

Northside Elementary School

1450 East Main
Savannah, TN 38372

Phone: 926-4520 Fax: 925-5261

Principal: Rachel Morris

Assistant Principal: Kris Smith

MISSION

The mission of Northside Elementary School is to provide a quality education so all students will attain academic proficiency and become responsible, independent, and productive citizens.

COMMITMENTS

Northside believes education encompasses the whole child. As a result, instruction at Northside Elementary involves teaching *to* the HEART and *from* the HEART by embracing: Honesty, Enthusiasm, Achievement, Responsibility, and Talent.

BELIEFS

- All students can learn and should experience a measure of success every school day.
- A successful educational program is built upon data-driven decisions, research-based instruction, and assessments resulting in student achievement.
- Education should be challenging and progressive with high expectations to prepare students to become life-long learners and productive members of a diverse and changing society.
- Policies and procedures are necessary to create a positive learning environment where students are able to reach the fullest academic potential.
- Regular school attendance is expected of all students and is a necessary factor in achieving success.
- Communication between and among all stakeholders is encouraged and essential for a successful and safe school environment.
- It is vital that all parents, students, community leaders, faculty, and staff share in the responsibilities and decision-making processes for our school improvement.
- The intellectual, social, emotional, and physical needs of individual students must be met to provide a quality education for all students.
- Every faculty and staff member should strive to help all children achieve performance levels of proficient and advanced in all academic areas.

WELCOME

The faculty, staff, and administration would like to welcome you to Northside Elementary School. We hope this handbook will help you understand some of the policies and practices of our school and the Hardin County School System. You can visit the Hardin County website for a detailed copy of board policies. Together we can provide your child with a positive and rewarding school year. With the cooperation of parents and teachers, school can be an interesting, happy, and worthwhile experience!

THE SCHOOL DAY

The school day officially begins at 8:00 a.m. and ends at 3:00 p.m. All students must be in their classroom by 7:45 AM. **ALL STUDENTS WHO ARRIVE BEFORE 7:45 AM WILL GO TO THE GYMNASIUM.** Students may eat breakfast in the cafeteria between 7:15 to 7:45 AM. The school is unable to accept responsibility for students who arrive before 7:10 AM or stay later than the departure of the last bus in the afternoon (approximately 3:15 PM). Students riding home by car in the afternoon will be dismissed by 3:00 PM and should be picked up promptly. Bus riders will be dismissed at 3:10 PM

EARLY DISMISSAL AND LATE ARRIVALS

Students needing to leave for any reason during the day must be signed out in the office by a parent/guardian. Students arriving after 8:00 AM bell must be signed in at the office by a parent/guardian and state the reason for being tardy. Students who are signed out and return to school during the school day must be signed in upon return.

ATTENDANCE POLICY

At the beginning of each school year, the Hardin County Attendance Policy is sent home to the parent/guardian with each student. It is the responsibility of the parent/guardian to immediately review the policy and fully understand all attendance requirements. This will help avoid attendance issues arising during the school year. Please call the school if there are any questions.

Some items in the policy to especially take note of are as follows:

- Excused absences, tardies, or early check-outs are granted only for emergencies specified in the policy. All other reasons are unexcused.
- Any combination of two (2) unexcused tardies or early check-outs constitute one day of truancy. School begins promptly at 8:00 AM and ends at 3:00 PM.
- Students not properly checked in or out through the school office by the parent or guardian will be unexcused. The parent or guardian must come inside the building and accompany the student to the office to take care of this matter. Students are not permitted to check in or out of school without the parent or guardian being present.
- The parent or guardian must contact the school by telephone or send a written note to provide an explanation for absences. A parent/guardian call or written note, for an excusable reason will be accepted three (3) times each semester. A doctor statement should be provided to the school when an absent student is treated by a physician. Documentation must be provided to the school within 3 school days of the student's return to school to be considered an excused absence.
- Upon the accumulation of three (3) unexcused absences a letter will be sent to the parent or legal guardian informing them of the unexcused absences.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the Progressive Truancy Intervention Plan.

Policy for Chronic Absenteeism and Medical Verification (congruent with TSBA Policy 6.200)

In an effort to ensure chronic absenteeism, when related to medical issues, is not being misused, the Tennessee School Board Association now permits school principals to use their own discretion regarding medically "excused" absences. According to Policy 6.200, *"In situations where a student has shown a pattern of chronic absenteeism due to excessive clinic visits, procedures will be put into place that will allow the student's parent to bring the school evidence of a chronic illness. A specialist's note indicating a chronic illness will serve as a standing doctor's note so the parent may call the school to have an absence excused if the absence pertains to the chronic illness."*

Progressive Truancy Intervention Plan

Parents/Guardians will receive written notice when their student has accumulated three (3) unexcused absences. Prior to referral to juvenile court the following progressive truancy intervention plan will be implemented at five (5) unexcused absences.

TIER I

Tier I of the progressive truancy intervention plan shall include the following...

1. A conference with the student and the students' parents/guardians.
2. An attendance contract, based on the conference, signed by the student, the parents/guardians, and an attendance supervisor or designee.
The contract shall include...
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court;
3. Regularly scheduled follow-up meetings to discuss the students' progress.

NOTICE: Tiers II and III may require students to participate in an activity outside the regular school day hours.

TIER II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this Tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

TIER III

This Tier shall be implemented if the truancy interventions under Tier II are unsuccessful. Parent and student shall be required to appear in front of a truancy board which will meet at the Hardin County Board of Education.

PRE-KINDERGARTEN TRUANCY

Truancy is defined as an absence for an entire school day, a major portion of the school day. Pre-Kindergarten students who are absent 5 days without adequate excuse shall be reported to the principal/designee who will, in turn, provide written notice to the parents/guardians of the student's absence. In addition, the principal/designee shall initiate meaningful communications with the student and parents/guardians in order to determine the underlying causes of the unexcused absences. When appropriate the principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance. Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall then initiate communications with the student and parents/guardians in order to discuss possible removal from the voluntary Pre-Kindergarten program.

PERFECT ATTENDANCE

In order for a student to qualify for a perfect attendance award at the end of the school year, the student must have less than seven (7) hours of missed school time due to check-ins and/or check-outs. This applies to both excused and unexcused check-ins and/or check-outs. Once a student misses seven (7) hours of school time in a given school year, they would no longer qualify for perfect attendance.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, breakfast and a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in the wastebaskets provided.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others.

A nutritious breakfast/lunch is served daily free of charge. If your student would like extra food or drink items they may be purchased in the cafeteria. All students are encouraged to participate in the breakfast/lunch program. Weekly menus are in the local newspaper and on the school website.

Community Eligibility Program

Hardin County Schools is participating in a Universal Breakfast and Lunch Program for the current school year. If your children attend any of the schools in the Hardin County School System, a reimbursable breakfast/lunch will be available to them at no charge. All students enrolled at a school may participate in the breakfast/lunch program at no charge to them.

Studies have shown that children who are not hungry perform better in school. By providing breakfast/lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfast and lunch that we serve follows U.S. Department of Agriculture guidelines for healthy school meals. The Universal Meals Program cannot succeed without your support; please encourage your children to participate in school meal programs. All meals will be served to all students at no charge regardless of the eligibility status.

If you have any questions about the program, please contact Mrs. Cheryl Cochran, School Nutrition Director, at (731) 925-3943.

This institution is an equal opportunity provider.

SCHOOL SECURITY

In the interest of assuring a safe and secure school environment for students and staff, the following procedures are necessary.

- After 8:00 AM each day, all entry to the building must be made through the "OFFICE ONLY." The office entrance is at the front of the building facing East Main. All other doors will be locked at this time to prevent entry from outside.
- The school secretary, upon request of the parent/guardian will page students who are being checked out to come to the office. The parent/guardian must sign out the student at the time of departure and sign in the student upon return to the school.
- Anyone picking up a child other than the parent/guardian must have permission from the parent/guardian on record in the school office prior to release.
- Each student receives two name signs for their cars. If you lose yours or need more, please pay \$1.00 in the front office for replacements or extras. These are placed in the cars at dismissal.

TEXTBOOKS

Textbooks are furnished by the Hardin County Board of Education. Each student will be responsible for all textbooks assigned to him/her. Students must pay for any lost or damaged textbooks. The cost of replacing or repairing any textbooks will be the responsibility of the students' parent/guardian.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, furniture, and equipment supplied by the school. Students who damage or disfigure school property or equipment will be required to pay for the damage or replace the item. All damages to books, school property, or equipment must be paid before the student can receive his/her final report card.

TELEPHONE

Students may use the telephone in case of emergency. Permission must be secured from someone in the office before phone calls are made. Telephone calls made to students should be for emergency reasons. Parents and students should try to work out schedule changes prior to the student coming to school.

CELL PHONES

Students may possess personal communication devices, such as cell phone and watches that send and receive messages and calls, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in confiscation of the device. A student in violation of this policy is subject to disciplinary action as outlined below. Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

CELL PHONE DISCIPLINE PROCEDURE

- 1st offense:** Phone confiscated for three (3) school days.
- 2nd offense:** Phone confiscated for five (5) school days.
- 3rd offense:** Phone confiscated for fifteen (15) school days.
- 4th offense:** Phone confiscated for the remainder of school year.

MEDICINES

All medicines (prescription or over the counter) taken by students at school require a permission form signed by a parent or guardian. Prescription medicine must also have a permission form before school personnel can give it. Prescription medicine should be brought to school by a parent/guardian in a bottle from the pharmacy with the child's name, name of the medication, dosage, and physician. Over the counter medicines need to be in an unopened container with the child's name written on it.

SCHOOL DISCIPLINE AND BEHAVIOR

General Policies on Student Behavior and Discipline

The faculty and Staff at Northside take great pride in creating and maintaining a school environment that contributes to the academic and social growth of our students. In order to accomplish this, it is necessary for all students to know and follow the rules and policies regarding discipline and supervision.

- 1. As responsible young people, all students are expected to behave in a manner that is acceptable to everyone concerned – other students, teachers, administrators, and society in general. All students are under the authority of the administration, teachers, support staff,***

and bus drivers. An accurate record of disciplinary referrals is kept, and students are sent to the administration for stronger disciplinary action when needed. In serious cases, students may be suspended from school for a period of time by the administration or suspended to the Hardin County Board of Education.

- 2. All staff members have the right, the responsibility, and the duty to reprimand or correct any student that is misbehaving. Disrespect by students toward any staff member will not be tolerated. Strict disciplinary action will be taken against any student that shows disrespect toward a staff member.*
- 3. Disruptive items such as, but not limited to, radios, electronic games, trading cards, and any other item that can disrupt the educational environment are not permitted at school. Disruptive items will be taken up and may be kept by the teacher or administration until the end of the school year, if deemed necessary.*
- 4. Obscene or vulgar language will not be tolerated.*
- 5. Gum chewing is not permitted.*
- 6. Good sportsmanship on the part of all students is expected at all school activities. All school rules are in effect at all school sponsored events.*
- 7. Fighting, pushing, shoving between or among students will not be tolerated. Students involved in fighting could be assigned to In-School Suspension, or suspension to the Board Of Education.*
- 8. Students are expected to be at school on time with the required materials and assignments.*
- 9. After students arrive on school property at the beginning of the school day, they must remain on school grounds until dismissed that afternoon unless they are properly checked out through the main office.*
- 10. No students shall be in the halls during regular class time without a hall pass issued by the teacher in charge during that time.*
- 11. Students must have a pass to schedule a conference with a counselor or visit the office. Teachers are asked to dismiss no more than one student at a time from their classes.*
- 12. The following actions are zero-tolerance offenses which result in expulsion from school for a minimum of one school year:*
 - a. Bringing to school or being in unauthorized possession of a firearm.*
 - b. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event.*
 - c. Aggravated assault.*
 - d. Assault resulting in bodily injury to a teacher, staff, administrator, school resource officer, or any school employee.*
 - e. Threat of mass violence (affecting two or more people) while on school grounds or at a school-related event.*

School discipline is simply a matter of courtesy, manners, and attitudes on the part of the students. All faculty members and administration members have equal authority. Students are expected to do what is asked of them while under the jurisdiction of any faculty member. They should be respectful, responsible, and ready while at Northside Elementary.

BUS TRANSPORTATION

Riding the school bus is a privilege extended to students. Disruptive behavior can result in students being suspended from the bus. ALL STUDENTS ARE UNDER THE AUTHORITY AND SUPERVISION OF THE BUS DRIVER AND MUST OBEY THEIR DIRECTIONS. In accordance with the policy of the Hardin County Board of Education, a student will be given a verbal reprimand for the first offense. For the second offense, the student will be suspended from riding the bus for (3) school days. For the third offense, the student will be suspended from riding the bus for (5) days. For the fourth offense, the student will be suspended from riding the bus for (10) days. For the fifth offense, the student will be suspended from riding the bus for the remainder of the year. Parents must provide transportation any time a student is suspended from riding the bus. Parents will be notified when the bus driver refers their child to the office for any misbehavior. Specific school bus rules are posted in each bus.

The Hardin County Board of Education has outsourced all bus transportation to Durham School Services. It still this the desire of the Hardin County Board of Education that all students wanting transportation to and from school be provided this service in a safe and efficient manner. However, bus transportation is a privilege that must be respected by all, and standards of conduct must be enforced. Disruptive behavior can result in students being suspended from riding the bus for a period of time. For any questions and concerns with bus transportation, please contact Mr. Brian Riley at 925-1410.

Durham School Services
80 Harlem Street
Savannah, TN 38372
(731-925-1410)

BUS ROOM PROCEDURES

All students arriving before 7:45 AM must go to the gymnasium to wait for dismissal to their classroom. This bus room supervisor will dismiss students participating in the breakfast program to the cafeteria at the appropriate time. Students eating early breakfast will remain in the cafeteria until dismissed to class or back to the gymnasium. Students will be dismissed to their classroom at 7:45 AM. At 3:00 PM, students riding buses will be brought to the gym to wait for afternoon bus pick up. Students will be seated according to bus group and must wait quietly and in an orderly manner. Food and drinks are not allowed. Students should visit the restroom prior to coming to the bus room. Upon arrival of the buses, the bus room supervisor will dismiss the students to load on their assigned bus.

GRADING SCALE & WEIGHTED TEST SCORES

100-90	A	In accordance with Code 4.700 of the Tennessee School Board Association, "state-mandated testing programs shall be undertaken in accordance with procedures published by the State Department of Education." TNReady scores shall be counted as 20% of the student's final grade for students in grades 3-5.
89-80	B	
70-79	C	
60-69	D	
59-0	F	

REPORT CARDS

Report cards are sent home at the end of each nine-week grading period. Parents should expect report cards on a regular basis. The child is to return the report card the next day after it is issued with the parent's signature. Student grades may be viewed regularly through the ParentVue app.

HONOR ROLL

Students in grades 3, 4, and 5 may earn grades for recognition on the honor roll in two categories—Honor list (all A's) and Merit List (all A's and B's). The honor will be published each nine-week grading period.

CONFERENCES

Parent-Teacher conferences are scheduled twice a year, so parents may meet and talk with their child's teacher. All parents are urged to attend. Parents are encouraged to contact their child's teacher whenever additional conferences are needed. Conferences with the school principal may be arranged by contacting the school office between the hours of 8:00 AM and 3:00 PM daily. The school secretary or principal will assist in arranging a convenient meeting time.

COMMUNITY INVOLVEMENT

Northside Elementary is interested in involving the community in the school program. Many parents have special talents, hobbies, and/or jobs that the students would enjoy hearing about. If you would be willing to talk to a class at your convenience, please call the office or send your name, phone number, and interest on a sheet of paper by your child. Perhaps you know someone with a hobby or talent; please list his/her name, interest, and phone number. The school will keep this information on file for use in enriching the curriculum.

EXTRA-CURRICULAR ACTIVITIES

All students are welcome to participate in clubs and extra-curricular activities offered throughout the school year, pending parental permission. Prior to student participation, parents must return a form allowing their child to "opt in" to the club and/or activity. These forms will be sent home by the school.

The practice of opting in also applies to the administration of non-instructional surveys and health screenings. Pursuant with Policy 4.300 from the TSBA (Tennessee School Board Association), parents/guardians must grant permission for their minor child to join a school club or participate in a non-instructional survey or health screening.

ACCIDENTS

Each student is to report any accident, regardless of how minor it may seem. The teacher to whom it is reported will fill out the proper form and refer the student to the office for further handling if necessary. More serious accidents or injuries should be reported directly to the office. The parent/guardian will be notified right away in cases of serious injuries.

EMERGENCY PLAN

A written plan is in place to assure the implementation of appropriate, orderly, and timely procedures in the event an emergency occurs. School personnel have been assigned specific responsibilities and duties. The school conducts fire, intruder, and severe weather drills frequently throughout the school year to prepare students and staff for such event. The school is alerted by electronic warning systems immediately when severe weather is in the area.

WITHDRAWAL FROM SCHOOL

The parent/guardian should notify the school at least two days in advance in cases of student withdrawal. Notification may be by telephone, in person, or by written request. Parents will receive the necessary documents for transfer after all textbooks, library books, and charges are cleared with the school.

STUDENT TRANSFERS WITHIN THE SYSTEM

Approved transfers are effective through the terminal grade of the school to which the student is assigned. Students granted transfers will be expected to maintain an appropriate academic, disciplinary, and attendance record at the receiving school. If a student does not meet these expectations, the principal of the receiving school may request that the transfer be revoked, and the student be returned to the base school. The Director of Schools shall review and approve, or deny, any principal's request to revoke a student transfer. Students who are directed to return to their base school shall do so at the end of the grading period, unless the director of schools determines it is in the best interest of the student and/or school system to do otherwise.

1. **Academics:** If a student fails two core subjects, the principal may request that the transfer be revoked only after a thorough review of all circumstances that may possibly be cause for student failure is addressed through the support team process and with adequate parent communication an involvement.
2. **Disciplinary:** If a student is suspended from school or assigned to the Alternative School, the principal may request that the transfer be revoked.
3. **Attendance:**
 - a. According to Hardin County Schools' Attendance Policy, a truancy warning letter is sent to parents after a student has missed three (3) unexcused absences. The letter will include notification that out-of-zone students are in danger of being remanded to the base school after six (6) unexcused absences.
 - b. According to Hardin County Schools' Attendance Policy, the attendance supervisor will conduct a Truancy Meeting with the parents after five (5) unexcused absences. The Attendance Supervisor will issue a verbal warning that the student is in danger of being remanded to the base school after six (6) unexcused absences.
 - c. After six (6) unexcused absences, the principal may request that the transfer be revoked, and the student be remanded to the base school.

NONDISCRIMINATION POLICY

The Hardin County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries regarding our nondiscrimination policy contact the Hardin County Board of Education, 155 Guinn Street, Savannah, TN 38372, telephone (731) 925-3943.

SECTION 504/ADA GRIEVANCE INFORMATION

Contact: Ryan Miller
Hardin County Schools
155 Guinn Street
Savannah, TN 38372
Phone: (731) 925-3943

Grievances and complaints of Section 504 policies and procedures should be directed to the contact listed above. Grievances or complaints will be accepted either in writing or orally.

STUDENT DISCRIMINATION, HARASSMENT, BULLING, CYBERBULLING AND INTIMIDATION

The Hardin County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s). This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

TITLE IX AND SEXUAL HARASSMENT

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s). The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint. These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.

All employees shall receive training on complying with this policy and federal law.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

TITLE IX COORDINATOR

Title: Ryan Miller

Mailing address: 155 Guinn Street, Savannah, TN 38372

Phone number: (731) 925-3943 ext. 2240

Email: ryan.miller@hctnschools.com

Title VI Civil Rights act of 1964

The Hardin County School System affirms it will comply with Title VI of the Civil Rights act of 1964. Title VI states: No person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint form is located in each school principals' office. The written complaint form should be filed within 180 days of the alleged discrimination by the complainants. They will be handled within 90 days of receipt. The completed form can be sent to:

Contact: Ryan Miller
Title VI Coordinator
Hardin County Schools
155 Guinn Street
Savannah, TN 38372
Phone: (731) 925-3943 ext. 2240
Email: ryan.miller@hctnschools.com

If the complaint has not been resolved to your satisfaction, you may forward the complaint to:

Lesley D. Farmer
Director
Office of Civil Rights
Tennessee Department of Education
6th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
and/or
The Office of Civil Rights
U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2040

Child Advocacy

For information regarding child advocacy, contact the following:

Carl Perkins Center
60 Brazelton St # 6
Savannah, TN 38372
(731) 925-2252

FERPA and Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and/or students of eligible students who have reached the age of majority (18 years of age) certain rights with respect to the student's education records.

They are as follows:

1. The right to inspect and review the student's education records within 45 days of the school system receiving a written request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student of the right to and procedures for a hearing if the district decides not to amend the record as requested.
3. The right to consent to disclosures of personally identifiable information contained in the Student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school system as administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel); a person serving a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Types of information

The school system maintains a number of different records in various locations. Essentially, these records contain ten (ten) categories of information:

1. Attendance
2. Scholastic record
3. Group test results
4. Individual data (a) psychological records, (b) social casework reports
5. Medical and dental health
6. Student attitudes and behavior
7. Discipline
8. Emergency contact information
9. Special testing results
10. Directory card information

Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Directory information may be disclosed by the Hardin County School System for any purpose in its discretion, without permission by a parent or a student or an eligible student. Parents of students and eligible students have the right to refuse to permit the designation of any or all the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must have written notification to this effect at the Hardin County Board of Education on or before the 1st day of September each school year. In the event a refusal is not filed, this institution assumes that neither parent of a student or eligible student objects to the release of the directory of information designated.

NOTIFICATION REGARDING ASBESTOS CONTAINING MATERIALS

As you are aware, the U.S. Environmental Protection Agency (EPA) has regulations regarding asbestos containing materials in schools. These regulations require all schools to conduct surveys to identify the presence of asbestos in their buildings, develop a site-specific asbestos management plan and implement appropriate response actions, as necessary. An additional requirement is for all parents, teachers, and employees to be informed at least once a year about inspections, response actions, and post response actions that are planned or are in progress. Hardin County Schools are in compliance and all documentation is complete. You are invited to review the asbestos management plan which is available at the Hardin County Board of Education, located at: 155 Guinn St. Savannah, TN 38372.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* is required before students are to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent.
2. Mental or psychological problems of the student or student’s family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students

for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Hardin County Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Hardin County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Hardin County Schools will also directly notify, such as through U.S. Mail, email, newsletters, or other form of communication parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Hardin County Schools will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

Meningitis & Flu Awareness

Per state law, the district is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that cause meningococcal meningitis is very common. Most people will carry these bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcome the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that cause meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

To receive additional information regarding these diseases, including locations to receive the vaccinations, please contact our school nurse, Angel Garner.

LOCAL BOARD OF EDUCATION POLICIES

The local Board of Education policies are available online at hardincoschools.com. If you have any additional questions, please contact the Board of Education.

Behavioral Expectations & Reinforcers

Northside Elementary Positive Behavior Expectations

At Northside Elementary, we believe that students learn best in an environment that is safe physically and emotionally. To that end, our school family will be learning and practicing behavioral expectations throughout their day and locations. Please read through these expectations and discuss them with your child. Please keep the expectations for reference throughout the year.

Our House System will help recognize our students for the wonderful ways in which they make good decisions each day. We also know that elementary years are a formative time for students, and they may need support in making better choices. Therefore, when students make decisions that disrupt the learning process, Northside Elementary will be communicating those home through forms, parent phone calls, messages, emails, and/or conferences to strengthen the support system for all students as they see us work together as a team for their benefit. Each child and situation is unique, so time will be taken to discuss choices with the child and make certain the consequences are meaningful and appropriate.

Northside Elementary Positive Behavior Expectations

Building Entry/Exit

Hands and feet to self
Quiet mouth/quiet feet
Go directly to area
Walk in straight line
Closed backpack on back

Breakfast

Quiet mouth/quiet feet
Stay in your space
Clean up your space
Place your tray in the trash
Hold tray with both hands
Bottom in seat, legs under table
Eat in a timely manner
Raise hand to ask for help

Before Morning Bell

Follow directions of adults
Hands and feet to self
Go directly to area
Wait for your teacher in the gym
Backpacks in front of you when seated
Use inside voice
Choose seat and remain seated
Report to gym if arriving before 7:50

Grab & Go Breakfast:

If arriving after 7:45 and needing breakfast, Grab & Go is only available.

Bathroom

Get adult permission
Close the door
One person per stall
Keep stalls/sink clean
Flush
Wash hands with soap
Throw trash into trash can

Hallway

Hands and feet to self
Respect personal space
Quiet mouth/quiet feet
Listen for instructions
Walk
Stay with group
Walk in straight line
Keep eyes forward

Library

Bring your library book
Bring other materials requested
Keep hands and feet to self
Use appropriate volume
Respect all property

Cafeteria

Have all items for lunch
Remain in your area
Face forward
Bottom in seat
Legs under table
Eat only your food
Use inside voice
Raise hand for help
Hands and feet to self
Clean up your space
Hold tray with both hands
Place your tray in trash

Playground

Safe hands and feet
Bring jackets/hats back inside
No playing with trees
Slide forward on bottom
Leave rocks on the ground
Stay within the area
Wear proper clothing/shoes
Share
Be kind and not exclude others
Have a good attitude

Special Event/Field Trip

Return permission slips/fees
Go to the restroom before the event
Respectfully listen to all adults
Quiet mouth/quiet feet
Safe hands/safe feet
Stay with the group
Keep up with personal items
Represent Northside well

Dismissal

Go to the restroom before leaving class
Hands and feet to self
Listen respectfully to all adults
Keep backpack closed and on your back
Keep items in backpack
Stay in bus line OR car rider area
Board bus or car safely and quietly
No talking during dismissal
Respect bus driver
Remain in assigned seat
Face forward with feet down
Watch for your stop
Cross in front of bus
Follow all bus rules

NSE Progressive Discipline

Minors:

1st Minor	Write-Up sent home for signature/Warning
2nd Minor	Write-Up sent home for signature/Parent Contact by Phone or Conference
3rd Minor	Write-Up Sent home for signature/Reflection Time during Activity
4th Minor	Write-Up Placed into Folder & Sent for Office Referral

Upon the administration receiving the folder after four (4), the consequence that follows will be documented in Synergy, and that form will be sent home for signature as well as a copy placed on top of the Minors for documentation.

Majors:

Consequences vary by circumstance. They can include, but are limited to, the following:

- ISS
- OSS - Suspension
- Expulsion
- Referral to counselor/social worker
- Loss of privilege
- Loss of time during Related Arts for reflection
- Other as appropriate per Hardin County School Board Policy

Northside Elementary Minor Behaviors

Minor Behavior	Definition	Example
Inappropriate Language	Any spoken, written, or non-verbal Communication that mocks, insults, belittles, or slanders another person will be considered inappropriate.	"Stupid!"
Physical Contact	Pushing or shoving in line, silly horse play, playful slapping or punching, tripping/stepping on feet.	Not keeping hands/feet to self
Defiance/Disrespect/ Non-Compliance	Brief or low-intensity failure to respond to adult request; body language.	Talking back, not following directions, refusing to complete assignments, ignoring request of an adult.
Disruption	Any disturbance or interference of low intensity that takes away from the learning environment that does	Talking, repeated noise, unnecessary movement during instruction, horse-play.

not cause physical harm.

Property Misuse	Using property in a way it was not designed for that does not cause physical harm or injury to one's self or others.	Kicking furniture, breaking items, tearing papers, throwing books, writing on property of school or others, etc.
Technology Violation	Misuse of technology resources; Unauthorized possession/use of electronics	Searching websites and/or search engines for content not pertaining to instruction, not returning materials to their designated areas, being careless with items, not reporting broken items.

Northside Elementary Major Behaviors

Major Behavior	Definition	Examples
Abusive Language	Swearing, cursing, using vulgar language; gestures directed toward others in a demeaning or provoking manner	Flipping off someone Explicit language
Fighting/ Physical Aggression	Action involving serious physical contact or active participation in such actions	Intentionally slapping, punching, kicking, shoving, spitting, tripping, scratching, pinching, stomping
Defiance/ Disrespect/ Insubordination/ Non-Compliance	Intense and repeated refusal to follow directions, talking back, and/or socially rude interactions communicated In writing, by words, or voice tone.	Refusal to comply with established rules, leaving class without Permission, verbal defiance, arguing
Lying/Cheating	Student delivers untrue statements and/or Deliberately violates rules	Continual wrongful accusations, lying to adults, copying work, cheating
Harassment/ Bullying	Repeated disrespectful messages (words/actions) to another person that include threats, intimidation, obscene gestures, pictures, notes, etc. and can include those geared toward race, gender, ethnicity,	Bullying, repeated verbal harassment or abuse, inappropriate touching, physical

	etc.	violence, notes, etc.
Disruption	Any intense disturbance or interference that takes away from the learning environment that could cause physical harm	Major rough-housing, yelling/screaming tantrum, throwing objects that can or do harm; pulling fire alarm
Out of Area	Student leaves assigned area without permissions	Run from/leave area Without permission
Property Damage	Intentional destruction of property belonging to the school or personnel through misuse or aggressive behavior	Breaking classroom objects, throwing furniture, destroying tech., textbooks, etc.
Forgery/Theft	Student is in possession of someone else's property or helped remove someone else's property; signed someone else's name without permission	Report cards, progress reports, permission forms; stealing snacks, taking things from teachers, students, or school
Use/Possession of Alcohol, Tobacco, Drugs, or Paraphernalia	Student is in the possession of and/or under the influence of alcohol, drugs, tobacco, and/or devices which may be used to start a fire	These are Zero Tolerance offenses
Use/Possession of	Possessing hazardous, combustible materials/i items or devices which may be used to start a fire	Matches, lighter, fire-crackers, gasoline, Lighter fluid, etc.
Vandalism	Vandalism is the malicious and intentional damaging of public or private property	Writing/painting graffiti on school walls, keying a car, tampering with school signs, carving into furniture
Use/Possession of Weapons	Having possession of a weapon or weapons capable of causing bodily harm	Knives, guns, sharp objects, ammunition, other items that could cause bodily harm
Technology Violation	Deliberate abuse of technology resources	Intentionally damaging technology

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