Federal Programs (Title I)

What is Title I?

Stigall Primary School is proud to participate in the federal **Title I** program under the **Every Student Succeeds Act (ESSA)**. Title I provides additional funding to schools to help ensure that every child has access to a high-quality education and the opportunity to achieve academic success.

The goal of Title I is to improve student achievement by providing additional instructional resources, academic support, and meaningful opportunities for family engagement.

At Stigall Primary, Title I funds may be used to provide:

- High-quality instructional materials and classroom resources
- Academic intervention and support programs
- Professional learning opportunities for teachers
- Family engagement activities and educational resources
- Programs designed to improve student achievement

Humboldt City Schools follows all federal and state regulations governing the use of Title I funds, including the Uniform Grants Guidance (UGG), to ensure that resources are used responsibly and effectively to support student success.

District LEA Plan

Humboldt City Schools develops a comprehensive **District LEA Plan (InformTN)** in collaboration with teachers, administrators, parents, and community stakeholders. This plan identifies district strengths, areas for growth, and goals for improving student achievement.

The LEA Plan guides district priorities and the use of federal funding. Families may review the current plan on the Humboldt City Schools website under **Departments → Federal Programs**.

School Improvement Plan

Each school develops an annual **School Improvement Plan (SIP)** to guide academic growth and continuous improvement.

The School Improvement Plan is developed by a committee of teachers, administrators, parents, and community members and is based on student data and school needs. The plan serves as the foundation for the school's use of Title I funds.

Parents are encouraged to participate in the School Improvement Planning process. If you are interested in serving on the committee, please contact the school principal.

Copies of the School Improvement Plan are available in the school office and on the school's website.

Humboldt City Schools Title I Program

Humboldt City Schools operates a **schoolwide Title I program**, which means every student and teacher in each school benefits from Title I services and resources.

The district's three Title I schools include:

- **Stigall Primary School** (Pre-K–1)
- **East Elementary School** (Grades 2–6)
- **Humboldt Junior & Senior High School** (Grades 7–12)

Title I funding supports each school's School Improvement Plan and helps provide programs and services designed to increase student achievement.

School-Parent Compact

Stigall Primary believes that education is a partnership among students, families, and school staff.

Each Title I school develops a **School-Parent Compact** that outlines the shared responsibilities of the school, parents, and students for supporting academic success.

The School-Parent Compact is reviewed annually and is available in the school office, at the Humboldt Board of Education, and on the school's website.

Parent and Family Engagement

Humboldt City Schools believes that meaningful parent and family involvement is essential to student success.

The district has adopted a **Parent and Family Engagement Policy (Board Policy 4.502)** and a Parent and Family Engagement Plan that encourage collaboration between families and schools.

Each Title I school also maintains a school-level Parent and Family Engagement Plan that supports the district policy while addressing the unique needs of its students and families.

Copies of these plans are available:

- At the Humboldt Board of Education
- In each school office
- On the Humboldt City Schools website at www.hcsvikings.org

We encourage all families to become actively involved in their child's education by attending school events, participating in conferences and meetings, volunteering when possible, and maintaining regular communication with teachers. Together, we can provide every student with the support they need to succeed.

IX. District Policies and Student Services

Visitors on Campus

The safety of our students and staff is our highest priority. To help maintain a safe and secure learning environment, all visitors are required to follow the procedures below.

Visitor Check-In

All visitors must report to the **main office** immediately upon entering any Humboldt City Schools campus.

Visitors are required to:

- Present a valid government- or state-issued photo ID.
- Sign in through the school's visitor management system.
- Wear a visitor badge while on campus.

As part of our standard safety procedures, all visitors are screened through the visitor management system, which checks the National Sex Offender Registry. Individuals identified through this screening process will not be permitted to enter the school.

Parent and Family Visits

Parents and guardians are always welcome at Stigall Primary. We encourage families to stay involved in their child's education by visiting the school, attending school events, and participating in conferences and other activities.

To ensure the safety of all students and minimize interruptions to instruction, all visitors must check in through the main office before proceeding to other areas of the building.

Student Visitors

Student visitors are not permitted on campus during the school day unless prior approval has been granted by the school principal or main office.

Students enrolled in another school, assigned to an alternative school, or serving an out-of-school suspension are not permitted on campus during the period of their assignment or suspension unless authorized by school administration.

Student Check-Out and Return

Students who are checked out during the school day may return to campus only if they are accompanied by a parent or guardian and checked back in through the main office.

Students who are 18 years of age and have parental permission to check themselves out may return to school that same day only with appropriate documentation, such as a doctor's, dentist's, or court excuse.

Humboldt City Schools Curriculum

Humboldt City Schools provides a high-quality curriculum aligned with the **Tennessee Academic Standards**, ensuring that all students receive rigorous instruction designed to prepare them for future academic success.

Parents and families are valued partners in the educational process. We encourage you to take an active role in your child's learning by communicating regularly with teachers, supporting learning at home, and participating in school activities whenever possible.

Parents have the right to review curriculum materials and learn about the instructional and extracurricular programs available to their child. If you have questions or concerns regarding your child's educational program, we encourage you to contact your child's teacher or the school principal.

Families may also view the Humboldt City Schools State Report Card and additional district information by visiting www.hcsvikings.org.

Positive Behavior Supports

Each Humboldt City School implements a **Positive Behavior Support Plan** that aligns with Tennessee's **Response to Instruction and Intervention for Behavior (RTI²-B)** framework.

Our goal is to create safe, respectful, and supportive learning environments where students are taught positive behaviors and provided with the support they need to succeed both academically and socially.

Professional Learning for Staff

Humboldt City Schools is committed to providing ongoing professional learning for all employees to ensure high-quality instruction for every student.

Certified staff participate in **ten (10) professional learning days** each year, while educational assistants participate in **two (2) professional learning days** annually.

Professional learning topics include:

- Tennessee Academic Standards
- Effective instructional practices
- Supporting students with disabilities
- Response to Instruction and Intervention (RTI²)
- English Learner (EL) instruction and WIDA Standards
- Classroom accommodations and differentiation
- Cultural competency
- Poverty awareness
- Student engagement and achievement

This ongoing training helps ensure that our educators are equipped with the knowledge and skills needed to meet the diverse needs of all learners.

Transfer Option for Victims of Violent Crime

In accordance with the **Tennessee State Board of Education's Unsafe School Choice Policy**, any student who becomes the victim of a violent crime while on school property, or the victim of an attempted violent crime as defined by Tennessee law, may be eligible to transfer to another public school within the district, when available.

Parents or guardians seeking additional information regarding this transfer option should contact the school principal or the Humboldt City Schools Central Office.

X. Student Safety and Civil Rights

Humboldt City Schools Bullying Prevention and Response

Humboldt City Schools is committed to providing a safe, respectful, and supportive learning environment where every student feels valued and protected. Bullying, harassment, intimidation, or retaliation of any kind will not be tolerated.

Our district follows Tennessee's **Response to Instruction and Intervention for Behavior (RTI²-B)** framework to teach positive behaviors, encourage respectful relationships, and address inappropriate behavior promptly and consistently.

The Humboldt City Schools **Civil Rights Coordinator** is responsible for overseeing the implementation of the district's bullying prevention policies and ensuring all reports are addressed appropriately.

Reporting Bullying

Students, parents, and staff are encouraged to report any suspected bullying, harassment, or intimidation to a teacher, school counselor, principal, or other trusted school employee. All reports will be investigated promptly and handled as confidentially as possible.

Retaliation against anyone who reports bullying or participates in an investigation is strictly prohibited.

Level One Bullying Behaviors

Examples of Level One bullying behaviors may include:

- Gossiping or spreading rumors
- Purposefully embarrassing another student
- Name-calling or put-downs
- Hurtful teasing

Possible Interventions

Depending on the circumstances, interventions may include:

- Parent or guardian notification
- Student participation in an anti-bullying contract
- Mandatory parent and student participation in an anti-bullying educational program
- Detention or other school-based disciplinary consequences
- Referral to the Family Resource Director for additional support services

Level Two Bullying Behaviors

Examples of Level Two bullying behaviors may include:

- Threatening to take or destroy another student's belongings

- Taking or intentionally damaging another student's property
- Making verbal threats or intimidating another student
- Encouraging others to exclude, reject, or isolate a student
- Encouraging others to spread rumors
- Using threats or force to pressure someone into unsafe actions
- Retaliation against a student who reports bullying
- Public humiliation
- Harassment

Possible Interventions

Depending on the severity of the behavior, interventions may include:

- Parent or guardian notification
- Referral to the school counselor and/or social worker
- Out-of-school suspension
- Referral to the District Threat Assessment Team
- Additional disciplinary action in accordance with district policy and the Student Code of Conduct

School administrators will determine appropriate consequences based on the severity of the behavior, the student's disciplinary history, and district policy.

Continued Bullying Prevention and Response

If **Level Two bullying behaviors** continue or are repeated, the incident may be referred by the school administration to the **Disciplinary Hearing Board**. When appropriate, the administrative team may also make a referral to the **Tennessee Department of Children's Services (DCS)** or the appropriate juvenile court.

Investigation Procedures

Every report of bullying, harassment, intimidation, or hazing will be investigated individually using the **Tennessee Department of Education's required investigation procedures**. All reports will be handled as confidentially as possible while ensuring a thorough and fair investigation.

In accordance with state requirements:

- An investigation will begin **within 48 hours** of receiving a bullying report.
- Appropriate interventions or corrective actions will be implemented **within 20 calendar days** of the report, when warranted.

If an investigation determines that a report was knowingly false and intended to harm another person's reputation (defamation of character), appropriate disciplinary action may be taken in accordance with the district's **Level Two interventions**.

Commitment to a Safe Learning Environment

In compliance with **Tennessee Public Chapter 992**, Humboldt City Schools uses the state's definitions of **bullying, harassment, and hazing** to ensure consistency in reporting, investigating, and addressing incidents.

Our goal is to provide a **safe, respectful, and bully-free learning environment** where every student feels valued, supported, and able to learn without fear of intimidation or harassment.

Definitions

To help ensure a safe and respectful learning environment, Humboldt City Schools follows the definitions established by the **Tennessee Department of Education**.

Bullying is defined as unwanted, aggressive behavior among students that involves a real or perceived imbalance of power. The behavior is repeated or has the potential to be repeated over time. A power imbalance may involve physical strength, access to embarrassing information, popularity, or another factor that is used to intimidate, control, or harm another student.

Hazing is defined as any intentional or reckless act, whether on or off school property, committed by one student or a group of students against another student that endangers—or coerces a student to endanger—their mental or physical health or safety.

Harassment is defined as unwelcome verbal, written, electronic, or physical conduct that is threatening, harmful, intimidating, or humiliating. Harassment may include name-calling, offensive written or graphic messages, or inappropriate communications through electronic devices, social media, text messages, or the internet.

The complete **Humboldt City Schools Bullying Policy (Board Policy 6.304)** is available on the Humboldt City Schools website at www.hcsvikings.org.

Foster Care Procedures

Humboldt City Schools is committed to providing educational stability and support for students in foster care in accordance with the **Every Student Succeeds Act (ESSA)** and **Board Policy 6.505**.

When a student enters foster care, the district works collaboratively with the **Tennessee Department of Children's Services (DCS)** to determine what is in the student's best educational interest. Whenever possible, students are encouraged to remain in their **school of origin** to provide consistency and minimize disruptions to their education.

The district will:

- Work closely with DCS to determine the student's best educational placement.
- Ensure students are enrolled promptly if a school change is necessary.
- Transfer student records as quickly as possible.
- Award appropriate credit for completed coursework.
- Develop transportation plans with DCS to support educational stability.
- Provide services that support the student's academic and emotional success.

Transportation arrangements are coordinated jointly by Humboldt City Schools and DCS in accordance with state and federal requirements to ensure students have uninterrupted access to their education.

Families with questions regarding foster care services or educational rights are encouraged to contact the school principal or the district's Foster Care Point of Contact.

Military Family Information (ESSA)

Humboldt City Schools is committed to supporting the unique educational needs of military-connected students and their families.

In accordance with the **Every Student Succeeds Act (ESSA)**, schools are required to identify students whose parent or legal guardian serves in the United States military. This information helps the district better understand and support the educational needs of military-connected students and is reported to the Tennessee Department of Education.

Military-connected classifications include:

- **Active Duty Military**
- **National Guard**
- **Military Reserve**

This information is collected during student registration and enrollment and is used solely for educational reporting and support purposes.

Migrant Education Survey

As required by the Tennessee Department of Education, Humboldt City Schools administers the **Migrant Occupational Survey** to all new and returning students each school year.

The survey helps identify students who may qualify for additional educational services through the **Migrant Education Program**. Participation in the survey ensures that eligible students and families receive the support and resources available to them.

Reporting Suspected Child Abuse or Neglect

The safety and well-being of every child is our highest priority.

Under **Tennessee law**, all school employees are **mandatory reporters** and are required to report any reasonable suspicion of child abuse or neglect. Reports may be made based on concerns involving a student at school, at home, or in the community.

School personnel are **legally required** to report suspected abuse or neglect directly to the appropriate authorities. Parents or guardians are **not notified prior to making a report**, as required by state law.

These reports are made to help protect children and ensure their safety and well-being.

Notice of Nondiscrimination

Humboldt City Schools is committed to providing an educational environment that is free from discrimination, harassment, and exclusion.

In accordance with **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**, and other applicable federal and state laws, Humboldt City Schools does not discriminate on the basis of:

- Race
- Color
- National origin
- Sex
- Religion
- Age
- Disability
- Or any other protected status under applicable law

This nondiscrimination policy applies to all educational programs, activities, employment practices, admissions, and access to district services.

Civil Rights & Compliance Contacts

If you have questions or concerns regarding nondiscrimination, civil rights, or student services, please contact the appropriate district or state representative listed below.

District Contacts

Wayne Sheehan

Attendance Coordinator/Pupil Services

Title VI & Title IX Coordinator

Humboldt City Schools

2602 Viking Drive

Humboldt, TN 38343

Casshawndra Sain

Section 504 Coordinator

Humboldt City Schools

2602 Viking Drive

Humboldt, TN 38343

State Contact

State Title VI Coordinator

Tennessee Department of Education

Andrew Johnson Tower, 5th Floor

710 James Robertson Parkway

Nashville, TN 37243

Federal Office for Civil Rights

U.S. Department of Education

Office for Civil Rights

P.O. Box 2048

Atlanta, GA 30301-2048

XI. Student Privacy and Parent Rights

Family Educational Rights and Privacy Act (FERPA)

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student education records and gives parents certain rights regarding their child's educational information.

Generally, Humboldt City Schools must obtain written permission from a parent or guardian before releasing personally identifiable information from a student's education records, unless disclosure is permitted by law.

Directory Information

FERPA allows schools to release certain information, known as **directory information**, without prior written consent unless a parent or guardian chooses to opt out.

Directory information may include:

- Student's name
- Address
- Telephone number
- Email address
- Photograph
- Date and place of birth
- Grade level
- Dates of attendance
- Participation in officially recognized activities and athletics
- Weight and height of athletic team members (when applicable)
- Degrees, honors, and awards received
- Major field of study (when applicable)
- The most recent school attended

Directory information may be used in school publications and programs such as:

- School yearbooks
- Honor Roll and academic recognition lists
- Graduation programs
- Fine arts programs
- Athletic programs and team rosters
- Other school-sponsored publications

Directory information may also be shared with organizations that provide services to the school, such as yearbook publishers, class ring companies, and other educational vendors.

In accordance with federal law, schools receiving federal education funding may also provide student names, addresses, and telephone numbers to military recruiters unless a parent or guardian has submitted a written request to withhold this information.

Opting Out of Directory Information

Parents or guardians who **do not wish** for their child's directory information to be released must notify Humboldt City Schools **in writing by September 1** of each school year.

Requests received after this date will be honored as soon as reasonably possible but may not prevent information that has already been released.

For questions regarding FERPA or your rights under this law, please contact your child's school office or the Humboldt City Schools Central Office.

Highly Qualified Teachers & Parents' Right to Know

Humboldt City Schools is committed to employing highly qualified teachers and educational assistants who are dedicated to providing every student with a high-quality education.

In accordance with the **Every Student Succeeds Act (ESSA)** and Tennessee law:

- All teachers and principals must hold a valid Tennessee educator license with the appropriate endorsement for the subjects and grade levels they teach.
- If a teacher is assigned to teach outside of their endorsement area, the district must obtain the appropriate approval from the Tennessee Department of Education.
- Educational assistants (paraprofessionals) must meet all state employment requirements, including holding at least a high school diploma or GED and demonstrating proficiency in reading and writing.

Humboldt City Schools is committed to providing ongoing professional learning and support to ensure all educators continue to meet state standards and deliver high-quality instruction.

Parents' Right to Know

As the parent or guardian of a student attending a Title I school, you have the right to request information regarding the professional qualifications of your child's classroom teacher and instructional paraprofessional.

Upon request, the district will provide information regarding:

- Whether your child's teacher meets Tennessee certification and licensure requirements.
- Whether your child's teacher is teaching under an emergency or temporary license.
- The teacher's college major and any graduate degrees or certifications earned.
- Whether your child receives services from an instructional paraprofessional and that individual's qualifications.

If you have questions about your child's teacher or would like additional information regarding educator qualifications, please contact your child's school principal.

XII. English Learner (EL) Services

EL Services

Humboldt City Schools is committed to ensuring that every student has the opportunity to succeed, regardless of their primary language.

Identification of English Learners

As part of the enrollment process, every family completes a **Home Language Survey**. This survey helps the district identify students who may qualify for English Learner (EL) services.

If a language other than English is indicated on the survey:

- The student will be screened by a qualified English Learner (EL) teacher or coordinator within the first **10 school days** of enrollment.
- The language assessment will determine the student's English language proficiency and eligibility for EL services.
- Families will be informed of the assessment results and any available language support services.

To assist families throughout the enrollment process, Humboldt City Schools provides **translation and interpretation services** for families whose primary language is not English.

Información para Familias de Habla Hispana

Humboldt City Schools está comprometido a brindar igualdad de oportunidades educativas para todos los estudiantes.

Como parte del proceso de inscripción, todas las familias completaron una **Encuesta sobre el Idioma del Hogar**. Si la encuesta indica que se habla un idioma diferente al inglés en el hogar, el estudiante será evaluado por un maestro o coordinador del programa de **Aprendices del Idioma Inglés (EL)** dentro de los primeros **10 días escolares** después de la inscripción.

La evaluación determinará el nivel de dominio del idioma inglés del estudiante y si califica para recibir servicios de apoyo lingüístico.

El distrito ofrece servicios de traducción e interpretación para ayudar a las familias durante el proceso de inscripción y durante todo el año escolar.

XIII. Student Health Services

Tennessee Immunization Requirements

In accordance with **Tennessee Department of Health Rule 1200-14-1-.29**, students entering school must meet all state immunization requirements.

An **official Tennessee Certificate of Immunization** is required for:

- Students entering **Pre-Kindergarten**
- Students entering **Kindergarten**
- Students entering **7th Grade**
- Any student enrolling in a Tennessee school for the **first time**

The Tennessee Certificate of Immunization must be obtained from a **Tennessee-licensed healthcare provider or local health department** and submitted to the school before attendance, as required by state law.

Parents and guardians are encouraged to ensure that all required immunizations and documentation are current before the start of the school year to avoid delays in enrollment.

Need Help Paying for Vaccinations?

The cost of vaccinations should never prevent your child from receiving the immunizations required for school.

Children and teens **under 19 years of age** who are enrolled in **TennCare** or who do not have health insurance may qualify to receive **free vaccines** through the **Vaccines for Children (VFC) Program**. Vaccines are available through participating healthcare providers and local health departments.

If your child has health insurance that does not cover vaccinations and your family cannot afford the cost, your local health department may also be able to provide the required vaccines.

While the vaccines are provided at no cost, participating health departments and VFC providers may charge a small administration fee. This fee may be reduced or waived based on your family's income.

If you have questions about your child's immunizations or eligibility for the Vaccines for Children (VFC) Program, please contact your healthcare provider or your local health department.

Gibson County Health Department

For immunization information or to schedule an appointment, please contact the location most convenient for you:

Location	Phone Number
Trenton	(731) 855-7601
Milan	(731) 686-9240
Humboldt	(731) 784-5491

Gibson County Health Department
1250 Manufacturers Row
Trenton, TN 38382



Humboldt City Schools

Office of Coordinated School Health

301 Westside Dr.
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
731-784-2825

Humboldt City Schools School Nutrition Program

2602 Viking Drive

Humboldt, Tennessee

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

School Food Service Meal Prices 2026 - 2027

GRADE	BREAKFAST	LUNCH
PREK-12	NO CHARGE	NO CHARGE
STAFF	\$3.25	\$5.25
VISITORS	\$3.25	\$5.25
VISITORS (SPECIAL MEALS)	\$4.00	\$6.00

“USDA is an equal opportunity provider, employer, and lender.”

Humboldt City Schools School Nutrition Program

2602 Viking Drive

Humboldt, Tennessee

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

August 2026

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. Many studies confirm how important breakfast is- how children are more alert in class, which leads to better learning and higher grades.

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

“USDA is an equal opportunity provider, employer and lender.”

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 MS, RD, Food Service Director
ginny.hatch@hcsvikings.org

“USDA is an equal opportunity provider, employer and lender.”

Healthy Snack Guidelines

At Humboldt City Schools, we are committed to promoting healthy habits that support student learning, growth, and overall well-being. In accordance with our **District Wellness Policy**, we encourage families to provide nutritious snacks that help students stay energized and focused throughout the school day.

Many snacks that are high in added sugars provide little nutritional value and may contribute to weight gain, obesity, and decreased energy levels. While sugary foods may provide a quick burst of energy, they are often followed by fatigue and increased hunger, making it more difficult for children to stay focused in the classroom.

To support your child's health and academic success, we encourage you to choose snacks that are nutritious, satisfying, and low in added sugar.

Healthy Snack Ideas

To support healthy eating habits and student success, we encourage families to send nutritious snacks that are low in added sugar and provide lasting energy. Please choose snacks from the suggestions below whenever possible.

Fresh Fruits

- Apples
- Bananas
- Oranges
- Grapes
- Strawberries
- Blueberries
- Watermelon
- Pineapple
- Cantaloupe
- Clementines

Fresh Vegetables

- Baby carrots
- Cucumber slices
- Celery sticks
- Bell pepper strips
- Cherry tomatoes
- Broccoli florets
- Snap peas

Dried Fruits

- Raisins
- Dried cranberries
- Dried apples
- Dried apricots

Whole Grain Snacks

- Whole grain crackers
- Whole grain graham crackers
- Whole grain pretzels
- Whole grain cereal bars
- Low-sugar granola bars
- Whole grain cereal

Popcorn

- Air-popped popcorn
 - Lightly buttered popcorn
 - Light kettle corn
- (Individual snack-size bags are preferred.)*

Crackers & Pretzels

- Goldfish® crackers
- Whole grain crackers
- Baked crackers
- Pretzels
- Pretzel sticks

Dairy & Protein Snacks

(If permitted by the teacher and classroom guidelines.)

- String cheese
- Cheese cubes
- Yogurt tubes
- Low-fat yogurt cups
- Cottage cheese

Fruit Cups & Applesauce

- Unsweetened applesauce
- Fruit cups packed in 100% juice
- Squeezable fruit pouches

Better-For-You Treats

- Whole grain cookies
- Graham crackers
- Animal crackers
- Rice crispy treats made with whole grains
- Low-fat pudding cups
- Fruit snacks made with real fruit

Baked Snack Chips

- Baked potato chips
- Baked tortilla chips
- Baked cheese snacks
- Veggie chips

Please Avoid Sending

To help support our District Wellness Policy, please do **not** send:

- Candy
- Chocolate bars
- Gum
- Soda or carbonated drinks
- Energy drinks
- Drinks containing artificial sweeteners
- Large bags of chips
- Foods with excessive sugar
- Fast food or restaurant meals
- Homemade treats

School Supplies

We believe that every child deserves to start the school year prepared and confident. The following supply lists have been carefully created by our teachers to support classroom learning. If purchasing school supplies creates a hardship for your family, please contact the school office or school counselor. We are happy to work with families to help ensure every student has the supplies they need to be successful.



STIGALL PRIMARY SCHOOL

SUPPLY LIST 2026-2027

KINDERGARTEN

- Clear Backpack
- 1 Water Bottle (No Cups)
- 2 Changes of Clothes for Accidents
- 3 Packs of USA Gold or Ticonderoga Pencils
- 4 Boxes of Crayola Crayons
- 4 Large Elmer's Glue Sticks
- 5 Black Expo Dry-Erase Markers
- 1 Pair of Over-the-Head Headphones (No Bluetooth)
- 3 Large Boxes of Kleenex
- Clorox Wipes
- Germ-X
- 1 Pack of Baby Wipes







FIRST GRADE

- Clear Backpack
- 1 Water Bottle
- Pencil Bag (Not Box)
- 4 Boxes of Crayola Crayons (24 Count)
- 4 Packs of Pencils (12 Count, Yellow/Ticonderoga Preferred)
- 1 Pack of Pink Erasers
- 3 Wide-Ruled Composition Notebooks (Non-Spiral)
- 1 Pack of Glue Sticks (No Liquid Glue)
- 3 Packs of Black Expo Markers (4 Count Each)
- 2 Pairs of Over-the-Head Earphones
- 2 Boxes of Kleenex
- 2 Clorox Wipes
- 1 Lysol Spray
- 2 Packs of Cardstock Paper (1 White, 1 Color)











Stigall Primary
Student and Parent Handbook Acknowledgment
2026 - 2027

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 2026 - 2027 school year.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____