



Bobcats

STUDENT
HANDBOOK

2020-2021

Stuart-Burns Elementary School
Celebrating over 30 years of Success
3201 Highway 96
Burns, TN 37029
(615) 446-2791

Important Phone Numbers

Dickson County Board of Education	615-446-7571
Stuart-Burns Elementary School	615-446-2791
Transportation	615-740-5970
SBES Nurse	615-446-2791 Ext #86705
SBES Day Care	615-446-2398 (6:00-8:00 a.m., 2:30-6:00 p.m.)
SBES Cafeteria	615-441-4119
SBES Fax Number	615-441-4140
Snow Information	615-441-1994
Special Education Office	615-446-2085

Other Important Numbers

Dear Students and Families,

Welcome to Stuart-Burns Elementary School. I am honored to be able to serve you and your child in my role of Principal. I look forward to working with your family in the upcoming year as we work towards providing the best education for our students.

Back to school is always an exciting time in the life of a child. It provides a fresh start and a time to reflect on goals. We want our students to surpass their goals in every area. Our goal at Stuart-Burns is to produce confident, well-rounded, responsible life-long learners who will be productive forces in their homes, communities, and world. We hope that your child will look forward to each day at school and truly love learning.

This handbook is provided to help answer many questions you may have about our school, policies, and procedures. Our policies and procedures are in place to provide a safe and orderly environment for all students. While academics are of utmost importance at Stuart-Burns, your child's safety supersedes even academics. Please help us by following the guidelines detailed on the following pages and encourage your child/children to follow the rules, policies, and procedures we have established. Please keep this handbook throughout the year to turn to as questions arise.

We appreciate your support in every way, and we want to work as a team to meet the needs of your student. Your child will excel as you provide academic support, volunteer at school, and help provide financial support by contributing to our school donations and fundraisers. Please communicate the needs of your child with us. We want to help our students be successful in every way. Together we can make this year a positive year of growth for your child.

Thank you for your continued support of our school. We are looking forward to another great year!

Melinda Fortner

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SCHOOL DAY

OPENING

- 6:00 A.M. Daycare Opens: Circle the building and enter at the daycare entrance (located at the gym). Any student arriving prior to 7:10 should enroll in the daycare program.
- 7:10 A.M. Buses arrive at cafeteria doors. Car riders should enter at front office doors. K will meet in the library, 1-2 will meet in the cafeteria, and 3-5 will meet in the gym.
- 7:40 A.M. Students will be released to teachers to report to classrooms.
- 7:45 A.M. Breakfast will be served in the classroom with teacher supervision.
- 7:55 A.M. SBES Broadcast Begins and **School Officially Begins: After the bell rings, students not in their classrooms are considered tardy.** Please park in a designated space and escort your child to the office to receive a tardy slip.

CLOSING

- 2:45 P.M. Cars may begin to line up at SBES. **You must have an official SBES car rider strip to pick-up students. If you do not, you will be asked to park and proceed to the office. A staff member will ask to see ID and will check it against the student's enrollment card. You will receive a new car rider tag for \$1.00 or a temporary yellow slip of paper.**
- 2:55 P.M. Student dismissal: A staff member will call our students' names with a headset that relays the

information through walkie talkies into the building. Students will come outside and stand at the appropriate number under the awnings and will be supervised by numerous SBES staff members.

Students will not be allowed to walk to their vehicles until the whistle blows. When the team of students is safely inside the vehicle, a staff member will motion a line of cars to exit as another team enters.

***Safety will always come first even if it delays traffic for a period of time during the first few days of the new school year. It will take time for new parents to learn the procedures.**

3:25 P.M. Any car riders not picked up will be sent to daycare and daycare charges will apply.

The building will be closed at 4:00 each day after the late bus riders leave except for those students enrolled in the childcare program or involved in other school activities.

2:55-6:00 Day Care will remain open

ATTENDANCE

If a student is feeling well, fever free, and not showing signs of any sickness, please make every effort to be at school on-time. Due to COVID-19, if your child is not feeling well, has a fever, or showing signs of sickness, please keep them at home.

PLEASE send a parent or doctor's note to the teacher each time your child is absent, tardy, or checks-out.

If you need to check-in or check-out your student, you will be required to buzz the front office and follow the instructions provided by SBES staff.

EXCUSED TARDIES/CHECK-OUTS/ABSENCES

(≤ 9 per semester)

- Personal illness of student – After 3 consecutive days or excessive absences, a note from a doctor may be required.
- Illness of immediate family member which requires the student's help at home
- Death in the family
- Religious observances
- School-sponsored activities
- Required court appearance – verification must be provided
- Other emergency extenuating circumstances beyond the control of the student which may be approved at the discretion of the principal
- Visiting a parent who is being deployed or returning from the military assignment – one day prior to deployment and one day upon return
- Family vacations – if the request is made to the principal at least 3 days in advance
- All other circumstances will be considered UNEXCUSED.

After nine excused/unexcused absences, a doctor's note will be required for any future absences.

MAKE-UP WORK FOR > 1 DAY EXCUSED ABSENCE

- Please call the office by **9:00 A.M.** to make this request.
- You may come after **2:00 P.M.** to retrieve the work.
- Students will be granted at least time equal to the number of days missed plus one day to make-up missed assignments or tests. Exceptions include pre-announced tests and assignments which will be due upon return.

UNEXCUSED ABSENCES PROCEDURES

3rd Unexcused Absence

- Parent Conference and Attendance Contract

5th Unexcused Absence

- Referral to Juvenile Court

UNEXCUSED TARDY/EARLY CHECK-OUT PROCEDURES

-3rd Unexcused Tardy/Early Check-Out: letter to parent

-4th Unexcused Tardy/Early Check-Out: Second written reminder with a post script from administrator

-5th Unexcused Tardy/Early Check-Out: Thirty minutes of recovery

*****Please check-out before 2:45 P.M.*****

BRINGING ITEMS TO SCHOOL

Toys including balls, pets, extra money, trading cards, cards, magazines, electronic devices, DVDs, and CDs should not be brought to school unless specifically requested by the teacher.

This includes things that can be used as toys such as calculators. E-readers (Kindles) and other electronic devices are allowed if the teacher permits, however, they are brought at the student's own risk. We will not be responsible for lost or stolen electronics. Students are responsible for any personal items brought to school.

CAFETERIA

RULES

- The first 15 minutes of each class's lunch time will be used for the consumption of nutrients and will be accompanied

by quiet. The last 15 minutes will be used for appropriate social interaction.

- Food purchased from the cafeteria should not be taken out of the cafeteria.
- Students are prohibited from selling candy and other merchandise to students.

PAYMENTS

- Place lunch payment in an envelope with your child's name, number, and amount.
- Please make **checks** payable to **Stuart-Burns Food Service**.
- Online payments can be made at www.lunchprepay.com. You will need access to your child's Student ID Number to begin the process. Be sure to choose premium service because as a resident of Dickson County the \$10 fee has been waived.

PRICES

- Students: Breakfast \$1.25 (Reduced \$0.30)
 Lunch \$2.50 (Reduced \$0.40)
- Visitors: Breakfast \$1.75
 Lunch \$3.75

VISITORS DURING BREAKFAST OR LUNCH

- No visitors will be allowed for breakfast or lunch at this time.

CARE OF SICK OR INJURED PUPILS

ENROLLMENT CARDS USED BY OFFICE STAFF & NURSE INCLUDE THIS MEDICAL INFO:

- Name, address, and phone numbers of parents/guardians and other caregivers to be contacted
- Permission to take to the local emergency room
- Medications

- Custody Restrictions

When illness occurs, parents will be notified and student will be made as comfortable as possible until someone comes for your child. The nurse will not call a parent for every student complaint. If the nurse does not think, in her professional opinion, the complaint warrants a phone call home, the child's complaint will be noted and he/she will be sent back to class.

SERIOUS INJURIES/SELF INJUROUS THREATS

Ambulance will be called to transport student to hospital listed on emergency card in the event a serious injury occurs or it is determined that the child is considering self-harm. At the same time parents or guardian will be notified. If parents or guardian cannot be located immediately, and the family physician is not available, the emergency room attendants in the hospital will call an available physician.

Teacher and the principal will gather all information relative to accident or injury indicating time, place, witness, etc. and complete an accident report. This report will be sent to the office of the Director of Schools.

CHEWING GUM AND CANDY

Do not send gum with your child to school. Students are not allowed to chew gum during a regular school day. This helps us keep our desks, chairs, and floors clean.

Students are prohibited from selling any items to other students as a fund raising activity for another group other than our local school system.

COMMUNICABLE DISEASES

It shall be the duty of the school authorities to exclude any child who is infected with or suspected of having the following diseases: measles, rubella, mumps, infectious hepatitis, chicken pox, pediculosis (head lice), scabies and **other illnesses designated by the local health officer as requiring exclusion**. If one of these illnesses is suspected, the teacher or principal should refer the child to the school health nurse, if available. If there is no school health nurse, the child should be sent home with the recommendation that the child's physician be contacted for diagnosis and treatment. The child shall be excluded from school until school personnel have received satisfactory evidence the child has been treated.

Please keep your child home until they are fever free for at least 24 hours to prevent the spread of illness.

It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter will be sent home with the child explaining the condition, requirements for readmission, and deadlines for satisfactory completion of treatment. In order to return to school, a student must be examined by a school health official and found to be head lice and nit free. A student will be expected to have met all Board requirements for treatment and be back in school no later than one school day following exclusion for head lice. All days in excess of the allowable period will be marked as unexcused and referred to the attendance director at the proper time.

COVID-19

Students will be reminded about healthy habits and proper hygiene regularly. This will include time for the students to wash their hands and clean/disinfect their personal spaces.

Students will not be allowed to drink from water fountains. However, they will be allowed to fill water bottles/containers at filling stations.

Students will be socially distanced as much as possible during the school day. Per the Board of Education, when students cannot social distance- a mask will be required, i.e. during hallway transition times, on the bus, etc.

The following guidelines will be in place for students with COVID-19 symptoms or exposure:

Confirmed positive or living in home with someone with a *confirmed positive*

- 14 calendar days have passed since the date of testing and
- Feeling well with no fever without the aid of fever-reducing medicine for 3 days (days 12-14)

Exhibits symptoms such as unexplained fever or unknown cough

- 14 days have passed since symptoms exhibited, feeling well with no fever without the aid of fever-reducing medicine for 3 days (days 12-14) or
- A negative (FDA approved) Covid-19 test or
- A release from a medical doctor

Informed through contact tracing

- 14 days have passed since symptoms exhibited, feeling well with no fever without the aid of fever-reducing medicine for 3 days (days 12-14) or
- A negative (FDA approved) Covid-19 test or
- A release from a medical doctor

CUSTODY RESTRICTIONS

The school is interested in the welfare of every child and will seek to protect that welfare in any way possible. We realize there are difficult situations in some instances which result in one parent placing custody restrictions on another. If there are custody restrictions, it is the responsibility of the parent to see that the school has a copy of the court order on file. The school must have the court order on file if school personnel are to abide by its restrictions. When you complete the enrollment card, please list the people that you give your permission to pick-up your child from school.

DAYCARE

Daycare is available to students at Stuart-Burns Elementary School. The program opens at 6:00 a.m., and closes at 6:00 p.m. Daycare is available for only school age children and it is available during the summers and other vacation days. If you are interested in this program, contact our child care Site Director, Renae Campbell, at 615-740-2398 before 8am or after 3:00pm.

DISCIPLINE

SCHOOL RULES: R.O.A.R.

- **Responsibility-Be Responsible**
- **Ownership-Take Ownership for Actions**
- **Attitude-Have a Positive Attitude**
- **Respect-Be Respectful**

CLASSROOM RULES: Each classroom teacher also has a discipline policy and classroom procedures.

PBIS: We would like to create an environment of self-discipline at Stuart Burns Elementary where each student takes responsibility for his/her behavior. This can only be accomplished if a child learns there are consequences for their actions. We will be using a Positive Behavior Incentive System program again this year. Our PBIS system includes goal setting, points for positive behaviors, and an assembly and Bobcat Bash each nine weeks. More information will be sent home with your student.

SBES CODE OF CONDUCT

At Stuart Burns we believe in our students. In order to promote an environment where active learning can take place, we adhere to the R.O.A.R. philosophy.

Consequences in the event inappropriate behaviors do occur:
**Administration has discretion to assign discipline as warranted.*

Bus Conduct

- 1st offense: Warning
- 2nd offense: Suspension from bus 3 days
- 3rd offense: Suspension from bus 5 days
- 4th offense: Suspension from bus 10 days

**Disrupting Class/
Violation of School
Rules**

- 1st offense: Teacher warning
- 2nd offense: Teacher calls parent
- 3rd offense: Office referral & contact parent
- 4th offense: In-school suspension & parent conference

Disrespect

- 1st offense: Warning
- 2nd offense: Teacher calls parents
- 3rd offense: Office referral & contact parent
- 4th offense: In-school suspension, parent conference

Fighting	1 st offense: 2 day out of school suspension/call to parent 2 nd offense: 3 days out of school suspension/call to parent 3 rd offense: Out of school suspension and petition to Disciplinary Hearing Authority for possible NDA placement.
Peer Conflict/Bullying	Referral to guidance counselor or office/ call to parent Additional consequences as deemed appropriate
Persistent Violation Of School Rules	Student petitioned to Disciplinary Hearing Authority for possible placement at NDA
Threatening Others:	ISS or possible Out of School suspension
Severe Threat:	Suspension and petitioned to Disciplinary Hearing Authority
Vulgar or Obscene Language:	1 st offense: Warning, call to parent 2 nd offense: In-school suspension/call to parent 3 rd offense: 2 days In-school suspension/ conference with parent 4 th offense: considered persistent violation of rules.

ZERO TOLERANCE: weapons and dangerous instruments, firearms, illegal substances, aggravated assault, or credible threat by electronic device

General Progressive Administrative Consequences

The consequences above will be generally followed. ISS shall be served as much as possible during the student’s activity, lunch, and recess times so that instructional periods are protected. Each major offense will also include a copy of the office referral along with the administrative decision. This

should go home to be signed by a parent and should be returned the next day. If not, the student loses recess.

DRESS AND GROOMING

SHIRTS

- Clothing selections must cover the midriff and back.
- Tank tops, sun dresses or shirts with “spaghetti” straps, biking shorts, spandex pants and fishnet clothing are not acceptable attire for school. Sleeveless blouses are allowed as long as they fit under the arms and are at least two inches wide on each shoulder.
- No clothing or accessories will be allowed which advertises drugs, alcohol, sex, gang activity, violence tobacco, or any clothing article that promotes disrespectful attitudes or that which may cause a distraction for others

DRESSES/SKIRTS/SHORTS

- Length can be no shorter than finger length when hands are held by the side.

PANTS

- Leggings are allowed as long as something is worn over them of the length allowed above.
- Clothing should fit properly, not excessively tight or loose.

SHOES

- Shoes are required to be worn from the time a student leaves home until they return home.
- Baseball, soccer, and football cleats are not to be worn for the safe-being of our students.
- “Heelies” are also not allowed.
- Flip flops are not advised as the children step on their backs in line; they trip and get pebbles under their feet on the playground. Your child is required to have tennis shoes when they are scheduled to have physical education classes.

OTHER

- Remove hats and hoods upon entering the building.
- Sweatbands, bandanas, combs, nose rings, or any body piercing other than ears are not allowed.

- Sunglasses may not be worn inside the building.
- No hair color that is unnatural or causes a distraction, i.e., blue, green, pink, etc. Distraction is determined by the teacher.

INCLEMENT WEATHER

SCHOOLS CLOSED

- Director of Schools (DOS) determines whether or not roads are hazardous before school buses begin routes.
- The DOS makes an InTouch phone call, tweet and notifies the local radio station and TV stations of the decision.

SCHOOLS CLOSING EARLY

- The DOS will have on file telephone numbers where all bus drivers can be reached during the day. Director of Schools in consultation with people in all parts of the county determines that roads are or will be hazardous before regular closing time.
- The DOS will alert schools and will make an InTouch phone call.
- Radio and TV stations also will be notified of the time school will close.
- You will receive a closing early note soon that should be filled out with specific instructions for your child's transportation. The teacher will consult this form to make decisions.

MEDICATIONS

If a child is required to take medication during school hours, specially-trained staff members will assist in self-administration of the medication. A medication authorization form must be completed for prescription medications. The medication must be delivered to the office or nurse in person by the parent/guardian of the student. The parent/guardian is

responsible for informing the designated official of any change in the student's health or change in medication.

The school nurse will:

1. Keep all medication in a locked cabinet except medication retained by a student per Physician's order,
2. Return unused prescription to the parent/guardian only, and
3. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

PARENT-TEACHER COMMUNICATION

CONFERENCES

- Fall: Everyone is invited. November 9th 11 am – 7 pm
- Spring: Specific invites are sent. Date TBD.

E-MAIL

- Principal mfortner@dcstn.org
- Asst. Principal ssensing@dcstn.org
- Attendance Secretary jhutcheson@dcstn.org

FACEBOOK: Please follow us @Stuart Burns Elementary School.

DOJO: Please send your email or phone number to your child's teacher to be added to their classroom and our school page.

TWITTER: Please follow us @sbes_bobcats

MESSAGES

- If you are changing the way your child regularly is transported home for just a day, please write a note to your

child's teacher. If something arises during the school day, please call the office **prior to 2:15**.

- If you would like to speak to the teacher, please call the office to leave a message or email the teacher. The teacher will return your call in a timely manner during planning time or after school if possible.

NEWSLETTERS

- Class: A weekly classroom newsletter should be sent home each Monday.
- School: A monthly school newsletter should be sent home the first Monday of each month.

PROGRESS REPORTS: K-5 students will receive a progress report each mid-nine weeks. Please refer to the SBES newsletter for specific dates.

REPORT CARDS: K-2 students will receive a standards-based report card. 3-5 students will receive a traditional grades-based report card. Please see the SBES newsletter for specific dates.

The basic grading system for subject-area grades 3rd-5th is to be expressed by the letters "A", "B", "C", "D", and "F", with corresponding numerical values.

A.....	93-100
B.....	85-92
C.....	75-84
D.....	70-74
F.....	Below 70

PHYSICAL EDUCATION

All students are expected to take P.E. on a regular basis. Any student who cannot take P. E. because of medical reasons should

make certain their teacher and the P.E. teachers are aware of this fact. A doctor's excuse must be provided if a student is unable to participate on a regular basis.

SCHOOL PHONE

- Students who need to use the phone may do so with their teacher's permission.
- Students who wish to see if a friend may come home with them will not be allowed to use the phone. These arrangements should be made prior to coming to school.

SPECIAL PROGRAMS: SPECIAL EDUCATION and RTI

Helping every student at SBES achieve regardless of their disabilities is the goal of the Special Education Department. SBES offers support services for students with special needs as agreed upon by the student's IEP (Individualized Education Plan). These programs are designed to meet the student's individual needs based on their identified disability. The IEP Team determines the level of services for each student. The Team strives to provide the least restrictive environment (LRE) for all students.

RTI – Response to Intervention is a program mandated by the state where all students are to get extra help or enrichment, when needed. We address this mandate through a Power Learning Block (PLB). For 45 minutes daily, students are grouped according to need for instruction. At this time, students may have a regular education teacher, special education teacher or a teacher assistant. We utilize all available help in order to form smaller groups for intensive, specific instruction.

The goal of both programs is the same: to help children function more independently and successfully in a classroom setting. Cooperation and communication are essential between the classroom teacher and the special class teacher.

STUDENT DONATION TO CLASSROOMS

SBES will be collecting a voluntary \$30 donation from each of our students. This donation is used by your child's teacher to fund classroom activities that extend beyond workbooks and other consumable materials provided by the Board of Education. Your child's teacher will be happy to answer specific questions regarding how this is used in his or her classroom.

Realizing that the beginning of school can be expensive and that families are on limited budgets, the school will work with you in collecting in a timely and reasonable manner. We request, if at all possible, your donations be paid by Friday, September 4, 2020.

Our school system remains grateful for the support it receives from the citizens of Dickson County.

TEXTBOOKS

The parent agreement slip must be signed and returned to the teacher before books will be issued. Each student will be furnished a sufficient supply of textbooks for all his subjects. At the end of a unit of study, all books previously distributed to the students will be returned to the teacher. The teacher will examine the book, and if it has been in any way unduly abused, mutilated, lost or destroyed, a charge will be issued against the student. He or she will be expected to pay for the damage as soon as possible.

VISITORS

- No visitors will be allowed in the building.
- All outside school doors are locked from 7:55 A.M. until 2:55 P.M. each school day.
- If you need to drop something off for your student: a drop off location will be provided outside the front office. A buzzer is located next to the front door where parents/visitors may inform the staff that an item has been placed in the container and needs to be delivered.
- For pre-approved meetings (must be scheduled 24 hours in advanced), visitors must have their temperature checked, answer COVID-19 screening questions, and wear a mask to enter.
- Classroom Visit: No classroom visits will be allowed.
- Communication with Teacher: All communication with teachers should take place virtually, i.e. through email, Dojo, Zoom/Google Meet, phone calls, etc.

WITHDRAWING FROM SCHOOL

1. Notify the attendance secretary.
2. Pay all school debts.
3. Fill out withdrawal form.

SCHOOL CALENDAR 2020-2021

Aug. 3	First Day of School
Aug. 12	Kindergarten Students begin on full-time basis
Aug. 17	Pre-K Students begin
Sept. 4	Progress Reports
Sept. 7	Labor Day (No School)
Sept. 8	Staff Development - No school for students
Oct. 5-16	Fall Break
Oct. 26	Staff Development-No School for Students
Oct. 30	Report Cards
Nov. 9	No School- Parent Teacher Conferences 11-7pm
Nov. 16	Progress Reports
Nov. 25-27	Thanksgiving Holidays
Dec. 18	End of first semester, ½ Day
Dec. 21-Jan.1	Winter Break
Jan. 4	Staff Development - No school for students
Jan. 5	Return to School for Second Semester
Jan. 15	Report Cards
Jan. 18	MLK Day (Holiday)
Feb. 12	Progress Reports
Feb. 15	President's Day (Holiday)
March 15-19	Spring Break
March 31	Report Cards
Apr. 2-5	No School
Apr. 23	Progress Reports
May 27	½ Day/Report Cards



STUDENT HANDBOOK 2020-2021

(Please sign and return this page)

My child and I have reviewed a copy of the Stuart-Burns Elementary School Student Handbook for the 2020-2021 school year and are aware of the information and procedures it contains.

Student Name (Printed)

Signature of Parent/Guardian

Date

Signature of Teacher

Date

My child CAN or CAN NOT have pictures placed in the paper or on the website for activities such as academic recognition, rewards, and school activities/functions.

*Circle one of the choices above and initial here _____.