



Vena Stuart Elementary Student Handbook - 2023-2024



School Hours: 7:30 - 2:30 p.m.
Office Hours: 7:00 - 3:00 p.m.
Website: vse.sumnerschools.org

Important Phone Numbers

Vena Stuart Elementary Office	615-452-1486
Vena Stuart Elementary Fax Number	615-451-5281
Cafeteria	615-451-5280
Super Stars	615-451-6566
Sumner Co. Board of Edu.	615-451-5200
Transportation	615-451-1520
School Safety	615-451-6500
Special Education	615-451-5401

Common Mission

Sumner County Schools

Preparing Graduates, Engaging Minds,
Developing Character

Vena Stuart Elementary School

At Vena Stuart Elementary, we are committed to fostering an inclusive community of diverse learners to reach their full potential academically, socially, and emotionally.

Transportation

Car Rider Information

Arrival: Doors will open for students at 6:45 a.m. Car riders should be dropped off in a single file line at the front of the school. In order to maintain safe and expedient arrival, all students should exit their vehicle once the car has stopped beside the sidewalk. The entire length of the sidewalk is the drop-off zone. Vena Stuart employees are present on the sidewalk to greet, supervise, and ensure the safety of your child. Students eating breakfast should report to the cafeteria immediately. All other students should report to their assigned locations. Students will be released to class at 7:20 a.m.

Dismissal: Please remain in your vehicle. Students will be escorted to your vehicle. **All vehicles picking up K-5 students should have a car rider tag displayed on their dashboard.** Students will not be released unless adults are listed in Skyward; anyone picking up students must have proper identification. All students must be picked up by 2:45 unless participating in an after-school activity or enrolled in after-school childcare.

Bus Stop Information

Bus stop locations and times can be found on the Sumner County School website. The "Here Comes the Bus" app can be downloaded to track the location of your student's bus. Please note, your student's safety continues to be your responsibility until they board the school bus.

Bus Expectations

All pupils are under the authority of the bus driver. According to the regulations of the Sumner County Board of Education, students **must** obey the driver and the rules. Failure to do so can result in a student not being permitted to ride a school bus. Proper school behavior extends to the bus. Students are expected to be Safe, Respectful, and Responsible on the bus. Riding a bus is a privilege.

Transportation Changes

All students will be sent home daily according to what parents indicate on forms completed on registration night. If a student needs to ride a different bus, go to a different location, or any other circumstances different from their regular schedule, a note with permission signed by the parent must be sent to the school. In emergency situations, you may call the school before 2:00 to change transportation. Please do NOT use email or Remind to change transportation.

Delayed School Start

In the event school is delayed 2 hours, we will start at 9:30 a.m. Instructional and cafeteria schedules will be adjusted. Breakfast will not be served.

Early/Inclement Weather Dismissal

In the event of an early dismissal, students will be sent home the way indicated at registration UNLESS you indicate otherwise in writing.



Attendance Information

For absences of a full or part day to be considered excused, a written note from the parent, guardian or doctor must be provided. For illness or hospitalization that exceeds ten (10) consecutive days, homebound instruction should be applied for by the parent/guardian after the first five (5) days. **Unexcused absences** are absences which are not verified, or which do not meet valid reasons for absence. All out of school suspensions are unexcused. To ensure regular student attendance and compliance with Tennessee state law, Sumner County Schools maintains an aggressive attendance policy. Upon the third unexcused absence, we will request that you attend a meeting to discuss ways in which we can help your child's attendance improve. Upon the sixth unexcused absence, a referral will be made to the SCS Attendance Department for truancy per SCS policy and Tennessee state law.

Tardiness

Direct instruction for your child begins every morning at 7:30 and it is imperative that all students are present and settled in to begin their day. Students arriving after 7:30 must get a tardy slip in the office. Because it is very disruptive when students come into class late, we ask that families adjust their schedule so your child can be in the classroom no later than 7:30.

Makeup Work

If the student has been absent for 3 or more consecutive days, a parent may call the school to request the student's makeup work. When requesting student work, please call the school before 10:00. If you call to request, please make sure you come to pick it up and make sure your child completes the assignment.



Academic Information

Report Cards/Progress Reports

Report Cards are issued at the end of each nine-week grading period, and progress reports are issued 4 ½ weeks into each quarter. You can access your student's report card through Skyward. This report indicates all academic grades and other pertinent information.

Grading and Classwork

All information concerning grades and classwork will be communicated by your student's teacher.

Parent Conferences

Parent conferences will be held on September 18, 2023. Teachers will communicate how to sign-up for a conference time.

Support Services for Students

The following services are provided to students based on data collected or a formal process performed by faculty and staff:

- Response to Intervention (RTI)
- Individualized Education Plan (IEP)
- 504 plans

More information can be obtained by contacting the classroom teacher.



School-wide Expectations

VSE utilizes the MTSS model to promote positive student behavior throughout the school building and the school bus. All students are expected to be Safe, Responsible, and Respectful throughout all activities within a school day. Clear expectations for being safe, responsible, and respectful are taught at the beginning of the year and revisited as needed. Classroom, related arts, and special education teachers communicate through the Remind app or verbal communication if misconduct occurs. VSE faculty/staff promotes positivity. If you would like to learn more about the VSE's MTSS model, please visit the MTSS tab on our school website.

Bullying/Fighting/Threats

VSE expects students to treat each other with kindness and respect. Serious threats, forms of harassment, fighting, and bullying are not tolerated. All incidents should be reported to teachers, counselors or administration. An appropriate investigation will follow for all parties involved.

School Language Policy

Inappropriate language is defined as language that disrupts learning for any student, demeans or degrades another person, or is any act of retaliation against someone for reporting instances. This type of language is prohibited at any school-related time.

Weapons/Threat/Illegal Substance Policy

Any student who brings a weapon, illegal substance, or makes a serious threat to the safety of the school is subject to severe consequences, including possible expulsion from school for one year.

SCS K-12 Dress Code Policy

VALUES

- Commit to minimizing personal distractions to prioritize learning.
- Communicate clear dress code expectations to preserve a positive learning environment.
- Cultivate relationships between staff, students, and families.

GOALS

- Ensure students' class time is minimally impacted by dress code violations.
- Use consistent discipline practices.
- Encourage students to express individual styles that are appropriate for school.



Important Websites/Links

Student Enrollment Information

<https://www.sumnerschools.org/index.php/2023-2024-student-registration-documents>

School and Bus Rules/Consequences

<https://vse.sumnerschools.org/images/Rules.pdf>

Title I Information

<https://vse.sumnerschools.org/index.php/title-i>

MTSS Information

<https://vse.sumnerschools.org/index.php/mtss>

*An electronic copy of this Student Handbook can be found at vse.sumnerschools.org.



Visitors

We appreciate parent involvement and welcome you at Vena Stuart Elementary. We respect you as active participants in our school community and value your partnership in your child's social, emotional, and academic education. Please reach out to your child's teacher for specific opportunities to volunteer or support your child's classroom.

Ensuring a safe learning environment is of the utmost importance. For this reason, only those listed in Skyward will be allowed to visit your child during school hours and a photo id will be required for every visit. All visitors must report to the front office and receive authorization and a visitor's badge. Your badge should remain visible for the duration of your visit. Smoking on school property is strictly prohibited as is the use of profanity. Carrying a weapon on school property is a felony and will be addressed aggressively by this administration. We also ask that all visitors abide by the school dress code before being granted access to the building.

Federal Law prohibits food to be brought into the school cafeteria from outside commercial food service establishments during school serving time. Due to Child Nutrition regulations, fast foods and soft drinks will not be permitted in the school cafeteria.

Miscellaneous

Vena Stuart Superstars

Vena Stuart operates an after-school childcare program called Vena Stuart Superstars. You may contact our director for information regarding hours of operation and cost of care at 615-451-6566. Our childcare program is officially licensed by the State of Tennessee.

Field Trips

When field trips are taken, parents may be asked to attend to help chaperone students. Students ride the bus to the field trip destination, and they must ride the bus back to the school. Poor student behavior may prohibit a student from participating in a field trip. Field trip costs for transportation and pre-paid events are not refundable. All adult chaperones must provide their own transportation and may pay their own admittance. Siblings will be unable to attend Vena Stuart field trips. These school trips are designed for a specific grade level and should be used as an opportunity for parents to bond with their child's class.

Money

K-5 students should not carry money to school except to buy meals, pay required fees, or buy supplies. Money should be sent to school in an envelope with the child's name, teacher's name, and purpose of the money written on the envelope. Money should be given to the teacher or turned in to the school office as soon as possible. Please send in the correct change if paying in cash. The school office is not equipped to make change. The school will not be held responsible for money lost or stolen on school property.

Cafeteria Payment Policy

Breakfast and lunch are served daily unless otherwise announced. Families may apply for free or reduced meal benefits at any time during a school year. Family Meal Applications are available in each school office.

Payments to the cafeteria can be made by sending cash or checks to the cafeteria manager. Please put money in an envelope with the student's name, amount enclosed, and purpose of the money. Make checks payable to VSE Cafeteria.

Prepayments can be made using a credit card online through LINQconnect.com. To create an account, you must use your student's 7-digit student ID number. The student ID number can be found on Skyward. Please contact the cafeteria manager to check your cafeteria account balance or if you have any questions.

Parties

Students who invite classmates to home parties may not pass out invitations at school unless all classmates are invited. Invitations that do not include all class members must be mailed.



Dr. Joshua Shelton, Principal
joshua.shelton@sumnerschools.org

Birthdays and Special Occasions

Class parties will be held for Christmas, Valentine's Day and the end of the school year. We do allow students to receive flowers and balloons on their birthdays. If you choose to send these items to your child, he or she will need to be a car rider on that day. They may not take balloons and flowers on the school bus. We ask that you not send flowers or balloons on Valentine's Day. Please have Valentine's Day deliveries sent to the student's home.

Medication

According to board policy, **all** prescription and non-prescription medication will be kept in the office for dispensing purposes. All medications must be turned in to the school nurse in the original packaging, with the correct medication form filled out by the parent; doctors' orders must accompany prescription medicine. The school does not provide any medications for student use. Non-prescription medication will not be given to a child unless the parent fills out the form for non-prescription medications and provides the medicine in the original container. Prescription medication that must be taken at school can only be given after the parent fills out and signs the prescription form and a physician's signature is obtained. The container must have a pharmacy label. If a child is to receive a morning dose of medication, you must give that dose before school. Please do not call to ask us to give your child his/her morning medicine. The school **will not** administer antibiotics that are to be given 3 times a day. These are to be given before school, after school, and at bedtime.

Amy Rogers, Assistant Principal
amy.rogers@sumnerschools.org

Lost and Found

All lost and found items are to be turned in or claimed through the cafeteria. For the prompt return of misplaced items, we ask that you put your child's name on textbooks, folders, books, bags, jackets, lunch boxes, and any correspondence. Periodically all unclaimed lost and found items are donated to charity.

Crisis Plan

Vena Stuart Elementary School maintains a crisis plan on file in the office and in every classroom in the case of an emergency. Students and employees practice this plan regularly. In the event of an emergency, the safety and security of your child is our first priority.

Additional Rules Disclaimer

The items outlined in this handbook represent most of the important rules and regulations that help govern Vena Stuart Elementary School. These rules and regulations will be reviewed and revised on a periodic basis. Other problems or matters not covered in this handbook will be handled in a manner the administration and faculty deem appropriate or necessary. New School Board policies may override rules and regulations stated in this handbook.



Vena Stuart Elementary
780 Hart Street Gallatin, TN 37066