

**NORTH HAMILTON  
COUNTY ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2019 - 2020**



**601 INDUSTRIAL BLVD. • SALE CREEK, TN 37373  
Office (423) 332-8848 • Fax (423) 332-8850**

## WELCOME TO NORTH HAMILTON COUNTY ELEMENTARY

This NHCE handbook contains information that is important and useful. I urge you and your student to read it thoroughly and thoughtfully. These guidelines are written in order to create an environment that is safe and conducive to learning. The expectations set forth here are based on the essential value of respecting the rights and dignity of each other. When all of us work together with each individual doing his or her part, we can truly make a difference.

As parents, I encourage you to take a step toward getting involved in the school. You are encouraged to volunteer to read with students, help in the office, help with PTA, or donate goods and services. You are valued members of our learning community. We are very fortunate to have a great school with great students and teachers and it is an honor for me to be your principal. If you should have any questions or concerns this school year, please feel free to let me know.

Jacquie Hauth  
Principal  
[hauth\\_jacquie@hcde.org](mailto:hauth_jacquie@hcde.org)  
423-332-8848

## **PARENT/TEACHER ASSOCIATION**

The North Hamilton County Elementary PTA is a vital part of our school family. PTA programs and activities are coordinated with the school to enhance the learning environment, assist teachers, and help provide much needed equipment, materials, and supplies for classroom use. The quality of our instructional program is enhanced by the involvement and support of our parents.

Every parent is urged to become familiar with the PTA, join with the other parents and teachers in membership, and support its programs and activities throughout the year. The work of the PTA directly benefits your child. Please join!

### **2019 - 2020 PTA OFFICERS**

<b>Laine Arnold</b>	<b>President</b>
<b>Sarah Rich</b>	<b>Vice-President</b>
<b>Sam Boles</b>	<b>Secretary</b>
<b>Jennifer Roddy</b>	<b>Treasurer</b>
<b>Amanda Hodges</b>	<b>Membership</b>
<b>Courtney Shelton</b>	<b>Volunteer Coordinator</b>
<b>Jessie Weeks</b>	<b>Volunteer Coordinator</b>
<b>Megan Clark</b>	<b>Fundraising</b>

Please contact these ladies through email @  
[ptanhce@gmail.org](mailto:ptanhce@gmail.org)  
or by leaving a message at  
423-332-8848

## NORTH HAMILTON COUNTY ELEMENTARY FACULTY AND STAFF

PRINCIPAL	Jacqueline Hauth
Assistant Principal	Diane Schmidtke
SECRETARY	Kim Kerley
OFFICE ASSISTANT	Kristy Branum
NURSE	Bonnie Blankenship
PRE-K	Kendall Hull Rhonda Slaven - Assistant
KINDERGARTEN	Erin Briner Sarah Moran Kalee Crider Lauren Milam
FIRST GRADE	Jenny Richardson Sarabeth King Lauren Falconbury
SECOND GRADE	Elizabeth Vandergriff Diana Simpson Samantha Antoniak
THIRD GRADE	Stacey Culver Rebecca Barnes Meghan Griffith
FOURTH GRADE	Amy Barkley Karen Elrod Lydia Toledano
FIFTH GRADE	Anita Creasman Tiffany Herrell York Rebecca Taylor

RELATED ARTS	Julia Mayo - Music Carrie Vinson - Library Caleb Ebersole - P.E. Penny Stanford - Computer
GUIDANCE	Anthony Miller
ART TEACHER	Rachel Loeffler
EXCEPTIONAL EDUCATION	Brittni Bromfield Jennifer Wright Leslie Goulart - Assistant
EDUCATIONAL ASSISTANT	Britni Long Martha Ervin Amy Travis
SPEECH-LANGUAGE	Melinda Weems Allison Latham Lisa King, Assistant
PSYCHOLOGIST	Gerri Stancil
CUSTODIAL STAFF	Brenda Kessler, Head Barbara Brown Dustin Cranmore
CAFETERIA STAFF	Starr Shaffer - Manager Marcie Smith Debbie Roberts Lindsay Reece April Mullikin
BOOKKEEPER	Dawn Hawkins
BEFORE/AFTER CARE	Seth Stewart, Director Rachel Lewis, Assistant

## SCHOOL DAY

Our school hours are from 8:30 - 3:30. Students are allowed into the building at 8:00 AM with the exception of students in the Child Care Program. Students arriving before 8:30 AM must proceed directly to the appropriate hallway. K - 1<sup>st</sup> will sit in the K - 1 corridor to the right of the lobby, 2<sup>nd</sup> - 3<sup>rd</sup> will sit in the hallway by the office, and 4<sup>th</sup> and 5<sup>th</sup> will sit in the back hallway. Any student wishing to eat breakfast should report directly to the cafeteria or the breakfast cart. When finished with breakfast, students walk to the appropriate hallway. Students must have a book in their backpack at all times and will be expected to read while they wait for school to begin. Please bring children to school no later than 8:15 if they plan to eat in the cafeteria. The serving line closes at 8:25 AM. Students will not be exempt from tardies because they arrived late and decided to eat. Students who choose to participate in the walking club, must eat breakfast first (or have eaten at home). The bell to allow students to enter the classroom rings at 8:25 AM. Students are dismissed by class with the teacher from the hallway. The final tardy bell rings at 8:30 AM. **Students arriving after 8:30 must be accompanied to the office by an adult to sign their child in. If a teacher is not still standing in the breezeway, you are tardy.** The student will be issued a tardy slip to enter class. Being late for school creates a sense of panic for many students. Please make every effort to have your student ready to start their school day in a calm and timely manner.

Bus riders are dismissed at 3:25. Car riders are dismissed immediately after bus riders. All car riders are to be picked up through the car rider line. We ask that you not come to the school or classroom doors to pick up a student. We make every effort to move cars quickly through the line. **Please do not park in the bus drive, parking lot, or the no parking zones. For the safety of the children we cannot allow the students to walk to a car that is not in the pick-up area of the car rider line.** If the students and drivers are ready, we are able to load all cars in a timely manner. We appreciate your cooperation in our safety procedures for dismissal. Our goal is to prevent the injury of any child.

Names of every student you are picking up in the car rider line must be displayed on the school provided dismissal tag. These tags will be distributed at registration. If you need more than one school issued tag, please contact the office. Any person attempting to pick up a child without a school issued tag will be asked to park, come in the office, and show ID. This person's name must appear on the student registration form as authorized to pick up the student. This is a safety procedure and no exceptions can be made. If

you should develop a carpool with other parents, please notify the office of this arrangement.

It is unlawful to talk on a hand held cell phone while picking up your child. A January 2018 state law states:

**SB0954 Criminal Offenses — Cell phones in school zones — As enacted, creates the Class C misdemeanor, punishable only by a fine of up to \$50.00, for a person to knowingly operate a motor vehicle in any marked school zone in this state, when a warning flasher or flashers are in operation, and talking on a hand-held mobile telephone while the vehicle is in motion; makes it a delinquent act, punishable only by a fine of up to \$50.00, for a person under the age of 18 to operate a motor vehicle and talk on a mobile phone that is equipped with a hands-free device while the vehicle is in motion; creates certain exceptions. It amends amends TCA Title 55, Chapter 8.**

### **EARLY DISMISSAL**

Should you need to dismiss your child before the end of the school day, please use the following simple procedures:

- Write a note to your child's teacher indicating the reason for the early dismissal and the approximate time you will arrive to get your child.
- Upon arrival come directly to the school office to sign the dismissal card. A child will not be dismissed to anyone not listed by you on the dismissal card unless you contact us concerning the change. For the safety of our students we will ask to see identification and enter you into our Raptor system. Please inform all persons listed on your dismissal card of this policy.
- Please wait in the office or lobby area for your child. We will call the child to the office to minimize disruption to the class. **PLEASE DO NOT GO TO THE ROOM TO PICK UP YOUR CHILD, EVEN AT THE END OF THE DAY.**
- **In order to ensure safety for all students, students dismissing early must be picked up before 3:00 PM unless it is pre-arranged or in cases of **EXTREME** emergency. *This policy allows for less confusion in the parking lot during dismissal.***
- If there is any change in the way your child is to go home in the afternoon, we must have a note to that effect. Include the date, child's name, teacher's name, and/or the bus number or the name of the person with whom your child will be riding. Please help your child know how he/she is getting home **BEFORE** he/she comes to school in the morning. **Delaying the buses to clarify a situation or trying to locate students to give messages creates a problem for all.** An emergency situation is understandable; however, repeated calls are difficult for the office staff to handle at the very busy end of the day. **If a reason for a**

transportation change does come up during the day, please call the school by 2:00 PM. Be prepared to give identifying information over the phone so we can verify who is calling to make this change.

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### **AFTER SCHOOL**

Students are required to go directly home after school unless they are involved in a school approved activity. Students need to bring a note if they are not going home in the usual manner or are getting off at a different bus stop. When the change involves bus transportation, the student must bring the note to the office and a form must be signed by office staff and delivered to the bus driver by the child. The office will not complete a form without notification from the parent or guardian. Teachers cannot allow a student to ride home in a car other than that of a parent or pre-designated carpool without a note. We enforce this policy for the safety of our children. Our rule of thumb is **"If we do not have a communication from the parent/guardian, the student will be sent home in the usual way."** We do not allow students to use the phone to seek "permission" to change a way home.

### **ASSEMBLIES**

We will hold quarterly assemblies to honor student achievement, good conduct, perfect attendance, and character. These dates are October 18, January 10, and March 20. Grades 3 - 5 will have their assembly from 8:30 - 9:00 AM and K - 2nd will be from 9:15 - 9:45 AM. The end of the year award assembly will be May 19. K - 2 will have their assembly at 1:00 PM and 3<sup>rd</sup> - 5<sup>th</sup> will be at 2:15 PM. Parents are welcome to attend. You will receive notice if your child will be receiving an award.

### **ATTENDANCE POLICY**

**Student attendance will be a factor in our State School Report Card. Students who miss 10% of the school year will be considered "Chronically Absent" regardless of the reason for their absence.**

#### ***School Board Policy 6.200***

*The Hamilton County Board of Education believes in the establishment of a tradition of regular school attendance for each student. This establishes the first step toward a successful academic career culminating in a high school diploma and this is an essential concept to learn for the job market.*

*Attendance is a key factor in student achievement and, therefore, students are expected to be present each day that school is in session.*

### **RECORDING**

*The Hamilton County Department of Education has a state approved system for maintaining attendance records for each student enrolled in the district. It shall be the duty of the principal or teacher of all public and non-public schools to report promptly to the director of schools or his/her designated representative, the names of all children who have withdrawn from school or who have been absent five (5) days. (This means a total of five (5) days during the school year and not necessarily five (5) consecutive days.) The director of schools or designee shall oversee the entire attendance program, which shall include:*

- 1. All accounting and reporting procedures and their dissemination;*
- 2. Ensuring that all school age children (6-17) attend school;*
- 3. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and*
- 4. Notifying the Department of Safety whenever a student with a driver's permit or license drops out of school.*
- 5. Report all children who have been absent for five days without an adequate excuse and have failed to show improved attendance with support through the Tiered Attendance Interventions to the Juvenile Judge. The principal or designee shall be responsible for ensuring that:*
  - 1. Attendance is checked and reported daily for each class;*
  - 2. Written excuses are submitted for absences and tardiness;*
  - 3. System-wide procedures for accounting and reporting are followed;*
  - 4. Notification in writing is provided to the director of schools and the parents of the student of any action taken by the school. The attendance of students is to be regular and/or daily. The principal, or personnel designated by the principal, shall check and verify where appropriate all reasons offered for absences. Questionable and prolonged absences are to be reported to the Student Services department for prompt investigation.*

### **EXCUSED ABSENCES**

*Conditions for which a student's absence may be excused are:*

- 1. Personal Illness: Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required.*
- 2. Death in Immediate Family: Students may be excused for three (3) days in the event of a death in their immediate families including mother, father, stepparent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.*
- 3. Family Illness: Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt*

*of a physician's statement concerning the necessity of the student's assistance.*

*4. Religious Holiday: Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.*

*5. Personal: Students who are absent for a good cause such as a doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc. may be excused upon proof of appointment. Prior approval by parent or guardian and the principal or his designee is required.*

*6. Approved School Sponsored Activities: Students shall be marked present when participating in a school sponsored activity away from the school building. All other reasons for absence, including out of school suspensions and failing to report a reason, will be deemed an unexcused absence. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.*

#### **EXPLANATION OF ABSENCES**

*By law students must attend school daily. HCDE will allow parent/guardian excuses to serve as documentation for three (3) personal illness days only. After three (3) parent/guardian excused personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent/guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school.*

#### **HABITUAL TRUANCY**

*Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class or activity during the school day for which the student is scheduled. A student who accumulates three (3) days of unexcused absences may be deemed habitually truant. The principal must report the names of all students who have withdrawn from school or who have accumulated three (3) days of unexcused absences to director of schools or designee. Upon a student's accumulation of three (3) days of unexcused absences, the principal or designee will serve written notice that the child's attendance at school is required by law to the parent, guardian, or other person having control of a child subject to compulsory attendance. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. The principal shall be responsible for notifying, in writing, the director of schools and the parents of the student of any action taken by the school. District personnel will intervene to address habitual*

*truancy using a Tiered Attendance Intervention support structure for students and their families, as detailed below.*

***Tier One***

*When a student reaches five (5) unexcused absences (this means an aggregate of five (5) days without adequate excuse), the school will contact parent/guardian by mailing a five-day letter/invitation to meet with a designated school official. A conference is required with the family to review the attendance policy expectations for the student and sign an attendance contract. This contract will be in effect for 45 days. Parent and student may be required to participate in regularly scheduled follow-up meetings based upon adherence to the attendance contract.*

***Tier Two***

*If a student continues to have unexcused absences, a referral will be made to the School Social Worker and/or Truancy Officer. A legal notice will be sent to the family with an invitation for a mandatory meeting where a needs assessment will be given. The letter will state this is a Tier 2 intervention and that the family is required to meet with school social services team for a needs assessment. This assessment will identify continued barriers and community resources to address those barriers such as mental health and/or socio-economic supports. If the family refuses to meet or does not comply by the deadline, the school social work and/or truancy officer may visit the family home. If this approach proves unsuccessful, family will automatically be referred to Tier Three, Truancy Board.*

***Tier Three***

*If a student accrues eight (8) or more unexcused absences and does not respond to Tier 2 support requests, a certified letter shall be mailed to the home notifying the family that they must attend a Truancy Board meeting. Meetings will be held in each learning community and may include the following members:*

*District Appointed Administrative Leader*

*School Social Worker or Truancy Officer*

*HCDE Nurse (as needed)*

*School Counselors*

*Department of Children Services (DCS) representative and/or Mental Health personnel (as needed)*

*Juvenile Court Representative*

*At this meeting, a confidentiality statement will be signed by family and all parties present. Truancy Board will listen to any barriers that family presents. A contract will be signed by the parent/guardian making them aware that continued unexcused absences will result in a court referral.*

*If the parent/guardian doesn't attend this meeting, or the student fails to make continuous improvement in his or her attendance, the Truancy Board will have no other choice but to refer the student to the Juvenile Judge.*

### **PROCEDURAL DUE PROCESS**

*The established policy should be reviewed periodically to ensure that procedural due process is provided.*

- 1. Prior to its enactment, notice of the rules, regulations, and penalties are provided to students and parents.*
- 2. All students receive a written copy of the policy. Students who arrive during the school year also receive the policy.*
- 3. Policy is to be enforced by all in a fair, consistent, nondiscriminatory manner.*
- 4. The policy provides for exceptions through an impartial hearing and appeals process.*
- 5. Announce policy at student assemblies and parent meetings.*

**It is recommended that you secure a note from your medical professional any time your child visits their office during the school day.**

### **BACKPACKS**

Kindergarten students are asked to carry a canvas tote to school. Kindergarten students must have their name, address, phone number and transportation plan (indicate bus number or car rider) attached to their canvas tote.

All other students are allowed to bring a backpack for the purpose of carrying books, notebooks and school supplies/materials. **Toys, electronics, or any other objects not considered a school supply are not to be carried to and from school.** Backpacks with wheels are NOT allowed because they may pose safety problems. All backpacks, jackets and school supplies must be labeled with the student's name.

### **BEFORE / AFTER SCHOOL**

The Hamilton County Department of Education provides before and after school care to accommodate parents who must leave for work before school begins in the morning and/or do not get home until after school is out in the afternoon. Parents may sign up at any time during the school year. The hours of operation of this program are from 6 AM until 8 AM and from 3:30 PM until 6 PM. Full day service will be available at another local school on days school is not in session (in-service, snow days, winter vacation, summer vacation, etc.). For more information, please call the school.

Cost: Registration Fee	\$10.00
Before School Only	\$20.00 per week, \$4 per day
After School Only	\$30.00 per week, \$6 per day

Full Day Session  
Both AM and PM

\$15.00 per day  
\$50 per week

### BOOKS AND SUPPLY FEES

Hamilton County furnishes school textbooks. A student is responsible for any books lost or damaged, including library books. A school fee of **\$20 is used for art and science materials and technology and is requested in the first month of school.** Payment options include cash, check or on-line payment at <http://osp.osmsinc.com/hamiltontn>.

### CELEBRATIONS

Classrooms may have two celebrations a year (Christmas and Valentine's Day). Please check with your child's teacher regarding bringing birthday treats.

### DISCIPLINE POLICY

Proper behavior is essential to having an outstanding school. ALL students must conduct themselves in a manner that is respectful to adults and other students and learn to accept responsibility for their actions. An environment that is pleasant and conducive to learning is important to students, parents, and the educational staff. North Hamilton County Elementary students shall:

Respect and recognize authority  
Respect the rights/property of others  
Use non-aggressive problem solving techniques  
Follow all school and classroom rules

All Hamilton County students/parents must review the **Hamilton County Code of Conduct folder each year.** The signature portion is returned to the classroom teacher and filed in the office.

It is the commitment of North Hamilton County Elementary to involve our parents in solving problems of repetitive, disruptive, or dangerous types of behavior. Disciplinary actions are sometimes necessary to aid the student in the event that he/she does not follow school rules. Such actions may include a warning, exclusion from class activities including field trips, loss of privilege, parent conference, counseling, community service (school), referral to the principal, time in the office, suspension and/or expulsion from school.

## DRESS CODE

Student attitudes are affected by the clothing they wear. Your cooperation is appreciated in using the following guidelines for acceptable attire.

No tank tops (this includes boys), exposed midriffs, fishnet or see through shirts, halter tops, shirts that hang off the shoulder, spandex biker pants, short shorts or skirts (above the fingertips when the arm is extended downward), baggy pants, clothing with offensive or violent writing or pictures, and hats/caps including baseball caps.

All shoes must fasten securely on the foot for the safety of the children (no flip-flops or backless clogs). Rubber soles are recommended. Please remember that an athletic or other rubber-soled shoe must be worn on P.E. days.

## DROP OFF PROCEDURES

**It is unlawful to talk on a hand held cell phone while picking up your child. A January 2018 state law states:**

**SB0954 Criminal Offenses — Cell phones in school zones — As enacted, creates the Class C misdemeanor, punishable only by a fine of up to \$50.00, for a person to knowingly operate a motor vehicle in any marked school zone in this state, when a warning flasher or flashers are in operation, and talking on a hand-held mobile telephone while the vehicle is in motion; makes it a delinquent act, punishable only by a fine of up to \$50.00, for a person under the age of 18 to operate a motor vehicle and talk on a mobile phone that is equipped with a hands-free device while the vehicle is in motion; creates certain exceptions. It amends amends TCA Title 55, Chapter 8.**

All students who ride in a car in the morning must be dropped off through one car rider line. Students are only allowed to enter by the front door, unless they have ridden a bus. Students must not exit their vehicle until 8:00 am when a teacher is on duty. Students dropped off prior to teachers being in the breezeway are considered unsupervised. If for some reason you must walk your child into the building, please park in the lot and use the crosswalk by the flag to cross the car rider line WITH your student. A teacher will signal when it is safe to cross. Make sure to obtain a visitor's pass if you plan to walk past the foyer. You may see a few students leaving their cars prior to 8:00 am. These are our safety patrol, flag corps, or tutoring students who have permission to enter the building before 8:00.

Pre-K students are required to walk to class with a parent. This accounts for the little ones you see coming in with an adult. Pre-K parents have a

building pass and this must be visible upon entering the building. If a Pre-K parent does not have the pass with them, they must sign in with the office. We appreciate your help in making sure our students are safe in the mornings.

### **Fever/Influenza (Flu)**

#### **Below is the Hamilton County Policy:**

*Fever is not a disease; instead, it is a symptom that can accompany many childhood illnesses, especially infections. Most fevers are caused by **infections**, such as upper respiratory infections, ear infection, urinary tract infections, strep throat, and many types of viral illnesses. A fever is defined as 100°F (degrees Fahrenheit) or higher. Students with a fever of 100° or higher must be sent home from school. The student may return as long as his or her fever is less than 100°F. However, when a student is diagnosed with the "Influenza (Flu) Virus" by their healthcare provider, the student should be kept home from school at least 24 hours after their fever is gone. (Fever should be gone without the use of a fever-reducing medicine).*

### **FIELD TRIPS**

Each year our grade levels involve their classes in activities which take place away from the school campus to enhance the curriculum. The Hamilton County Board of Education requires that field studies correlate with the Standards outlined in our required Hamilton County curriculum, and the trip must support the grade level benchmarks. Students must complete pre- and post-trip activities. It is important that **all** students within the grade level attend the field trip to participate in the enrichment activity. Safety regulations require that one adult for each ten students in Grades K - 2 and one adult for each twenty students in Grades 3 - 5 attend any off-campus trip to help chaperone the children in the less structured situation and assure that all students achieve maximum benefit from the experience. Our teachers often feel that more adults are beneficial with our younger students. Parents should contact the classroom teacher if they would like to be involved as a chaperone on a class trip. Because of the responsibilities and safety considerations involved in taking a large group of children away from school, we cannot invite preschool aged children along on our outings. Additionally, students attending North Hamilton County Elementary School may not be excused from class to attend a field trip along with a sibling. Please reserve your day for the child who is in the class taking the trip. Your child feels important if you spend a special day with him or her.

Payment options for field trips include cash, check or on-line payment at <http://osp.osmsinc.com/hamiltontn>.

If a student has exhibited poor behavior at school, has received an office referral and/or suspension, they may, at the discretion of the teacher and principal, be excluded from attending the field trip.

## FOOD SERVICE

Hamilton County's cafeteria has computerized equipment which assigns each student a numbered account from which he/she deducts the cost of meals and a la carte items each day. Students or parents may deposit money into cafeteria accounts each morning from 8:00 to 8:30 AM. Parents may deposit money any time before or after the lunch period by seeing the cafeteria manager. We discourage deposits during serving time to prevent delay in the lines. Most families find it convenient to deposit weekly or monthly amounts. **Make checks payable to Hamilton County Schools Food Service or HCSFS.** Your child's account can also be managed using MyPaymentsPlus at <https://www.mypaymentsplus.com/default.aspx>. Please inform your child of your wishes for the purchase of "extra" items. If you feel your child is "overusing" the money you have allotted, please notify the Cafeteria Manager, Starr Shaffer.

**BREAKFAST:** Breakfast starts at 8:00 AM. Serving continues until 8:25. This gives those students who choose to eat in the cafeteria the opportunity to complete their meals before class begins. Students who arrive in cars must be here by 8:15 to eat breakfast in the cafeteria. **Students will not be excused for tardies because they were eating breakfast.** Breakfast prices are as follows:

Breakfast:   Students: Full Pay: \$2.00  
                                  Reduced: \$0.30  
                                  HCDE Employee: \$2.75  
                                  Visitor: \$3.00  
                                  Extra Milk: \$0.50

We are pleased to also offer a *Grab and Go* breakfast in addition to offering a hot meal in the cafeteria. Students who do not wish to eat a hot meal in the cafeteria can choose to take a prepackaged meal from the *Grab and Go Breakfast Cart* and eat it in the hallway prior to class or they can save this meal to eat later as a snack. Eating in the cafeteria **OR** *Grab and Go* each count as a breakfast meal so students must **choose** between the two. They cannot eat in the cafeteria and also get a *Grab and Go* meal. Both options are the prices listed above.

**LUNCH:** Our students are assigned a thirty minute lunch period. If you wish to eat lunch with your child, please notify the teacher in writing (to include you in the lunch count) to allow the cafeteria staff to prepare enough food



### CAFETERIA EXPECTATIONS

The cafeteria is a place for students to enjoy their friends as they eat a nourishing meal. The general rules of good manners are expected to be practiced in the lunchroom. Simple rules of courteous behavior to make lunch a pleasant part of the day are as follows:

1. When given a signal, all students shall get quiet and look to monitor for directions.
2. Sit appropriately facing forward, feet under the table.
3. Speak with a soft voice to the students beside you and across the table and have appropriate conversations.
4. Each student should eat from his/her plate only.
5. Remain seated until dismissed by monitor.

We welcome parents to join us for lunch. Please help us maintain the expectations of the lunchroom with your child and any younger child who may be accompanying you. Students with guests for lunch will be required to remain in the cafeteria until the end of the lunch period and will be dismissed with their class.

### GRADES

Per HCDE requirements weekly grades will be entered for all students in grades 3 - 5 using PowerSchool/Teacher. Parents will have access to this information through the Parent Portal. Your teacher will provide you with a password and website address.

The following grading scale will be utilized for grades 3 - 5.

- A 93 - 100 Excellent
- B 85 - 92 Good
- C 75 - 84 Average
- D 70 - 74 Below Average
- F 0 - 69 Unsatisfactory

Kindergarten through Grade 2 will issue a standards-based report card for reporting progress. The reporting scale follows this format:

- 4 Mastered
- 3 On Track
- 2 Approaching

1 Below

NA Standard not assessed for this grading period

The proficiency level (4, 3, 2, or 1) reflects a student's **progress** toward the learning expectation (standard) of the grading period.

Conduct grades are based on behavior and shall not be deducted from earned academic grades.

Conduct shall be marked as follows:

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

### **HARASSMENT/BULLYING/INTIMIDATION**

The definition of Harassment/Bullying/Intimidation is defined as "intentional behavior toward a student or group of students whether directly, through a third party, or through the use of electronic devices or media, that places a student or groups of students in fear or creates a hostile educational environment".

Reporting a bully - There are several ways to report a bully. Telling a teacher or the principal is a quick and efficient way to let an adult know we are having a problem with a bully. If you don't want anyone to know you are reporting the bully, we have an anonymous reporting system in place. There is a box outside the Guidance Counselor's room and outside the Main Office called the "Tell Us" Box. Fill out the "Stop Bullying" form and drop it in the box. You can write your name on the form or choose not to write your name. The principal and/or guidance counselor will check the boxes for any problems. If the situation is an emergency, you must tell an adult immediately. Another option for reporting is to use the School Messenger Quick Tip which is linked to the school website <http://nhc.hcde.org/>.

### **School Board Policy 6.304**

#### ***Hamilton County Board of Education's Expectation of Student Conduct***

*The Hamilton County Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is*

*disruptive or violent. Hamilton County students are expected to behave in a way that does not interrupt the education of other students. This policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following debarking. This policy also addresses any conduct taking place off of school property or outside of the school sponsored activity if this conduct is directed at a specific student or students and has the effect of either creating a hostile educational environment or substantially disrupting the educational environment or learning process.*

### ***Hamilton County Board of Education's Commitment***

*The Hamilton County Board of Education is fully committed to providing a safe and orderly learning environment for all students in order for them to achieve academic success. This environment shall be free from discrimination, harassment, sexual harassment, hazing, bullying or cyber-bullying. The Hamilton County Board of Education will not tolerate acts of discrimination, harassment, sexual harassment, hazing, bullying, or cyber-bullying toward students by other students or staff. In addition, the Board of Education will not tolerate conduct aimed at defining a student in a sexual manner, and conduct impugning the character of a student based on allegations of sexual promiscuity.*

### ***Discrimination and Harassment***

*It shall be a violation of this policy for any employee or any student to discriminate against or harass another student on the basis of sex, gender identity, race, ethnicity, disability, or religion. Discrimination and harassment will not be tolerated. For purposes of this policy, discrimination and harassment include words, gestures, threats, or any other conduct that is severe or pervasive and that creates a hostile environment that substantially interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school.*

*Examples of discrimination and harassment include any act that, alone or in combination with other acts, has the effect of:*

- 1. Unreasonably interfering with the student's work or educational opportunities; or*
- 2. Creating an intimidating, hostile or offensive learning environment; or*
- 3. Implying that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or*
- 4. Implying that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity; or*
- 5. Defining a student in a sexual manner; or*

6. *Impugning the character of a student based on allegations of sexual promiscuity.*

***Bullying, Cyber-Bullying, and Hazing***

*It shall be a violation of this policy for any student to bully or haze another student whether directly, through a third party, or through the use of electronic devices such as text messages or posts on social media sites. For purposes of this policy, bullying includes any act that substantially interferes with a student's educational benefits, opportunities or performance. If the act occurs on school grounds, on a school sponsored activity, on school sponsored transportation or at a school designated bus stop, it is bullying if it has the effect of harming a student or damaging his or her property; knowingly placing a student in reasonable fear of harm to the student or to his or her property; causing emotional distress to the student; or creating a hostile educational environment. If the act occurs off school property or outside of any school sponsored activity, it is nevertheless bullying if it is directed at a specific student or students and has the effect of creating a hostile educational environment or a substantial disruption to the educational environment or the learning process. Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include inappropriate text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. Hazing is any act intended or reasonably expected to endanger the physical or mental health of a student or students, or to humiliate, intimidate or demean a student or students in connection with joining or maintaining membership in any team or organization affiliated with any school or school program.*

***Procedures***

*Victims of or witnesses to discrimination, harassment, bullying, cyber-bullying, or hazing shall report these incidents immediately to a teacher, counselor, building administrator, or anonymously on the Quick Tip link located on the Hamilton County Department of Education website. The willful filing of a false report will itself be considered harassment and/or bullying and will be treated as such.*

*Any staff member who witnesses any action that may be a violation of this policy or who receives any report of any alleged conduct that would constitute a violation of this policy must report to the principal/designee as quickly as possible, but in no event more than 24 hours after receiving the report. If the principal is involved in the incident or if the adult/student is*

*uncomfortable reporting the incident to the principal/designee of the school, the following reporting options can be used:*

- Title VI Coordinator, Title VI of the Civil Rights Act of 1964 (race, color, national origin)  
423-209-8654*
- Title IX Coordinator, Title IX of the Education Act of 1972 (sex)  
423-209-8654*
- 504 Coordinator, Section 504 of the Rehabilitation Act of 1973 (disability)  
423-209-8593*

*At the start of every school year, as part of opening his or her Power School account, students shall be required to review this policy and acknowledge having read it.*

### ***Consequences***

*For students, a substantiated charge of discrimination, harassment, bullying, cyber-bullying, and hazing may result in consequences ranging from behavioral interventions to suspension or expulsion. Additionally, acts of discrimination, harassment, bullying, cyber-bullying, and hazing may also be prosecuted as criminal acts under the laws of the State of Tennessee.*

**Any student or adult, who believes he/she has been the victim of harassment or sexual harassment by a student or an employee of the school system or any third party with knowledge of conduct which may constitute harassment, should report the alleged acts immediately to the principal. If a complaint made by a student is given verbally, the principal shall reduce it to a written form within twenty-four (24) hours and forward it to the Assistant Superintendent of Campus Support. Other questions or concerns may be directed to: Assistant Superintendent of Campus Support at 3074 Hickory Valley Road, Chattanooga, TN 37421 or by calling (423) 209-8530.**

## **HEALTH SERVICES/MEDICATION POLICY**

**STUDENT ILLNESS AT SCHOOL:** Please fill out all registration information completely listing at least two names, other than the parent, who can be contacted in case of an emergency. These cards are vital to insure the health and safety of your child. Please keep these records current and accurate.

The school cannot remove splinters or ticks nor treat old wounds or diseases such as impetigo, poison oak, or pinkeye. A parent will be contacted when a

student's temperature reaches 100° or he/she exhibits other signs of illness. Medication will not be dispensed to students without written orders from your child's physician. This includes, but is not limited to Ibuprofen, Tylenol, cough medicine, and antibiotics. Long-term prescriptions may be administered by the principal, nurse or the designee in compliance with the following Hamilton County Schools regulations:

- A written permission form, signed by both the parent **and** the child's physician must be provided to the school which includes the child's name, name of the medication, time to be administered, dosage, and possible side effects. A separate form must be used for each medication.
- The permission form must be updated if there is a change in dosage or time of medication. A new permission form must be provided to the school at the beginning of each year.
- Medication in the original prescription bottle must be brought to the elementary school office by a parent or guardian and refilled in like manner. **No medication is to be brought to or from school by an elementary student.**
- All medication will be kept in locked storage boxes.
- Any unused medication must be picked up by a parent or guardian at the end of the school year. Unused medication that is not picked up on or before the last day of school or medication that has expired will be properly disposed of by the school.
- Prescribed asthma inhalers must be kept with the student at all times and readily accessible for self-administration with parental authorization.
- The school system retains the right to reject requests for administering medications that are not in compliance with the above guidelines.

**FEVER POLICY:** Children should be kept at home any time they are running a fever. A child should be fever-free (98.6°) without medication before returning to school.

**LICE POLICY:** If we discover that a child has head lice, the parent/guardian will be notified as soon as possible so they can make plans to treat the child. At home the student must be treated with a medicated shampoo to kill the lice and their nits (eggs). Follow up using a nit comb and manually remove the nits from the hair by pinning sections and working around the head. You will receive an instruction sheet to help rid your home of lice and lessen the likelihood of re-infestation.

**Before returning to class, the student must provide either a: (1) receipt of purchase of lice medication, or (2) a box top or, (3) an empty bottle as proof of treatment and the child must be found free of lice. Students will be checked before re-entering class. Please accompany your child to the clinic on the day he/she returns.**

## HOUSE SYSTEM

Knowing our students thrive within a sense of community NHCE is implementing a House System this year. The purpose of the house system is to promote community within NHCE and positive interactions that build purposeful relationships between grade levels. The house system is centered around the characteristics of our school mascot, the Eagle.

Pre-K students will be considered to be Fledglings. They will not officially be a part of a House, but will enjoy connections to students in each House.

- \*Each student in Grades K - 5 will be part of one of four Houses.
- \*Faculty and staff at NHCE will randomly be assigned to a House.
- \*Students will meet with their House monthly.
- \*In the meetings, positive choices and the month's character traits will be discussed and emphasized.
- \*There will be House t-shirts given to each student.
- \*Students will earn House points for positive behaviors and effort.

### **INSURANCE**

School insurance forms are available at registration and in the school office. Parents who have no medical insurance are encouraged to purchase this insurance for the protection of their children. Policies are available for either the school day or for 24-hour coverage.

### **INTERNET ACCESS**

Our school is fortunate to have the technology which allows internet access in each classroom and in the library. Hamilton County policy requires that all parents, students, and staff members are aware of the penalties for illegal use of the internet system. You will be given a form to sign with your child at the beginning of the year.

### **MAKE-UP WORK**

Excused absences (those meeting state guidelines) will entitle students to make up missed work. Students must make up work within five days to receive credit. In cases when the parent wishes to gather the student's work prior to their return to school a twenty-four hour notice is required in order to give the teacher time to collect the materials.

### **NOTICE OF CHILD ADVOCACY GROUPS**

In accordance with TN 49-2-203 the following is made available to you: Information may be obtained concerning students rights/child advocacy from State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>. In addition, there are

many agencies and organizations that offer support, information, training and help in advocating for persons with disabilities in Tennessee. The ARC of Tennessee, 1-800-835-7077 or <http://www.thearctn.org/> STEP, 423-639-2464 or <http://www.tnstep.org/> TN Voices for Children, 865-609-2490 or <http://www.tnvoices.org/main.htm> TP&A, 1-800-287-9636 or <http://www.tpainc.org/>

### **NOTICE OF NONDISCRIMINATION**

It is the policy (on file in school office) of the Hamilton County Department of Education and the Federal Government not to discriminate on the basis of handicap, race, color, creed, national origin, sex, age, non disqualifying disability, veteran status, or religion in any of the programs or practices in the school system. (School Board Policy 6.304) A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504, (2) Title VI of the Civil Rights Act of 1964, (3) Title IX of the Educational Amendments of 1972, or (4) Title II of the Americans with Disabilities Act of 1990. Anyone who believes he/she has been discriminated against may file a complaint with:

- Title VI Coordinator, Title VI of the Civil Rights Act of 1964 (race, color, national origin) 423-498-7021
- Title IX Coordinator, Title IX of the Education Act of 1972 (sex) 423-498-7221
- 504 Coordinator, Section 504 of the Rehabilitation Act of 1973 (disability) 423-498-7082

and/or The Title VI Coordinator for the Tennessee Department of Education, 710 James Robertson Parkway, Andrew Johnson Tower, 6th Floor, Nashville, TN 37243, 615-741-2731

and/or The Office of Civil Rights, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta, GA 30301-2048, [ocratlanta@ed.gov](mailto:ocratlanta@ed.gov), [www.ed.gov/about/offices/list/ocr/complaintintro](http://www.ed.gov/about/offices/list/ocr/complaintintro)

### **NOTICE OF SUSPECTED CHILD ABUSE**

Tennessee law requires that any person who knows or has reason to suspect that a child has been abused must report the allegation to the toll-free hotline number or local law enforcement. Remember, "Has reason to suspect" means you have seen indicators of abuse, the child has disclosed abuse, or you have a "gut" feeling something may not be right. It does not mean that you are certain that abuse has occurred. Reporting abuse, or suspected abuse, is actually a request for professionals to investigate further. If you suspect child abuse, call: Tennessee Child Abuse and Neglect Toll-Free Hotline at 1-877-542-2873.

## **PAYMENTS TO THE SCHOOL**

Separate checks for each child and event should be made payable to North Hamilton County Elementary School. Payments might include field trips, fees, book orders, or fundraisers. All payments may be made through the classroom teacher to be recorded on the class record log. Please note: Any check returned as non-sufficient will go through Hamilton County Department of Education and a \$45.00 charge will be assessed. Beginning on or around May 1st of each school year, payments must be made with cash or money order only. No checks will be accepted after May 5th due to the preparation for closing of the books. Payment options for school fees and field trips include cash, check or on-line payment at <http://osp.osmsinc.com/hamiltontn>.

## **PICTURES**

Individual school pictures are made in the fall and spring. Group pictures of each class are made in the spring. Fall pictures are prepaid with the option for a retake if a problem arises. Spring group pictures are pre-paid. Spring individual pictures are sent as an entire package with the option to purchase various print combinations. Either a payment for the pictures or the return of the pictures must take place.

## **PLAYGROUND RULES** **Student Responsibilities**

**Students are not to bring toys from home to use on the playground.**

### SWINGS

- Swing straight - Don't twist.
- Sit on the swing - Don't stand.
- Don't walk in front or behind swings.
- Do not push others on the swings.
- Get off the swing **after** it has stopped.
- Don't jump off the swing.
- Don't climb up the poles.

### SLIDES

- Only go up on the stairs/ladder.
- Go down sitting feet first.
- At the bottom, move out of the way quickly.

- Slide one at a time.
- Don't climb up the slide.
- Keep slide free of mulch, etc.
- Wait for the person in front of you to get off slide before you start down.

### CLIMBING APPARATUS

- Move carefully.
- Give others room.
- Don't climb on top of anyone else.

**ABOVE ALL - ALWAYS FOLLOW TEACHER DIRECTIONS!**

### **REGISTRATION AND EMERGENCY CARDS**

Please complete your online registration completely and correctly so we have accurate information should an emergency arise. **It is the responsibility of the parent to provide us with accurate and up-to-date information in case of emergency.** We ask parents to provide two emergency numbers other than the parents. Please provide the following information:

- All contact and emergency numbers must be completed.
- Please complete information concerning persons allowed to pick up your child for any reason.
- Copies of any **restraining orders or custody papers** that may affect the dismissal of your child must be supplied to the school office in a timely manner.

### **SCHOOL ADMISSIONS**

*Any student entering school for the first time must present:*

- 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;*
- 2. Evidence of a current medical examination. There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record;*
- 3. Evidence of state-required immunization on the approved form;*
- 4. Social Security number;*
- 5. Proof of residence;*
- 6. Proof of court-ordered custody for a child living with a divorced parent, custodian or guardian. The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school*

*principal as proof of date of birth. A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system. **Students may be dis-enrolled if the parent/guardian gives a false address.** Unless a student enrolls in a school of choice, e.g., magnet school or charter school, the Office of Student Services will assign the student to the appropriate school based upon the Board of Education's zoning plan and the actual residence of the student's custodial parent or legal guardian. If the student's parents or guardians have joint custody or some other arrangement whereby the student occupies more than one residence during the course of a month, then the Office of Student Services will assign a student to a school based upon the residence where the student spends most of the school nights during any given month. In the case of a hardship, the parent or guardian may appeal the assignment to the Superintendent of Schools or his designee whose decision shall be final. When a student enrolls in a school of choice, that student commits to attending that school for the entire school year. Absent unusual circumstances, the student may not withdraw from a school of choice before the end of the school year and enroll back into his or her zoned school. In the case of a hardship, the parents or guardians may ask the Superintendent of Schools to waive this policy. The Superintendent's decision shall be final. Parents of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall notify the principal in writing. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.*

## **SECURITY**

The safety of our students is on our minds at all times. We are fortunate to have a security system that limits access to our building. Doors are locked throughout the school day and admittance to the building is only for those on official school business or parents/guardians of our students. We honor the registration form you complete at the beginning of the year by allowing those you choose to enter the building to drop off or pick up. The building is under video surveillance at all times. We practice drills and procedures for emergency situations so that all staff and students know what to do in an emergency.

Please make sure that you enter and exit the building from the front door **ONLY**. It diminishes our security when a parent exits a side door.

### **SEARCHES**

Students and their possessions may be searched by school officials if illegal articles or activities are suspected. Any car on school property suspected of containing illegal substances or articles dangerous to the campus may be searched.

### **SNACKS**

Students are permitted to bring "working snacks" to eat during independent work time. Please encourage "brain food" (fruits, vegetables, grains). Water bottles are allowed but should be plastic with a flip lid and contain water only. Any food allergies must be honored in the selection of snacks.

### **STUDENT ELECTRONICS**

Any electronic device (MP3, iPod, iPad, etc.) should not be brought to school or on the bus. If a parent determines it is in the child's best interest to have a cell phone in their backpack because it is needed after school, this cell phone must remain turned off and not be taken from the backpack while on the bus or while on school property. Cell phones that are taken out of the backpack or that vibrate or ring during school hours, will be confiscated and turned in to the office.

### **STUDENT PARTIES**

Hamilton County elementary schools are allowed a maximum of two parties per year. Seasonal activities are held for the classes at Christmas and Valentine's Day. Participation is encouraged, but not required. Homeroom mothers/fathers are an important part of preparing for our classroom parties. It is a wonderful way to be involved in your child's class. Because a party time is less structured and requires closer supervision, we are not able to include preschool siblings in our parties. We ask that you make this a special and memorable time with your school-aged child in the classroom

Birthdays are recognized each morning over the intercom. Children will come to the office to receive a pencil and sticker. Birthday celebration deliveries are discouraged (flowers, balloons, etc.) and shall remain in the office until the end of the day. Deliveries of this type cannot be transported by bus. Invitations to private birthday parties may be distributed in the classroom only if the **entire** class is invited. When only a portion of the group is involved, however, invitations should be mailed by the parent to avoid issues of inclusion/exclusion at school. If you would like to bring a birthday treat for the class, please check with the teacher for the best time of day.

## **TEACHER CONFERENCES**

If you need a conference with your child's teacher, please call for an appointment, send a note, or request that the teacher call you on their planning time. Our teachers are eager to hear from you; however, class time with the students is important and supervision is necessary for the safety of all the children. In an emergency please come to the office or call, and our staff will help you deliver necessary messages. Please remember, teachers need to direct their full attention to the students at the beginning and the end of the day and during instructional periods. **They are not available for conferences at these times.**

Our teachers utilize **Remind 101** as a way to communicate with parents. School wide "office hours" for Remind 101 are from 8:00 a.m. to 4:00 p.m. on school days. Teachers are only available during that time. Remember they are teaching all day and if you text during the day, there may be a delay in responding as they will have to wait for their planning time or for the day to end.

## **TOBACCO, DRUGS, ALCOHOL**

TN 39-17-1505 Any student who uses or possesses tobacco products on school property shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation. The citation shall require the person to appear in Juvenile Court for the county in which the violation is alleged to have occurred.

In addition, tobacco products may not be used by anyone within **50 feet of any school building**. Drugs, look-alike drugs, or alcohol are prohibited from being used, possessed, or transferred on the campus.

### **School Board Policy 1.803**

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, juuls and/or associated paraphernalia are prohibited on all Hamilton County Board of Education owned property. Tobacco and tobacco products are prohibited in all publicly owned or leased vehicles or any vehicle used to transport children. Smoking shall also be prohibited at all other times, places and events at, on, about or conducted at, on or about school grounds in any public seating areas including, but not limited to, bleachers used for sporting events, the areas immediately adjoining the bleachers/athletic fields/gymnasiums or auditoriums, and public restrooms.

All employees of Hamilton County Board of Education and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated

paraphernalia while they are participants in any class or activities in which they represent such schools or the Hamilton County Board of Education. Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations. Parents and students shall be notified of this citation requirement at the beginning of each school year. Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden on the entire campus.

### **TOSA**

A **TOSA** is a Teacher on Special Assignment. They operate in the building just like an Assistant Principal with the exception of conducting formal evaluations of teachers and suspending students. The TOSA is a position of authority and you can expect the TOSA to be involved in academics, planning, instructional coaching, administrative activities and student discipline.

### **TRANSFERRING TO ANOTHER SCHOOL**

Please notify the school at least one week before you plan to withdraw your child from school. This allows the necessary time to circulate the withdrawal forms and help you with any copies you may need. Library books and textbooks must be returned before leaving. All money owed to North Hamilton County Elementary School must be paid before records can be transferred. All Hamilton County Schools require a **transfer form** indicating that the withdrawal is complete. You will take a copy of the form with you to the new school. Likewise, North Hamilton County Elementary School requires this form if you are transferring from another Hamilton County School. Your new school must request official records.

### **TRANSPORTATION**

School buses will pick up students within our designated school zone. You should watch the first few days to determine the exact time schedule. Please log on to

<http://www.hcde.org/?DivisionID=14531&DepartmentID=15142&ToggleSideNav=ShowAll>

for bus stop locations, to request a bus stop, to access bus rules or for any transportation related questions. If you do not have internet access, you can contact transportation at **423-498-7320**. Within a week most of the bus stops have been worked out and times will be fairly regular.

Students will not be allowed to ride home with another student (bus or car) without a note from **both** parents involved. Our bus drivers are not allowed to transport students who are not on their route without a form signed by the office. The same rule applies if you wish for your child to exit the bus at a stop different from the normal stop.

Transportation policies prohibit the transporting of any preschool aged child on a school bus. Likewise, adults other than school personnel are not allowed on a bus unless they are part of a field trip. Students must be at the bus stop when the bus arrives. Our time schedule prohibits waiting for a child to exit the home after the bus arrives.

**DISCIPLINE POLICIES:** For a safe and enjoyable ride to and from school, children should be reminded frequently about good behavior on the bus. **Bus Rules** are posted online and below. Bus referrals for unacceptable conduct are filled out by the bus drivers and given to the school principal or TOSA. Penalties may include a conference with the principal or TOSA, in-school suspension, suspension from school or removal from the bus. A copy of the referral is sent to the parent and the Director of Transportation. HCDE Rules of Conduct are as follows:

## Rules of Conduct for Students Riding School Buses

*These rules of conduct have been developed to provide a safe and pleasant environment for students while being transported. Transportation is an elective provided by the Board, and failure to comply with any of the rules will be grounds for excluding a student from riding a bus.*

- *Students should plan to arrive approximately 10 minutes prior to the scheduled arrival time of their bus. The drivers strive to stay on schedule however; traffic and/or weather conditions can affect their actual arrival time at your stop.*
- *Students shall be at the bus stop at the scheduled time. The bus schedule does not allow additional time to wait for those students who are tardy. Students shall stand a safe distance from the flow of traffic at the bus stop and wait until the bus door is open before moving toward the bus. They shall not play on highways or streets.*

- *While the bus is loading or unloading, students shall enter or leave the bus promptly and in an orderly manner.*
- *Students shall conduct themselves in such a manner that they will not disturb other riders on the bus or distract the attention of the bus driver.*
- *The use of abusive or obscene language is strictly forbidden at all times.*
- *Students are not permitted to bring knives or sharp objects of any kind, firearms, pets or other living animals on the bus.*
- *Students shall not tamper with any of the safety devices such as door latches and fire extinguishers.*
- *Students shall not shout or make gestures toward anyone outside the bus.*
- *Students shall not extend their hands, arms, head, or any other part of their body through the window.*
- *Students shall not deface or litter the bus. They shall not write on the bus, damage seats, or throw paper, food or other objects on the floor of the bus, nor from the bus. Unnecessary abuse of the school bus by a pupil, e.g., cut seats, broken glass, etc., will result in that pupil becoming ineligible for transportation. Said pupil shall become eligible again only when payment is made for damages and assurances given that the abuse will not recur.*
- *Food or drinks may not be consumed on the bus, and smoking is not permitted.*
- *Students shall keep aisles of the bus clear in order to admit passage in the aisle.*
- *Students shall not ask the driver to let them off the bus at any other place except their regular stop.*
- *Students who must cross the road or highway to enter the bus are encouraged to wait until the bus comes to a complete stop and the driver has signaled them to cross in front of the bus.*
- *Students who must cross the road after leaving the bus in the afternoon shall go to a point on the shoulder of the road ten feet in front of the bus and cross the road only after the driver has signaled them to cross.*
- *The driver has the authority to assign a student a seat at any time.*
- *Pupils are to ride the bus to which they are assigned based on their place of residence.*

- *Transportation is not provided for a group of children to ride a different bus in order to attend a party, Scout meeting, etc.*
- *In the event of an emergency, with a written request from the parent or guardian, the principal may approve a student to ride a bus other than his or her normal bus on a one time basis.*
- *Transportation is not provided for students to ride a different bus two or three times per week after school in order to be transported to or near a place of employment.*
- *For safety purposes, aisles or emergency exits shall not be blocked by band instruments. Band instruments shall be permissible if they can be held on the students' lap or put on the floor by the students' feet. If there is a question about a certain instrument, the bus driver shall be the judge as to whether it may be transported at all, be kept with the child, or be placed in a seat.*

### **VISITORS**

Anyone who is not a **current** student or staff member of NHCE must report directly to the office upon entering the building and register their visit through Raptor. **This includes all parents/guardians and school volunteers.** All visitors must obtain a visitor's badge. Visits within the school building during normal school hours must be pre arranged with the principal unless you are here to volunteer or to eat lunch with your child. Parents/guardians are to refrain from entering the classroom during instructional time as this disrupts the flow of instruction. Parents eating lunch with their children are asked to meet the child in the cafeteria and say goodbyes in the cafeteria.

Pre-K parents have a pre-assigned visitor's pass. This must be visible at **ALL** times while in the building. If a family member brings a Pre-K student to school and does not have the badge with them, they must stop by the office to obtain a visitor's pass.

**IMPORTANT:** If you allow persons to eat lunch with your child other than the parent or those listed as able to dismiss your child you must contact the office to make this arrangement. We do not allow anyone to eat lunch with your child who is not listed on your registration form nor will they be given

admittance to the building. We are happy to accommodate your wishes, we just need those wishes to be clearly defined.

### **VOLUNTEERS**

Volunteers are needed and welcomed at North Hamilton County Elementary. **Please register each visit and wear a volunteer tag.** We love to brag about the number of volunteer hours our supportive parents, grandparents and community members donate to our school. Volunteers are important role models for our students. Because our classroom time is valuable, it is necessary to follow reasonable guidelines to avoid disruption of the instructional program. **Please arrange your volunteer activities with the teacher or office prior to your arrival.** If you wish to volunteer but don't know where you are needed, please check with your teacher or office staff. We can put you to work! You are an important member of our team in educating our children. Stay in contact with your child's teacher and volunteer often! **WE LIKE SEEING YOU HERE!**

### **WEAPONS ON SCHOOL PROPERTY**

TN Code 39-17-1309 It is unlawful for any student or parent to possess or carry a weapon on the bus, school property, or any other property owned, used, or operated by the board of education, school, or public education institution. **Please make sure to discuss this policy with your student and emphasize this includes pocket knives of any size or shape.**

### **VISION**

North Hamilton County Elementary will ensure a solid foundation by providing positive relationships and relevant, rigorous student-centered learning that is evidenced by strong achievement.

### **ZERO TOLERANCE OFFENSES**

#### **School Board Policy 6.309 - Zero Tolerance Offenses**

**In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:**

#### **WEAPONS & DANGEROUS INSTRUMENTS**

**Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall**

include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school.

#### **FIREARMS (as defined in 18 U.S.C. § 921)**

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

#### **DRUGS**

In accordance with state law, any student who unlawfully possesses or is under the influence of any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

#### **ASSAULT**

In accordance with state law, any student who commits aggravated assault or commits an assault that results in physical contact with any teacher, principal, administrator, any other employee of the school, or school resource officer, shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

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## **MISSION STATEMENT**

The mission of North Hamilton County Elementary School is to ensure all students learn at high levels.

## **BELIEFS - COLLECTIVE COMMITMENTS**

- Every student's learning is all our responsibility.
- We must be continual learners who implement and share best practices.
- We must create and sustain an atmosphere of mutual respect.
- Everyone will be held to consistent and pervasive high expectations in academics and behavior.

## **Signature Initiative**

Engaged Readers Everyday

## **Our Commitment Statement**

NHCE will implement RISE (Reading Intervention for Student Express) grow readers and engage students through Literacy Links (purposeful practice) that provides opportunities for collaborative discovery.

<http://nhc.hcde.org/>

and  
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