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WELCOME TO APISON ELEMENTARY SCHOOL

On behalf of the faculty, staff, and administration of Apison Elementary School, I would like to welcome students and parents to the new school year. Education at Apison Elementary School is designed to meet the needs of each individual student, but ultimately each individual will gain from school according to the effort they apply. To increase the degree of educational success it is imperative that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

The school makes special efforts to create and promote a good relationship between the home and school. Newsletters, regular conferences and direct contact with parents are part of these efforts. Parents are encouraged to initiate their own contacts whenever necessary.

It is vital that we work together. Our school has a proud tradition of academic excellence, and with your help I'm sure this year will be one of the school's very best.

Ron Hughes, Principal

Our School Vision

Apison Elementary School is committed to the development of the whole person by creating a learning environment that enables the student to achieve academic and personal success by making connections with and providing contributions to the local and world community.

Our School Mission

The mission of Apison Elementary School is to provide a diverse education that enables students to effectively know their world by

- **READING extensively,**
- **THINKING creatively and critically,**
- **WRITING intelligently, and**
- **SPEAKING convincingly.**

Our School Beliefs

1. To lead productive and successful lives, students must be informed of the world around them.
2. Our students must have the skills and knowledge to become life-long learners and participants in our society.
3. Key stakeholders representing the school and community must be involved in the school's decision-making and policy processes.
4. The students' academic, emotional and social development will be the center of the decision-making process.
5. Key stakeholders representing the school and community should annually review the school's strategy for academic and social achievement.

DAILY SCHEDULE

- **Our school hours are from 8:45 a.m. to 3:45 p.m.**
- The drop-off time for those students who do NOT ride a school bus is no earlier than 8:15.
- The pick-up time for those students who do NOT ride a school bus is no later than 3:45.
- **Since faculty members do not provide supervision until 8:15, students are not allowed in the school building before that time.** The only exception is for students enrolled in the Child Care Program which provides supervision of students beginning at 6:00 a.m. for the convenience of our parents.
- Breakfast will be available at 8:15 a.m.
- Upon arrival to school students should report to the gymnasium.
- Students should remain in the gymnasium until dismissed to go to their classrooms.
- **Tardy Bell - 8:45** - Students will be counted tardy if they are not in their classrooms by 8:45. If parents need to bring their student to school earlier than 8:15, please refer to the Before/After School Child Care Program.
- Students who arrive after 8:45 a.m. will be need to be signed in the office by an adult. The student will be counted tardy.
- **Students who arrive at school before 8:15 or are not picked up by 3:45 will need to be sent to the Child Care Program in order to be supervised. In these cases, parents will be responsible for child care expenses. These procedures are enforced for the safety and well being of our children. Children who arrive before 8:15 a.m. or remain at school after 3:45 p.m. and are not enrolled in Child Care are considered abandoned and will be reported as such.**
- **Our school day ends at 3:45.**

PLEASE DO NOT PARK IN THE DESIGNATED BUS ZONES OR NO PARKING AREAS AT ANY TIME.

*Back doors will be locked at 8:45 and parents arriving with a student after that time must come to the front and park, go to the office, and sign a tardy slip for the student.

After School

Students are required to go directly home after school unless the student is involved in a school approved activity. Students need to bring a note if they are not going home in their usual manner. When the request involves bus transportation, the note must be signed by the Principal and delivered to the bus driver by the child. If a student is to go home with a friend after school, a signed parent permission note must be brought to school. The friend must also bring a signed permission note stating that they are expecting the student. We cannot allow students to call home to receive permission to go home with friends. Please do not ask us to call the classrooms for dismissals except in emergency situations. Calls interrupt classroom instruction. Instead, please write a note and make these arrangements in advance if possible.

Before / After School Program

Hamilton County Department of Education provides before and after school child care to accommodate parents who must leave for work before school begins in the morning and who do not get home until after school is out in the afternoon. Parents may sign up at any time during the school year, and in an emergency may use the service on a daily basis. Full day service will be available on days school is not in session (in-service, snow days, winter vacation, etc.) The hours of operation for this program are from 6:00 a.m. until 8:15 a.m. and from 3:45 p.m. until 6:00 p.m. For more information, please call our Day Care Site Director between 6:00-8:30 a.m. and 3:45-6:00p.m. This program is open to all students registered at Apison Elementary School.

STUDENTS ARRIVING BEFORE 8:15 OR REMAINING AFTER 3:45 P.M. WILL NEED TO BE ENROLLED IN THIS PROGRAM. A separate booklet is available for those interested.

Early Dismissal

Hamilton County School Board Policy regarding dismissals:

Early dismissals will be recorded as absences on report cards and for awarding perfect attendance certificates when the accumulated times exceed one-half day. It is not fair that other students' class time be disrupted when a few parents abuse the tardy and dismissal procedures. There are legitimate reasons for dismissing a child. Afternoon traffic is not one of them. A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be outside of school hours.

Please make arrangements regarding how students should go home each morning and send a note to the teacher if there is any change from their usual way to be dismissed. **Please do not call the school to inform students how they should be dismissed unless it is an emergency.** This is very confusing to the student and the school office can not guarantee that the child will get the message in time to make adjustments regarding dismissal.

The student will remain in the classroom until the teacher is notified by the office to release the student. The parent or authorized person must report to the office and sign the student out prior to the student being dismissed from instruction.

Accidents or illness

In case of accidents or illness, the school will follow these procedures:

1. Contact the student's parents or guardians if they can be reached.
2. Contact the other persons listed on the student's emergency card. (Indicating other persons to contact is critical for treatment of normal injuries.)
3. Call family physician, Emergency Medical Response Team 911, or local hospital.

All accidents/injuries occurring on the way to school, at school, or on the way home should be reported to the school office immediately. This includes students, teachers, and patrons. Parents will be called in case of accidents/injuries.

Admission

- **Birth Certificates** are required of all students new in the school system. A copy of the official birth certificate must be presented at the time of enrollment. Students must be enrolled under the full legal name.
- **Immunization Record** - All students must have a complete record of immunizations; a Tennessee certificate of immunizations will be obtained from the medical provider. (more information in Handbook)
- **Physical Examination** - Students enrolling in Hamilton County Schools for the first time must present a recent physical examination by a physician. This may be documented on the bottom of the immunization record (health examination).
- **Social Security Card** - A copy of the student's social security card is required for enrollment.
- **New Kindergarten Students** must be five years old on or before September 30 of the school year in which they are enrolling.
- **New First Grade Students** must be six years old on or before September 30 and must have completed a kindergarten program certified by the State of Tennessee.

- **Two proofs of residence** must be provided. Examples are voter registration or bill of sale of property and expenses for the past 30-60 days residing at current address, rent/mortgage, and utility expenses.
- **Court Order** - If there is any court order concerning the custody, care, and educational decisions of a student, a copy of any court order or restraining order must be provided before it can be enforced. Parent should provide one copy for the office and one copy for the classroom teacher.

Attendance Policy

Attendance policies established by the Hamilton County Board of Education are based on state law and Rules and Regulations established by the Tennessee Department of Education.

Children need to be in school every day possible in order for them to achieve to the best of their abilities. The importance of daily attendance cannot be overemphasized.

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

In accordance with state compulsory attendance law, the parent, guardian, or other responsible person for a child is held responsible for the child's school attendance. Penalty is provided for the parents/guardians who fail to abide by this law. TCA 49-6-3009.

To this end, the Board sets forth the following guidelines within the framework of State Rules and Regulation:

Categories of Excused Absences:

1. Personal Illness
2. Death in Immediate Family
3. Family Illness (Physician's statement giving the necessity of the student's services required)
4. Religious Holiday (prior approval required)
5. Personal Need (Doctor or Dental appointment which cannot be scheduled at times other than school hours; court appearances, etc. (prior approval required)
6. School-sponsored activities

Attendance Requirements by Law / Written Note From Parent Required

Students who are absent from school must bring a written statement explaining the absences, signed, and dated by the parent or guardian for presentation to the teacher.

It must state which of the reasons for being absent the student claims in order for it to be excused. This note should be filed on the first day the student returns, and no later than five school days. The law requires that school officials report to the court any parent, guardian, or other person in a parental relationship with a child who is unlawfully absent from school for any five days during the school year without adequate excuse. Teachers are not obligated to assign makeup work for unexcused absences. To be counted "present", a student must be in school three hours and fifteen minutes or more. (State Rules and Regulations)

State Law (TCA 49-6-3007 (e) (1) requires that schools notify the Social Worker/Attendance Officer when a child is absent for five or more days (not necessarily consecutive) of unexcused absences.

The parent will be notified by the Social Worker or attendance teacher that their child must attend school on a regular basis. If after three days the child continues to miss school, a legal notice will be delivered, notifying the parent(s) that a petition is being filed in court charging their child with truancy or dependent neglect filed against the parent(s).

A late bus will not count against the student. Three tardies/dismissals will be treated as an absence.

Balloons and Gum

Neither students nor adults are permitted to have latex balloons or chewing gum at any time during the school day. Latex balloons are especially dangerous and can cause asphyxiation, if misused.

Bi-Lo Boosters

Bi-Lo wants to help invest in the future of our children at Apison by offering a fund-raising opportunity: Bi-Lo Boosters. We can earn money when we shop at Bi-Lo with our BONUSCARDS and a percentage of our purchases will be given back to the school. By signing up as one of our Boosters, you can help us raise money for things needed at school.

Birthday Books

We want to celebrate the birthdays of each of our students. During our morning assembly each day, we will recognize those students who were born on that day, and we are asking that parents/grandparents purchase a book in honor of their child/grandchild to be dedicated to that student's classroom library in their name. The student and the book will receive special attention during the morning assembly.

Books and Supply Fees

School textbooks are furnished by Hamilton County. A student is responsible for any books lost or damaged, including any library books. You Will also receive a copy of the supply fee for your child's grade level. This \$65 fee, which is used by teachers, is for supplies the student will use during the year. It should be paid early in the first month of school. If you find this method difficult, your child's teacher or Principal will be happy to work with you in making other arrangements.

Bus - Transportation

Behavior on the school bus is to be the same as in the classroom. For safety and welfare of all students, the bus driver cannot tolerate any misconduct on the bus. It is the driver's responsibility to report unacceptable behavior on the bus to the principal. The principal is responsible for applying the Hamilton County policies regarding such behavior, which can be as severe as suspending the offending student from riding the bus.

For a safe and enjoyable ride to and from school, children should be reminded frequently about good behavior on the bus. Students are not allowed to ride a bus other than their assigned bus route, or get on or off at a different house unless a written request is received from the parent/guardian and is signed by the Principal. By law, school bus transportation is a privilege and not a right. A student shall be prevented from using school bus transportation if his/her behavior physically endangers other riders, causes problems on the school bus or when he/she breaks state and/or local rules and regulations pertaining to school bus transportation.

Behavior expectations on the bus should be the same as in the classroom. Any considered to be a serious offense. Students' safety is foremost in our priorities. Students are expected to follow bus rules and procedures.

- 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 will 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.
- While riding the bus, students shall be under the supervision of the driver and shall obey the driver at all times.
- 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 weapons of any kind, pets, or other living animals on the bus.
- If there is no seat available, students shall stand in the aisle of the bus, face the front, and hold to seat rail, or as directed by the driver.
- 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 the 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, gum, and drinks may not be consumed or chewed 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 without written permission signed by the Principal.
- 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 when it becomes necessary for disciplinary reasons.

The bus driver will not tolerate any misconduct on the bus. The driver will report any misconduct to the principal's office by a written referral. Any continuation of any such actions will result in a bus suspension. Policy: **"A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys state or local regulations pertaining to pupil transportations."**

Cafeteria

Students are to be respectful to cafeteria monitors and workers just as they are to their teachers. The monitor is paid by the Hamilton County Department of Education for the purpose of supervising the cafeteria and providing assistance to students while teachers have a duty-free lunch. The monitor will report misbehavior in the cafeteria to the teachers who are responsible for the discipline of students. Please encourage your children to use their very best manners in the cafeteria.

Cafeteria Code of Conduct

1. Talk quietly and use good manners.
2. Keep hands, objects, and food to yourself.
3. Remain seated until given permission to move.
4. Be responsible for keeping eating area clean.
5. Respect and listen to the directions of the monitor.

Car Riders

We request for the safety of all our car riders that these children be dropped off or picked in the front entrance of the building. Please follow the directions of the teachers on duty regarding the proper drop off procedure. Teachers will ask that the first car in line proceed to the corner, then all cars stop, and unload, before the cars are pulled up for the next group of cars to unload. Please do not stop at the door but proceed as directed by teachers so that we can unload as many children as safely as possible in a way to not hold up our flow of traffic. Teachers or safety patrol members will walk children on the sidewalk to the front door. If you stop and try to unload at the door, you are making the process slower and more difficult for all the families who are in line. Please say your "good-byes" and give final instructions prior to drop off in order to not hold up the line.

Drivers will be expected to follow safety precautions and be alert for children. **THERE SHOULD BE NO PARKING IN THE CIRCLE IN FRONT OF THE BUILDING IN ORDER TO PROVIDE THE SAFEST ENVIRONMENT FOR OUR STUDENTS.** The parent/visitor parking is provided in the lot in the front of the building. The circular area in front of the building is not for parking and can be a dangerous area before and after school. Please abide by these guidelines for the safety of our children. Do not put the student in an unsafe situation by motioning the child to come to you. Our staff will assist the child to and from your vehicle. **BICYCLES ARE NOT TO BE RIDDEN TO OR FROM SCHOOL DUE TO OUR HEAVY SCHOOL TRAFFIC.**

Afternoon Dismissals

Please place your car rider sign provided by the office on your dashboard each afternoon to help our teachers load the children safely in cars. If your car rider ID card is not available, it will be necessary to drive to the front of the building, park, and come into the office to dismiss your student from the office. Students will not be loaded in cars without the car rider identification card provided by the office. This procedure is in place for the safety of our children. Students will NOT be dismissed without proper identification. In the event it is necessary for someone else to pick up your student as a car rider, please provide them with the sign, or explain that they will need to dismiss the student through the office rather than with car riders in the afternoon. Please remember that it is necessary for individuals dismissing students to report to the office, to be listed as being given permission to dismiss your student from school, and they must provide proper identification at the time of dismissal. Students will then be called by the office for dismissal. Please remember, when dismissing through the office, to arrive prior to 3:15.

Changes in Address, Phone, etc.

It is imperative that the school office and classroom teacher be notified immediately of a change of address, home, or office telephone number, or change in emergency information during the academic school year. It is important that each child know his/her current address and phone number.

Chaperone Guidelines

The purpose of a chaperone is to be responsible for a group of children from the beginning of a field trip to the end. This includes making sure students follow the rules on the bus (if there is room for chaperones on the bus); keeping students in sight and making them follow rules throughout the field trip. Even though the teacher is ultimately responsible for the welfare of the children, we count on the chaperone to help make the teacher's job a little easier when having special events such as field trips.

Please note:

- In most situations, the chaperone must pay.
- No other children are allowed to go on the field trip. (Example - other siblings, etc.)
- If the teacher is counting on you to chaperone a trip, please let the teacher know as soon as possible if you find that you will not be able to go. The teacher must have time to find a replacement for you.
- Children must ride on the school bus to and from the field trip.
- Please follow the requests stated for the whole group. For example, if the plan is to bring a sack lunch, don't plan to stop by McDonalds and get your child a Happy Meal.
- When chaperoning a group of students, you need to supervise those students at all times. We want you to enjoy the trip; however, socializing with other chaperones/teachers is not a priority. Watching the students and their safety is the utmost priority.
- Remember that planning a fun, educational and safe trip is not easy. For each trip we consider what will be the least expensive and most convenient place to eat. We will eat at school when possible.
- Please help our trip run smoothly by not deviating from the "plan" and fulfilling your responsibilities as a chaperone.

Character Education Program

September	Respect
October	Responsibility
November	Perseverance
December	Caring Self-
January	Discipline
February	Citizenship
March	Honesty
April	Courage
May	Fairness

Child Abuse - Hamilton County Board Policy

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 hotline number or local law enforcement. "Has reason to suspect" means you have seen indicators of abuse, the child has disclosed abuse, or you have a 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. TCA 37-1-403. Failure to report child abuse is punishable by up to 11 months and 29 days in jail and a maximum fine of \$2500.

Child Abuse Hotline Number is 1-877-54-ABUSE

Closings

During adverse winter weather, please listen to your radio regarding school closings or emergencies. If an early dismissal is necessary due to ice, snow, etc., the school will follow parental directions given on the emergency forms.

Communication

Teachers provide folders or agenda mates as a communication tool between home and school. Please check with your teacher to be sure you are aware of the method of home/school communication that is being provided for you. As a service to our parents, every staff member has an email address that is easily accessible through our school website. The staff is asked to check their email regularly. Our school website provides current information.

Conduct

Good behavior is essential to a positive learning environment. Although the State of Tennessee permits the administering of corporal punishment (paddling), only the principal will administer corporal punishment after conferencing with parents. The faculty/staff have established a discipline policy that requires students to practice self-control, respect of the personal space of others, and adherence to school and classroom rules.

Negative Consequences for Violation of School-wide Rules/Procedures: Minor offenses will be dealt with according to the established classroom discipline plan. Major offenses such as fighting, stealing, deliberately hurting someone, vandalism, possession of knives, weapons, drugs, or other prohibited items may be referred to the Principal. A discipline report will document the incident. In extreme incidences a report will be sent to the parents outlining disciplinary actions taken. Students will always be given the opportunity to explain their situation. A copy of the Hamilton County Department of Education Board Policies is available.

All students are expected to conduct themselves in a manner that is respectful to adults and other students and to adhere to the School-wide Discipline Plan.

Conferences

If you need a conference with your child's teacher, please call or write a note to make an appointment for a time when the teacher will not have to interrupt instruction. Please remember, teachers need to be with the students when the school day begins and during dismissal. Teachers are not available for conferences when they are responsible for students. Parent-Teacher conferences will be scheduled throughout the school year in order for parents to be made aware of the student's progress. Parents may request a conference with the teacher but please work closely with the teacher in scheduling so that instructional time for all students is protected. If you have any difficulty in scheduling an appointment, please call the school office or Principal Hughes to assist you.

Only when a child feels that there is understanding, appreciation, and active cooperation between home and school can he/she be the best in his/her schoolwork. Through conferences, parents and teachers gain better insight into the child's needs, interests, potential, and growth, as well as

any particular difficulties he/she may have. Conference days are planned during the school year. Notification will be sent home regarding conference appointments.

Corporal Punishment

Corporal punishment is defined as physical discipline. It is not intended to be used as a first method of discipline, but after several other methods have been used to modify a student's behavior. In the event that such an extreme measure is warranted due to a student's misbehavior, a parent or guardian will be contacted and their immediate intervention will be requested.

Curriculum

Recognizing our responsibility to provide each new generation with adequate skills to be independent and to be gainfully employed in an enriched learning environment that is conducive to the educational process, the Hamilton County Department of Education curriculum is designed to meet the following objectives for our students:

- To demonstrate competency in fundamentals of learning and communication
- To develop skills and attitudes which facilitate life-long learning
- To attain sufficient information to realize life goals
- To understand principles, habits, and attitudes conducive to good physical and mental health
- To establish and maintain satisfactory relationships with others
- To practice the basic requirements of responsible citizenship
- To develop competence in the use of natural resources and in the maintenance of ecological balance
- To acquire career information and economic competence
- To appreciate cultural and aesthetic values
- To be aware of increasing interdependence among the peoples and nations of the world. To maintain a high degree of intellectual curiosity
- To acquire the intellectual and social skills which enable each individual to live in a world that accepts full inclusion of people with disabilities, and those with ethnic and racial differences
- To implement the goals of the Superintendent and Hamilton County School Board

Custody Concerns

If there are any custody concerns regarding your student, please be certain that the teacher is aware of your concerns, that you indicate concerns on the Student Registration Card, and a copy of any court orders regarding custody are on file in the office. Please speak with the Principal Hughes personally about your concerns.

Damage to School Property

Should a student willfully damage school property, the student's parents will be expected to pay for replacement or repair of that property.

Delivery

We ask that parents do not go with students to their classrooms after the first week of school. The office staff will be willing to assist you if there is a special need that involves you needing to meet with a teacher or visit an area of the building.

Discipline Plan

- Directions from school personnel will be respected and followed.
- Students are expected to keep hands, feet, and objects to themselves.
- Students must walk quietly in the school building.
- Students should walk on the right side of the hallway.
- No chewing gum is allowed.
- Stay in assigned area.
- School property shall be treated with care.
- Interference, which restricts teachers from instructing and students from learning, will not be tolerated.
- No name-calling, cursing, or teasing.
- No toys, radios, tape recorders, phones, beeper/pagers, gameboys, or other items are allowed at school. No items should be brought from home unless requested by the teacher to enhance instruction.

Hallways

- Always walk, never run inside the building.
- No loud talking.
- Stay in line.
- Keep hands and feet to yourself.
- Always walk to the right side of the hallway.

Restrooms

- Use equipment properly (flush after using).
- Put paper towels in garbage can after washing hands.
- Absolutely no writing on walls, stalls, or any areas of building.
- Misconduct in the restroom will not be tolerated.

Playground

Every child is expected to go outside for recess when the weather permits and the teacher awards recess to the class. If a child has been ill, parents may send a note to the teacher requesting that the child be permitted to remain inside during recess.

Safety Rules For Outdoor Recess

- Teachers on duty will be visible to students at all times.
- Once on the playground, students may not re-enter the building or leave the playground except with permission from the teachers on duty.
- No pushing, shoving, punching, pulling, or hitting for any reason.
- Students may not climb, swing, or hang on fence or trees.
- Students must stay away from dangerous areas. Teachers will point out these areas to warn students.
- Students on swings should sit in an upright position and not twirl or jump out of swing while in motion. Students should not run in front of or in back of swings.
- Students are not permitted to have rocks, sticks, ground covering, or objects of any kind.
- Students must go down slides one at a time, sitting in an upright position, and not linger at the top or bottom. Students must not climb up or down the slide.
- Students will not approach any animal, insects, etc. - Alive or dead.
- Use all playground equipment safely and appropriately.
- No contact sports are allowed including football, tag, tackle, wrestling, etc. Absolutely no fighting.
- Students should follow the teacher's directions at all times.

Cafeteria

- Do not get out of seat, except to return tray.
- Talk softly to friends at your own table.
- Do not throw/flip objects.
- Obey the staff on duty.
- Quiet voices in line or refrain from talking upon request.
- Non-food items should not be taken into cafeteria.
- No glass containers are to be brought to school.
- Students must sit appropriately, facing forward, feet under table.
- Saving of seats is not permitted.
- Students are not allowed to return to serving line unless permission is received from cafeteria monitor.
- Leaving the cafeteria is allowed only in an emergency situation when permission is granted from cafeteria monitor.
- Students should stay in their seats unless they are returning their tray or lunch box trash.
- Loud talking is unacceptable; use an indoor voice.
- Sharing food is unacceptable.
- Keep food and paper off the floor.
- Keep eating area clean for the next student who will eat at the table.

Any student not following the cafeteria rules will be reported to the teacher. Conduct in the cafeteria, etc. should be reflected on report card conduct assessment.

- Keep hands and feet to oneself.
- Respect the property of others and the school.
- Follow all classroom, playground, cafeteria, bus, and school rules.
- Remain in the seat and use quiet voices on the bus.
- Be a good example for others while on field trips.
- Use playground equipment safely and appropriately.
- Leave all toys, radios, tape recorder, beeper/pagers, phones, and other items at home.
- Not use or possess tobacco products, alcoholic beverages, illegal or look-alike drugs, or chewing gum while on school campus.

Hamilton County students are expected to behave in a way that does not interrupt the education of other students, or endanger other students or themselves. Violence, non-attendance or tardiness, substance abuse, protests, and other unacceptable behavior are not permitted. The CODE OF CONDUCT is designed to create a safe and secure environment on school campuses, school buses, and at school functions. The code's objective is to establish an environment which encourages student interaction and school pride. It will support and recognize positive behavior. Each parent of a Hamilton County student will receive a copy of the CODE of CONDUCT. **Please review it carefully with your student, sign, and return the notification form that is attached.**

Discipline Policies - Student Suspension

Any threat to do harm to another student or school employee or self will be taken seriously by the school administration. SECTION 4155 (b) No Child Left Behind of 2001 states that suspensions and expulsions are formal school actions; therefore, in order to be in compliance with the federal law, any disciplinary action records will be placed in the student's permanent record.

The Hamilton County Department of Education Code of Acceptable behavior and discipline conforms to Federal and Tennessee State Law and Hamilton County School Board Policy.

A student may be suspended if he/she....

- willfully and continually refuses to cooperate with school or classroom procedures and thereby causes frequent or continued disruptions for other members of the class
- has immoral or disreputable conduct or vulgar or profane language, violence or threatened violence against the person of any personnel attending or assigned to the school (including fighting or other offensive physical contact)
- has behavior that is dangerous to the school community - drugs, alcohol, firearms, knives, fighting, verbal abuse, etc.
- willfully or maliciously does damage to real or personal property of the school (parents/guardian of a student under eighteen years shall be responsible for all damage intentionally, willfully, or negligently inflicted on school property by the students), or the property of any person attending or assigned to the school
- is inciting, advertising, or counseling others to engage in any of the acts listed above
- is marking, defacing, or destroying school property; possession of a knife or other edged weapon, or any other weapon as defined in TCA39-17-1301, on school property, a school bus, or at any school event or activity; possession of a chemical, such as tear gas or mace, which has the capacity to injure or make an individual defenseless.
- Is assaulting a school administrator or teacher with vulgar, obscene or threatening language
- has unlawful use or possession of any illegal or prescription drug or drug paraphernalia on school property, a school bus, or at any school event or activity; use, sale or possession of alcohol on school property, a school bus, or at any school event or activity; and any other conduct prejudicial to good order or discipline in the school.

The Principal is authorized to suspend a pupil from attendance at school, including sponsored activities, both at school and away from the school campus, or from riding the school bus, for good and sufficient reasons. The suspension may be for a specific number of days or "pending a parent conference". In addition, a police report may be filed with the local police department when a violation of the law has been committed.

Other suspensions may include student fighting culminating in battery; assault/threatened assault; unlawful possession, use or sale of alcohol on school property, a school bus or at school sponsored events; other associated matters involving drug/alcohol and other controlled substances; rape, etc. (see board policy); sexual harassment; robbery; stealing; injuring or defacing property; criminal trespass/trespass in a school building (disorderly conduct); interference with government operations (false reports); threats/intimidation/extortion; gang related activity involving acts in violation of the law, or other acts prejudicial to discipline, law and order within the school; possession or use of tobacco products; misconduct on a school bus; student possession of a beeper/pager or cellular phone.

Discipline - Zero Tolerance Offenses - Long-Term Suspension of More than Ten Days

- Possession of weapons on school property, a school bus or at school sponsored events. If the weapon is a firearm or an explosive, incendiary or poison gas device, any student who is found to have violated this policy shall be expelled for a period of not less than one calendar year.
- Unlawful possession, use or sale of narcotics, stimulant drugs or drug paraphernalia; this includes prescription, nonprescription and "look-alike" drugs on school property, a school bus or at school sponsored events. A student having unlawful possession, using or

selling a narcotic or stimulant drug or drug paraphernalia on school property, a school bus or at a school sponsored event or activity shall be reported to local law enforcement officials and shall be expelled for a period of not less than one calendar year. This includes marijuana.

- Battery upon any teacher, principal, administrator, or any other employee of the Hamilton County Department of Education. A student who commits battery upon any teacher, principal, administrator, or any other school system employee shall be reported to local law enforcement officials and shall be expelled for a period of not less than one calendar year.

Discipline - Harassment Policy

Harassment shall be considered the act of annoying, pestering, teasing, worrying, or troubling either verbally or in written form. In addition, behavior such as physical advances, gestures, verbal or written remarks of a sexual nature are considered totally inappropriate and will not be tolerated.

Harassment will have occurred when:

- It interferes with a student's work or the educational process.
- It creates an intimidating, hostile, or offensive learning environment (all school-related activities, school age childcare, and conduct on the bus or at the bus stop).

Steps for harassment intervention:

- Report incident to an adult in authority. Confidentiality will be maintained and no reprisals/retaliation will occur as a result of good faith reporting.
- Investigate incidents - all reported incidents will be investigated.
- Notify/conference with parent/student - Schedule as needed.

Administration of consequences:

- Offenders are subject to suspension or a recommendation for expulsion from school.
- Consequences will be administered dependent upon the decision of the principal and teacher in conjunction with all parties involved.
- If satisfactory resolution is not reached, the parent of the student may appeal to the director of schools.

Discrimination

The Hamilton County Department of Education does not discriminate on the basis of race, color, creed, national origin, sex, age, non-disqualifying disability, or veteran status.

Dress Code

Student attitudes are affected by the clothing they wear. Neatness and cleanliness are normally indicators of good behavior. Please encourage your student to dress appropriately for school as well as suitably for weather conditions. **Teacher and staff discretion will be used for any dress which is felt to be distracting and/or inappropriate for the learning environment. Parents may be called and students asked to change in this event.** Parents should supervise their students and encourage discretion in attire. Students are expected to use good taste in clothing, hairstyles, etc. A school atmosphere of neatness, cleanliness, and self-respect are expected. A student's attire must not disrupt the learning environment.

- For the safety of the children, **only athletic shoes are to be worn.** The entire foot should be covered. Socks should be worn as well. Sandals, crocs, and open-toed shoes are not acceptable due to health and safety concerns.

- Shorts may be worn if they are in good taste and modest. The shorts should be at least as long as the child's fingertips when arms are held straight by the child's side. Example: walking shorts.
- No tank tops; no mesh t-shirts. Halters, shirts with spaghetti straps, and bare midriffs are not permitted.
- No clothing with obscene writing, encouraging alcoholic beverages, drugs, or violence, or other messages or pictures which might be distracting to the learning environment is permitted.
- Students may not go barefoot at any time. (State Law)
- Caps/hats are not permitted for wear inside the building. No caps/hats are recommended to prevent transfer of nits and/or lice.
- Safety should always be the first consideration. If clothing is worn oversized or with holes or too long, this could be unsafe and could cause injuries.

Parents are expected to monitor the attire of their child before arrival to school, keeping in mind the safety of the child. Children are involved in physical education and recess activities. Proper attire can help to prevent accidents. Parents will be called to bring a change of clothing if there is a concern.

Emergency Information

Parents of every student will be required to complete the registration card listing emergency phone numbers and medical information. In completing these cards, all information requested should be given. These cards are vital in helping assure your child's safety and well-being. It is absolutely necessary that an emergency contact person and their phone number (other than yourself) be provided. Please make sure this person is also permitted by both custodial parents to pick up your child if there is a need. Emergency information is kept on file. It is the responsibility of our parents to provide us with accurate and up-to-date information in case of an emergency. **We would encourage parents to list as many emergency numbers as possible.**

Enrollment Requirements

- Pre-Kindergarten students must be four years old on or before September 30th of the school year in which they are enrolling.
- New Kindergarten students must be five years old on or before September 30th of the school year in which they are enrolling.
- A student enrolled in another state where entry age is five years old before December 31 may transfer into the Hamilton County Kindergarten program.
- A student who was enrolled in Kindergarten in another state during the previous year who is six by December 31 may enter first grade.
- New first grade students must be six years old on or before September 30.
- A child may not enter first grade without having attended an approved kindergarten program.
- A physical examination is required when a student enters the school system for the first time. (Green Child Health Record). No student will be enrolled without a green child health record or a temporary immunization certificate. Some health care providers still use the old green card and the old blue form to document a child's physical. These will be accepted only if the child is up-to-date on immunizations.
- All students entering Kindergarten or First Grade, or students entering by transfer from other school systems must present a Certified Copy of their Birth Certificate at the time of enrollment.
- Students must be enrolled under full legal names.
- Each student entering school is required to have a social security number. State Law mandates that this number be given to school officials for identification purposes. A copy of the social security card must be on the child's school file.
- All children entering any school K-12 must provide the school with information on their immunization status upon enrollment. This information must include one of the following:

Proof of immunization against designated disease-a Tennessee Certificate of Immunization (Green Child Health Record) signed by a physician or health care provider administering the immunization. *OR*

- Proof of medical exemption - a Tennessee Certificate of Immunization (Green Child Health Record) signed by a physician or health care provider stating certain special health/physical conditions exist with the student and the administration of vaccines are contraindicated. *OR*
- Proof of religious exemption - Tennessee Certificate of Immunization (Green Child Health Record) and a written statement prepared by the parent/guardian stating that such immunization of other preventive measures conflict with their religious tenets and practices affirmed under the penalties of perjury.
- A Temporary Certificate of Immunization may be issued by a health care provider if a student is in the process of receiving the required immunizations. In this case the child should have received at least one dose of each vaccine and is as up-to-date as possible.

Immunizations required:

- **DTP-DTaP-DT-Td** 4 or more doses, one of which was given on or after the 4th birthday. If age seven or older three doses are required.
- **Polio (OPV/IPV)** 4 doses of OPV or IPV. If the 3rd dose was given on or after the 4th birthday, the 4th dose is not required. However, if a combination of IPV/OPV/(2IPV/20PV) is used, all four doses are needed regardless of age.
- **MMR** 2 doses, given on or after the 1st birthday required, for entrance into grades K, 4, 8, and 12. The 2nd dose should be administered at least 30 days following the 1st dose.
- **Hepatitis-B** 3 doses, for entrance into kindergarten (effective July 1, 1999).
- **Varicella (Chicken Pox)** 1 dose - Kindergarten only

Fever Policy

Your child must be kept home from school any time they have a fever. The student should not be sent back to school until they have been free from fever (above 98. 6) for 24 hours.

Field Trips

Students may be invited to attend field trips planned by their teacher as an integral part of instruction and an extension of the classrooms. Deadlines for permission forms and payments must be met as indicated by the teacher. **All arrangements must be finalized and received by the office 24 hours prior to the departure time.** This would include any payment and signed parental permission forms that are required to attend the trip. **It may not be possible to receive a refund after arrangements have been finalized for a total class rate for admission and transportation.** To be eligible to participate in field trips, students must have an established pattern of completing class work and exhibiting appropriate behavior. Unsatisfactory conduct at school will prohibit students from attending field trips.

Hamilton County Board of Education policies require written permission in advance for students to be permitted to leave the school campus on a field trip. Verbal permission cannot be accepted to permit a child to participate. Teachers will send required permission forms home well in advance of the field trips to allow ample time for parents to sign and return them. A parent or student decision to not attend a field trip needs no explanation; however, participation is strongly encouraged due to the educational benefits derived. The student will report to school as usual and a day of instruction will be provided.

Fire Drills/Tornado Drills/Safety Drills

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado, and safety drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

First Aid/Medications - Prescription Medications Only

In case of illness or accident, parents will be contacted. Please include as many emergency phone numbers as possible on student registration cards. Often a parent must be contacted in the work place. Parents are encouraged to respond as soon as possible. **PLEASE DO NOT SEND ANY OVER THE COUNTER MEDICATIONS TO SCHOOL.** School personnel cannot dispense medication and students may not be in possession of any medication to be in compliance with HCDE regulations. The only medication that can be given to the student is prescription. A form provided by the doctor or school must be completely filled out and signed by the parents and the child's licensed health care provider. The permission form must be updated when there is a change in dosage or time of medication. **FOR THE SAFETY OF ALL STUDENTS, NEVER SEND MEDICATION BY A STUDENT. ANOTHER CHILD COULD GET THE MEDICATION AND THIS COULD BE VERY DANGEROUS TO YOUR CHILD AND OTHERS. AN ADULT SHOULD ALWAYS BRING THE MEDICATION TO SCHOOL IN THE ORIGINAL LABELED PRESCRIPTION BOTTLE AND MUST BE TRANSFERRED FROM PARENT TO THE TEACHER WHO IS ASSUMING RESPONSIBILITY.**

Food Services

Breakfast and lunch are served at school for those wishing to participate. Please make checks payable to Apison Cafeteria/Hamilton County Food Service. If you have questions, please call the Cafeteria Manager at 236-4377. Our cafeteria is automated and students access their own accounts using their four-digit number. Money can be added to these accounts throughout the school year.

We realize there are times when money is left at home, lost at school, etc., therefore it may be necessary for a child to charge their lunch. When this happens, it will be necessary for students to call parents to authorize the charge. We ask that you pay the charge the day after you receive notification. We do not intend for any student to go without their lunch. Charges are not allowed for ice cream and additional items not included in the basic lunch.

Students bringing their lunch to school are encouraged to have a well-balanced diet. Cokes and other carbonated beverages are not permitted during lunchtime. Please do not send food in metal pop-top containers (desserts, etc.) as injuries may occur from sharp edges on these containers.

If you wish to have lunch with your student, please make an advance reservation by sending a note to the teacher and cafeteria manager. This is necessary for the cafeteria staff to prepare enough food to serve everyone. Please support HCDE Food Services. Food from restaurants should not be brought in for students and visitors for lunch. We appreciate your cooperation.

Fund Raising

The school and PT A will have several fundraisers throughout the school year. The success of these fund raising efforts is linked directly to family participation. Clearly, it is intended that children NOT go door-to-door to "sell" anything. Active parent involvement is the primary moving force in these events. While our goal is that 100% of our families contribute to the overall success of these programs, it must be understood that no one is required to participate in any fund raising event. Your support and active participation are however, greatly appreciated.

Grounds and Building

Please help to maintain and improve the appearance of our school building and grounds. Please become a partner in keeping the building clean and orderly. Please pick up any paper or debris you find in the building or school grounds and place it in a proper receptacle. Your efforts and support will certainly be appreciated. We want Apison Elementary School to be a school you are proud of.

Health Services

If illness or injury occurs, parents will be notified as quickly as possible. School personnel cannot be asked to remove splinters, treat old wounds or cuts, or diseases/infections such as impetigo, poison oak, or pinkeye. (See Board Medication Policy) Should your child suffer from asthma, allergies, a heart condition or any other potentially serious health condition, be sure to indicate this on the Registration Card, notify the school nurse and your child's teachers describing the condition. Provide in writing to them the appropriate steps to take in an emergency involving the condition. Please be sure to complete the Health Information Card during registration and keep the school informed on any changes of address and phone numbers for home and work.

Homework

Homework will be planned with each student in mind. It will be an extension of work in the classroom. Homework is assigned with the concept explained by the teacher. Activities should supplement regular classroom experiences. Assignments should not exceed one hour a night. Teachers should coordinate with each other to assure this amount. Homework will be corrected and discussed in class. Credit will be given according to the objective to be accomplished. Parents are encouraged to provide satisfactory homework conditions, including workspace, good lighting, and a regularly scheduled study time for their student. The teacher should be contacted if there is any concern about homework.

Homework Hotline

Homework Hotline is available to assist our students with their assignments. Students may call 209-7755 from Monday through Thursday from 4:00 p.m. to 7:30 p.m. and a teacher will assist them.

Information Line

To establish better communication for our school community, the Information Line is available 24 hours a day. You may want to access the Information Line by calling **209-1100 Code 7002** to receive information about school closings, school board meetings, time, temperature, sports, activities, and current events.

Insurance

Parents are given an opportunity early in the year to purchase school insurance. The information and necessary forms are available at registration. Parents who have no medical insurance are encouraged to purchase insurance for the protection of their children. Policies are available for either the school day or for 24-hour coverage.

Internet Use

Parents and students must both read, sign, and return an Acceptable Use Policy form in order for students to be able to use the Internet at school.

Interruptions During the School Day

To maintain the best learning conditions at Apison Elementary School, we ask that all parents/visitors report to the office personnel BEFORE going to another area of the building.

PLEASE DO NOT GO DIRECTLY TO A CLASSROOM OR ANY AREA WITHOUT REPORTING TO THE OFFICE PERSONNEL FIRST. If you have a quick question or information for your child's teacher, write a note and leave it in the office. Our office staff will make sure the note is given to the teacher. This policy allows for maximum amount of curriculum time without interruptions.

Kindergarten

Kindergarten in Hamilton County is a full day program. Activities are planned throughout the school day.

Library

Students are encouraged to use the library for research and to check out books. Each class has a regular circulation time, and the library can be made available at other times as well for students to do research as assigned by their teacher. A Book Fair will be held this year. This is a special time when students can purchase books. Profits from this sale are used by the library to purchase new books, materials, and equipment.

Lice Policy

The following procedure will be followed for the detection and control of head lice:

- Parent or Guardian will be contacted if a student is found to have head lice. The student should be dismissed by the parent or guardian immediately.
- An appropriate medicated shampoo/cream rinse must be used to kill the lice and remove the nits. Your pharmacist can assist you. You must follow up the shampoo by using the nit comb (usually provided) and/or by manually removing any remaining nits. The student's clothing and bedding should be thoroughly washed in warm water. It is recommended that hats, stuffed toys, etc. be closed tightly in plastic bags for two weeks after treatment. Carpets and upholstered surfaces (home and cars) should be vacuumed thoroughly. All other family members should be inspected and any found to be infested must also be treated. You may also want to notify friends or others who have been in close contact with your student.
- Before returning to school, the student must provide evidence that treatment was given and show that the student is "nit-free". This means that the student's hair is checked and there is no evidence of any lice or eggs. Upon returning to school, the student will be checked. If evidence of head lice is still present, the student will not be eligible to return to school.
- It is recommended that you check your student's head frequently for evidence of head lice. Please discourage students from sharing articles such as hairbrushes, hats, etc. If you have any questions, your physician or pharmacist can assist you.

Lost and Found

Articles found in and around the school should be turned into the Lost and Found where the owner may claim their property by identifying it. Please check this area when articles are missing. Please label any materials or clothing that your child brings to school. Lost articles are only stored for a limited time due to space constraints. Items not reclaimed by the last day of each month will be donated to needy children.

Lunch/Breakfast

Please send money on Monday of each week. We encourage parents to put money in the student's account in order to eliminate taking time from instruction the rest of the week. Application for free and reduced price meals should be completed and returned as soon as possible. Your child will be encouraged to eat unless there is a parent note stating a reason to do otherwise. It is encouraged that a student eats a school lunch or brings food from home. **WE ARE NOT ALLOWED TO PROVIDE A STUDENT WITH FAST FOOD FOR LUNCH OR BREAKFAST IN OUR CAFETERIA.**

Lunch Box

Sometimes children prefer to bring lunch from home. Please follow these guidelines. Lunch should be nutritious and have low sugar content. Canned or glass bottled soft drinks, or other sugary drinks are not permitted. A parent who wishes to eat lunch with a child is always welcome. Please notify the child's teacher in writing the morning of the day you wish to eat so the cafeteria staff can prepare extra food. When visiting, please support the HCDE Food Service program. We appreciate your cooperation in not bringing in food for lunch from restaurants.

Lunch Charges

Sometimes children will forget to lose their lunch money and there will be a need to charge their lunch. The child will be asked to call the parent to ensure that the parent has been notified of the need for the lunch money. Please pay lunch charges promptly. Food service does provide extra items which can be purchased but with an additional charge. If this comes from the child's account, it is the responsibility of the child and parent to agree on purchasing extra items so that there are no surprises when money has been spent on these items. Money will not be loaned or charged for extra milk, etc. All extras must be paid at the time of purchase. **NO CHARGES ARE ALLOWED FOR EXTRA ITEMS.** Students cannot select extra food items without money.

Lunch Prices

Breakfast

Paid - \$1.00
Reduced - \$.30

Lunch

Paid - \$2.25
Reduced - \$.40

Extra Milk - \$.50

Make-up Work

Hamilton County Board Policy 342.5:

Excused absences (those meeting State attendance rules) shall entitle students to make up work missed. Unexcused absences may result in homework assignments as make-up work which receives reduced credit. Students must make up work at the teacher's convenience and shall have five school days to complete these assignments. Extenuating circumstances may warrant additional time. Request for make-up work becomes the responsibility of the student. After an excused absence, make-up work shall receive up to 100 percent credit. Any work completed after an unexcused absence may be made up for a maximum of 70 percent credit.

Students who have an excused absence will have adequate time to submit makeup work after they return to school. Please do not call the school for assignments while the student remains absent, as this interrupts the students and teacher's school day, which are in attendance. The teacher will gladly give the makeup assignments upon the student's return to school.

Medication Policy

This policy applies to prescription medications only. Medications should be limited to those required during school hours and necessary to maintain the child in school. School nurses should administer medications or other non-medical school personnel designated by the school principal. Any student who is required to take medication during the regular school day must comply with the following regulations:

- A written permission form for prescription medications will be provided to the school by the Health Services Department. This form must be completely filled out and signed by both the parent(s) and child's licensed health care provider.
- A new permission form must be provided to the school at the beginning of each new school year. The permission form must be updated when there is a change in dosage or time of medication.
- Medication must be brought to the school office by a parent/guardian in the original prescription bottle and refilled in like manner. No medication is to be brought to or from school by the elementary school student.
- If medication is administered by non-medical school personnel, the school nurse will provide instruction on the proper administration of medication, the potential benefits and side effects. Any medication given will be documented on forms provided by the Health Services Department.
- All medication will be kept in locked storage boxes.
- Any unused medication must be picked up by parent/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.
- School nurses will monitor storage and proper documentation of medications administered, on a regular basis, to insure that medications are handled properly.
- All medications administered will be given in accordance with the above guidelines.
- Prescribed emergency medications to address life-threatening situations must be readily accessible to the student at all times. These may be in the student's possession or in a designated location as is appropriate to the situation (field trips, etc.). Examples of these medications include but are not necessarily limited to: asthma inhalers, epi-pens, glucose tablets, etc.
- The school system retains the right to reject requests for administering medication that are not in compliance with the above guidelines.

Money

Whenever you send CASH or a CHECK to school with your child, it would be wise to PUT IT IN AN ENVELOPE WITH YOUR CHILD'S NAME, TEACHER'S NAME, AND PURPOSE. When paying by check, write separate checks for the cafeteria, PT A, field trips, and pictures. Each department has a separate account for our auditing and accounting purposes.

Moving to another school

Parents should call or send a note to the school office before they wish to withdraw their student. It would be very helpful if we are notified two weeks in advance of the withdrawal. This will allow us the necessary time to circulate the student withdrawal information and provide you with copies of information to assist with enrollment at another school. Library books and textbooks must be returned before leaving. No records can be sent to another school until the student is cleared of all financial obligations.

Nonresident Students

Falsifying an address for a child to enroll in an out-of-zone school will not be permitted. The parent/guardian will be notified and the child will be disenrolled five days from the date of the notice.

Notice of Non-Discrimination

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs or practices in the school system. 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; or (3) Title IX of the Educational Amendments of 1972.

Dr. Marvin Lott is the Title VI and Title IX coordinator for Hamilton County Schools. He may be reached by calling (423) 209-8538.

Observations

Parent involvement is strongly encouraged at Apison Elementary School. When parents ask to visit classrooms, the following guidelines have been established to minimize distractions and to maximize student learning:

- Parents must obtain approval from the Principal at least 24 hours prior to the classroom visit. Please contact the school office in order to obtain approval.
- Parents should sign in at office and obtain a visitor's pass prior to entering the classroom.
- In order to minimize distraction, parents are requested to do the following when visiting a classroom:
 - Sit in the back of the room, away from students.
 - Refrain from interrupting instruction by talking to a student, teacher, student teacher, assistant, interpreter, or other school personnel.
 - Enter and exit the room only at the beginning and end of a lesson.

If parents wish to have a conference with a teacher, an appointment should be made by calling the school office at 236-4322. Please refrain from conferencing with school personnel during instructional time, or any time school personnel are "on duty" since this will take away from the learning and/or safety of all students.

Office of Civil Rights

The Title IX Coordinator for Hamilton County is Dr. Marvin Lott, 6703 Bonny Oaks Drive, Chattanooga, TN 37421. Dr. Lott's telephone number is (423) 209-8477.

Parents - What can you do to help your child learn?

- Start each day right; a calm beginning at home makes the school day much better.
- Encourage your child to eat a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
- Praises your child each day for something he/she has done. Have a special place to put schoolwork or whatever is brought home.
- Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences.

- Stress attendance. If the child is ill, home is the best place to be; otherwise, your child needs to take advantage of every hour of the school day.
- Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation that could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
- Encourage reading for pleasure.
- Stress organization of school notebooks, materials, etc.
- Provide pencils, glue, scissors, paper, etc. for your child to use.
- Work at home with the skills taught at school.
- Check our school website often to be informed of new information.
- MAKE SURE YOUR CHILD ATTENDS SCHOOL REGULARLY. GOOD SCHOOL ATTENDANCE HELPS CHILDREN BE MORE SUCCESSFUL.

Parent/Teacher Association

The Apison Elementary School PTA is a vital part of our school family. PTA programs and activities are designed and directed by parents to enhance the learning environment, assist teachers, and help provide much needed equipment, materials, and supplies for classroom use. Without the involvement and support of parents, it would be difficult to enhance the quality instructional program we wish to provide for our students. Every parent is urged to become familiar with the PT A, join with other parents in membership, and support its programs and activities throughout the year. The work of the PT A directly benefits your child. We look forward to the ideas, hard work, dedication, and involvement that PT A has to offer Apison Elementary School. Please join on Registration Day or anytime throughout the school year.

Parent/Teacher/Student Compact

Please be certain to sign and return the Parent/Student/Teacher/Principal Compact. We thank you for pledging to help your child learn. We look forward to working with you to accomplish that goal for your child.

Parties

Hamilton County Board Policy permits two class parties per year. The school has two classroom parties during the school year at which refreshments are served - Winter Holidays and Valentine's Day. Occasionally, a class may be given a "reward" party upon receiving approval from the Principal. For your child's birthday, you may send refreshments (but no drinks) to school for your child to share with his or her homeroom. The refreshments will be served during recess or at the teacher's discretion. Birthday parties are not allowed. Clowns, flowers, and balloon bouquets are not permitted in the classrooms. If something is delivered to school, it will be kept in the office until dismissal. These items cannot be transported on the bus.

Party Arrangements

All activities not sponsored by the school need to be made at home. Students can be deeply hurt because they were not invited to a party. Please send invitations to the home of the student. Private party invitations will not be allowed to be given out at school. Invitations to private parties may be distributed in the classroom ONLY if the entire class is invited. When only a portion of the class is involved, invitations should be mailed to avoid issues of inclusion/exclusion at school.

Photographing and Video-taping for Media Releases - IMAGE

We want to keep Important Messages About Good Education before the public - especially good messages about Apison Elementary students. Therefore, your student may be involved in programs and/or events that are photographed or videotaped for media release. If for any reason, you object to your child's picture being published or aired, please state this in writing to the office and your student's teacher immediately. We will then send you a form to complete denying this permission for your student.

Pictures

Individual and class pictures are made during the school year. Instructions for ordering and paying for the pictures will be provided near the time the pictures are to be made. When individual pictures are being made, parents may bring preschool children to the school to be included in this opportunity.

Principal's Message

I am very happy to be able to provide this Handbook for Students and Parents. You will find the rules of our school, an explanation of the services we offer, and our expectations for the education of your child. You will also find specific directions for implementing any of the procedures necessary for your involvement in our school. I look forward to serving you and your children throughout the coming year. During any academic year it is only natural that certain points or questions may arise that may require clarification. Certainly, it is my desire to keep you fully informed about every policy and procedure of this school. If I may be of service to you, please feel free to contact me by phone, letter, or e-mail. Be sure to visit our school website at www.hcde.org, select "schools" and Apison Elementary for additional information you may need throughout the school year. Contents of this handbook are subject to change. Additional information will be provided throughout the school year.

- . Principal, Ron Hughes
- . Phone - 236-4322
- . Address - 10433 East Brainerd Road, Chattanooga, TN 37302
- . Hughes_r@hcde.org

Professional Development Partnerships

Apison Elementary School will be partnering with Lee University, The University of Chattanooga, and Southern Adventist University to create learning opportunities that will benefit both student teachers and Apison students as we jointly share our expertise and support.

Promotion and Retention

Any student with a majority of unsatisfactory grades in basic areas such as math, reading, language, social studies, spelling, and science will be in danger of being retained for a year. Each student will be dealt with as an individual. Parents will be informed of concerns and encouraged to take an active role in planning strategies to alleviate problems at an early stage. We will look at each student's production, reason for non-or poor production, ability level, maturation, areas of special need, and parental input. Please be advised that the determination of whether a student is promoted or retained in a grade or which class he/she is assigned to is made by the appropriate school officials. Please notify Principal Hughes of any concerns you may have as a parent.

Reading

Our goal at Apison Elementary is that every student has the opportunity every day to become a successful learner. While every subject is important, we know that development of good reading skills is perhaps the most important task we have. The ability to read impacts every part of a child's day. Success as a reader not only supports overall academic success; it also boosts self-esteem and social skills.

At Apison our reading curriculum and instruction are structured to provide the best opportunity for your child to be a successful reader. Here is how it works:

- All children are screened three times a year in reading or early literacy skills. If your child's reading skills are on target he/she will receive 90 minutes of core instruction every day. The instruction uses research-based curriculum and is designed to maintain and accelerate skills.
- Children who need additional support will receive more intensive interventions in small groups for 30 minutes each day, or more if needed. Materials and methods are research based. This support will be in addition to the regular 90 minutes per day of core reading instruction that all students receive.
- All children who show some risk in developing reading skills are checked at least every two weeks to measure progress.
- Your child's teacher will communicate regularly with you so that you know how he/she is progressing.

The model of instruction and intervention we have chosen insures that we do not have to wait until a child is failing before providing assistance. Consequently one of the benefits usually seen with this approach is a reduction in the need to refer students for special education identification and services. We continue to provide a full range of evaluation and special education services if they are needed. If at any time you believe that your child might be a child with a disability you have the right to request an evaluation to determine eligibility for special education services.

HAMILTON COUNTY SCHOOLS MODEL FOR 3 TIER READING AND RESPONSE TO INTERVENTION PROCESS

TIER I

INSTRUCTION

All general education students receive 90 minutes of Reading daily. Core instruction includes direct, explicit, differentiated instruction including small group techniques, using research based methods and materials. Instruction for students who receive special education services may vary, according to IEP (Individualized Education Program).

ASSESSMENT

All general education students, and all special education students who access the general curriculum, are screened in reading and/or early literacy skills at grade placement level. The screening takes place during the first few weeks of school and again in winter and spring. HCDE uses the Dynamic Indicators of Basic Early Literacy (Dibels). Students' scores are compared to standards for expected performance or Benchmarks.

DECISION-MAKING

Strategic Level Score. If your child's scores show some risk for developing grade-level reading skills, (score is within the Strategic Level), the teacher will closely monitor his/her response to core instruction practices for the first few weeks of school. Once every two weeks the teacher will administer a brief (1 to 3 minute) progress monitoring reading assessment. The Response to Intervention (RTI) Committee will review your child's overall progress in reading during the first grading period. Based on his/her level of progress the RTI Committee may recommend continued monitoring in TIER I, or may recommend that your child receive the additional reading instruction of

TIER II interventions as described in the next section.

Intensive Level Score. If your child scores within the Intensive level s/he will automatically receive the additional TIER II interventions as next described.

COMMUNICATION

If your child's scores indicate a need for progress monitoring or additional TIER II interventions you will receive a letter from the teacher. You may be asked to give permission for vision, hearing, and other screenings if your child's teacher has concerns about problems that could be interfering with learning.

TIER II

INSTRUCTION

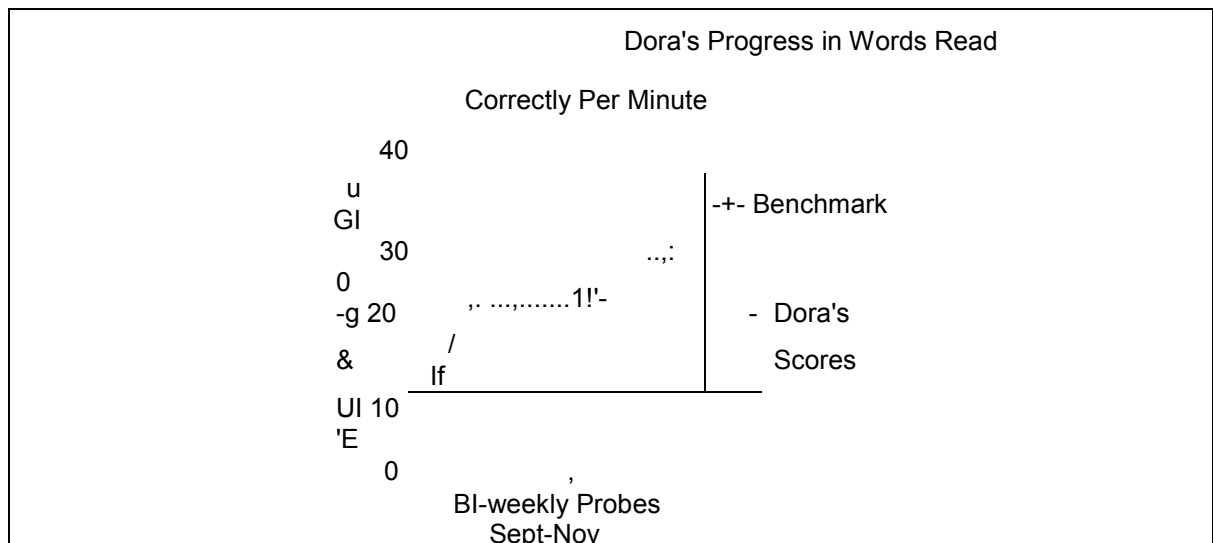
Students in this tier receive 90 minutes of core instruction, plus 30 minutes daily intervention, for 10-12 weeks minimum. Intervention may occur in general education classroom or pullout, with groups of 3-5 children.

ASSESSMENT

While your child is receiving TIER II interventions, progress will be closely monitored. One of the monitoring tools will be the 1 to 3 minute reading assessment, administered at least once in each 2 week period. Your child's teacher will use the results to help make instructional decisions. At about midterm the RTI Committee will formally review progress and discuss any needed changes in the interventions.

DECISION-MAKING

If your child's score on the next Dibels benchmark assessment continues to show risk in developing reading or early literacy skills, the RTI Committee may recommend continuing TIER II instruction for an additional period, or they may recommend more intensive instructional interventions (TIER III.) The RTI Committee will not only look at the benchmark score but also will look at rate of progress to determine how much progress your child is making. In the example below you can see that Dora's monitoring shows progress toward the Benchmark for her grade.



Communication

Your child's teacher will invite you to a conference to discuss TIER III interventions if these are recommended for your child.

TIER III

Instruction

Students in this tier receive 90 minutes of core instruction, plus at least 60-75 minutes daily intervention, for 10-12 weeks. Intervention occurs in pullout, with trained personnel, and groups have 2-3 children.

Assessment

At this more intensive level of intervention your child's progress monitoring will continue but the 12 minute assessments will be done weekly. The effectiveness of the intervention will be reviewed at the midpoint, if not sooner, by the RTI Committee.

Decision-Making

Based on your child's progress the RTI Committee may recommend returning to less intensive interventions or continuing with Tier III interventions. In some cases the committee may recommend a referral for evaluation to determine if there is a need for special education services. TIER III interventions will continue during the referral process.

If the RTI Committee recommends a referral for a comprehensive evaluation, your child's teacher will contact you to schedule a conference in which the two of you will discuss the recommendation. If you are in agreement the referral will be made to the appropriate exceptional education professional, and you will be contacted to schedule an Assessment Team meeting.

If you have questions or concerns, please contact your child's teacher or Principal Hughes.

Report Cards

Report cards will be issued four times a year at the end of each nine-week period. Students are graded in all subject areas. Parents are given information regarding work and study habits as well as individual and social conduct. The report cards are issued to students. Parents are expected to examine, sign, and return the card each grading period. Parents will be made aware of any areas in which the student is working below grade level expectations. Any concerns should be addressed immediately to the teacher in order to best improve the student's performance as soon as possible. All school debts should be paid prior to receiving your child's report card or the report card will be held until the debt is paid.

Rock Throwing

Rock throwing is not permitted due to the potential for personal injury or property damage.

According to Hamilton County School Board Policy #444:

Parents or guardians of a student under 18 years of age shall be responsible for all damage intentionally, willfully, or neglectfully on school property by the student.

Parents will be financially responsible for personal injury or property damage caused by their child throwing a rock.

Safety Patrol

Members of the School Safety Patrol assist in the halls and throughout the school during arrival and dismissal of students.

School Spirit

Students are encouraged to show "School Spirit" each Friday by wearing our school T-shirts or red, white, and blue which are our school colors. Shirts will be available in the school office.

Searches of Students/Lockers, etc.

Students have the right to be safe and secure at school and pursue their education in a disciplined environment conducive to learning. Therefore, students and all their property will be subject to random administrative searches. Refusal to cooperate with a reasonable request may result in disciplinary action. The school has the authority and control over lockers and may gain access at any time. Any lock which the school does not have the key or combination will be removed by the school.

Sick Children

Sick children need to be at home. An early return to school generally aggravates the problem. Take an extra day to insure complete recovery. Make sure the student has a normal temperature for at least 24 hours before returning to school.

Supply Fee

The Hamilton County Department of Education furnishes school textbooks. The student is responsible for any books, including library books that are lost or damaged. The supply fee is used to purchase workbooks, manipulatives, assessment materials, and other instructional materials for student use. The fee (\$65) should be paid early in the first month of school. You may choose to pay the fee in increments if this amount is a financial hardship. Check with the teacher to make arrangements for payments. These materials will greatly enhance the learning process; however, they are not provided by the Department of Education.

Tardiness and Early Dismissals

Parents are encouraged to have their students at school on time and not to request early dismissals other than for NECESSARY medical or dental appointments. The Hamilton County School Board Policy on tardies is found in Curriculum and Instruction Policy No. 345.7:

Tardiness will not be tolerated as it consistently detracts from the time spent on task. Each interruption takes away from the class concentration.

The school day begins promptly at 8:45 a.m. and ends at 3:45 p.m. Three tardies or dismissals per year will be treated as one absence for report card purposes and for awarding perfect attendance. When a student is tardy, the parent is expected to come into the main office and sign the tardy log. Early dismissals will be treated the same as tardies. Three (3) "early dismissals" will be recorded as one (1) day of absence. A student dismissed before 12:15 is counted absent for the day. If the student is dismissed before the school dismissal time (3:45), parents must sign students out in the office.

A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. When the parent/guardian, or designee, picks up a student at school, this person must report to the office and will sign/complete information on the dismissal card. **The only persons able to sign a student out for dismissal are those listed on the dismissal card. The custodial parent or guardian will be responsible for letting the office personnel know if there are restrictions, a copy of legal documentation given to the school, etc.** The custodial parent or guardian may request that the school deny a specific individual(s) access to a

student with legal proof of the parent/guardian's right to deny access. **Expect one of the school personnel to ask for picture identification when asking to dismiss a student.** A student missing over half (1/2) day by dismissal or tardy shall not be counted as present on attendance reports. Board Policy 435-G: **Early dismissals will be recorded as absences on report cards and for awarding perfect attendance.**

The teacher will not release the student without proper dismissal procedures being followed through the school office.

For the safety of all students and staff, expect the school personnel to ask for valid identification of any visitor who is on the school premises at any time.

If an early dismissal is necessary, please make arrangement to dismiss your student BEFORE 3:15.

Excessive tardiness and early dismissals are reported to the Social Worker/Attendance Officer. Students who are tardy or need to be dismissed from instruction due to a doctor or dentist appointment may show proof of the appointment to be excused. We wish only to emphasize the need for regular attendance by our students. We appreciate our parents who encourage regular attendance for their children.

TCA 39 -17 -1309

State laws were created to insure a safe learning environment for our students. The following information is provided to you regarding students and visitors to the school campus.

- Lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons or any property which is not properly in the possession of the student (stolen property).
- Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons.
- State law prescribes a maximum penalty of six years imprisonment and a fine not to exceed three thousand dollars for carrying weapons on school property.
- No person shall enter onto the grounds or into the buildings of any school during the hours of student instruction, except students assigned to the school, the staff of the school, parents of students and other persons with lawful and valid business on the school premises.
- There will be zero tolerance for weapons, illegal drugs and battery.

Soup Labels and Box Tops

We collect Campbell Soup labels and Box Tops for Education from General Mills Products. The labels can be used to obtain equipment for classroom use. Labels and box tops can be turned in to the office or your child's teacher.

Supervision

Students should be under the direct supervision of school personnel throughout the school day. Students are not allowed to leave adult supervision at any time.

Telephone

The school telephone is for the use of the school staff and for incoming calls. Students should be discouraged from asking permission to use the telephone. Parents, please assist us by making arrangements outside of school hours if your student is to go home with someone else. Please help your student be certain that he/she has books, lunch money, etc. before leaving home in the morning. We cannot allow students to call for forgotten materials. To avoid disrupting classroom instruction, teachers will not be called to the phone except for an emergency. The secretary will transfer a message and in the

event of an emergency or extenuating circumstance, a message will be taken for a student and given to him/her at a time that does not interrupt class. **Messages WILL NOT be relayed to students regarding dismissal unless an unavoidable 'unexpected emergency arises.** Parents calling school and asking that children be informed of how they are to go home interrupts instruction daily and we cannot guarantee that students will get this information. **Please make arrangements and inform your child how they are to go home each day BEFORE they come to school. If there is a change from the normal way they are to be dismissed, this should be in writing to the child's teacher.** Parents, students, and teachers can work together to make this a part of learning: Learning to be responsible for one's belongings and being prepared for the day.

Students will not be allowed to go home any other way than as a parent/guardian directs on the registration card unless the school has a note signed by the parent/guardian. This policy includes scout meetings, car pool, or bus changes. Plans for means of going home are to be made at home prior to the school day. **Please do not ask the school office to relay information regarding how a child is to go home to the teacher or over the intercom. We cannot interrupt the learning environment to honor these requests. Teachers cannot receive phone calls during the instructional day. They will return your calls during their planning time when possible.**

Textbooks and Supply Fee

The Department of Education provides textbooks. Students are responsible for the replacement of lost or damaged books. Although these books are provided free of charge, much additional material is used to implement a quality instructional program. Apison Elementary asks for a supply fee for each student. An itemized list of materials covered by the fee is provided to parents at registration. We request that those with more than one child enrolled at Apison write a separate supply check for each child.

Tobacco Use On Our Campus

Use or possession of tobacco products by students on school grounds or the bus is strictly forbidden by the Hamilton County School Board policy. All public schools are smoke-free facilities.

Toys, Games, Items Brought From Home

Please do not allow students to bring ANY ITEMS from home unless they are requested by the child's teacher to enhance instruction. We work hard to protect your child's instructional day and appreciate your cooperation in encouraging students to leave personal items at home. When toys, games, and other items are brought to school the teacher will take up these items and hold them for the student's parent to pick up.

Transportation

Hamilton County provides school bus service to students who reside outside a 1.5 mile radius of the school they are zoned to attend. Each bus follows a predetermined route with designated pick-up and drop-off stops to most safely and efficiently transport children to and from school. Students must ride their designated bus and get off at their designated stops.

In the event of a need to change the way a child is to go home, written request from the parent/guardian must be sent to school so we are aware of the change. This includes taking a different bus, getting off at a different stop than that regularly designated for the student, or going home with a friend. **Special transportation instructions must be written. DO NOT CALL THE SCHOOL TO CHANGE GOING HOME PROCEDURE.** Office personnel have been instructed not to interrupt classes for "reminders" as to transportation changes. If the child does not have a note from the parent, he/she will be sent home by the method indicated on the registration card as the regular method. Please realize that changes in transportation are extremely difficult to keep up with the hundreds of children attending our school. **ANY**

VISITATION ARRANGEMENTS SHOULD BE COMPLETED AFTER THE CHILD ARRIVES AT HIS/HER HOME. Bus drivers have instructions to require the children to ride their regular bus. Instructions to elementary school children as they leave home are rarely remembered. Please have a standard set policy which your child understands completely. Should a change require alternate transportation provisions, please send written notification to the teacher stating the change and the day/days it will be in effect. The note should have the legal guardian's signature and should be dated.

Visitors

Visitors are always welcome at Apison Elementary School. However, because class time is so valuable, it is necessary that reasonable guidelines be followed to avoid interruption of the instructional program. When visiting the school, please come first to the office. Usually, we will be able to assist you with any needs you might have. If you need to talk with your student's teacher or the principal, please be certain to make an appointment at a time convenient to both of you so that instructional time is not lost or interrupted. **Please do not go to a classroom or ask a teacher to conference with you without making an appointment.** All visitors should first report to the office, sign in, and obtain a Visitors' pass before visiting any areas of the building or campus. This procedure is necessary for the safety of our students.

All visitors, including parents, are to check in at the office. This will avoid class interruptions. Please do not move around the building from 8: 15 to 3:45. Parents may wait in the lobby for students.

If you wish to have lunch with your child, please inform the cafeteria manager in advance. This is necessary for the cafeteria staff to prepare enough food to serve everyone. If you wish to volunteer in the cafeteria, please have this approved in advance by the Principal.

It is also helpful to avoid sibling visits during the regular school day. These are frequently disruptive to students and to classes. Siblings are welcomed to visit during special programs, plays, Open House, etc. **Siblings should not attend regular class activities such as classroom parties.**

A parent/visitor pass will be worn to ensure the safety of our children and staff. The parent/visitor will be expected to sign in our visitor book and when leaving must sign out and return the pass. The pass should be visible where our personnel see that the parent/visitor has checked in the office. If the pass is not visible, our personnel will consider you a trespasser and further steps may be taken to notify law enforcement. This procedure is important for the safety of all and being accountable by knowing who is in our building in case of any emergencies.

Visitors - Trespassing - Hamilton County Department of Education Policy

Any person who trespasses in the building of any public school and who engages in any disorderly conduct is guilty of a misdemeanor. For all purposes, the phrase "disorderly conduct" shall include the following actions:

- Defacing, damaging or destroying property
- Drinking intoxicating beverages or being in a drunken condition
- Engaging in any action which constitutes a breach of the peace
- Refusing to comply with lawful directions of school personnel, including a request to leave the school premises
- Disrupting the school environment in any way including interrupting classes or loitering in the halls.

Volunteers

Volunteers can: serve as a reading interventionist, serve as a math interventionist, read to students, listen to children read, be guest speakers, tell stories, assist with special projects, make copies, cut out materials, organize papers, make bulletin boards, assist in library, as well as participate in many other special assignments from teachers. Please sign in at the office each time you volunteer. It is necessary that you wear a visitor's pass. For safety reasons, we must know who is in the building, where to find them, and who to contact in case of an emergency.

Volunteers should be honest in approach and attitude, patient when working with students, flexible in responding to the needs of students, prompt, dependable, and regular in attendance. Volunteers should be friendly to teachers and children, appreciative of efforts of the school to educate all children and to provide maximum learning opportunities for each. Volunteers should be supportive of administration and teaching staff and willing to discover interests and strengths of each child. Volunteers should be able to generate enthusiasm about the children they are working with, be discreet, sincere, dedicated, and punctual. Volunteers should be able to recognize the child's need to improve self-image and independent learning habits. Volunteers should be modestly and appropriately dressed, not distracting the learning environment. Volunteers should be willing to communicate regularly with the staff and be knowledgeable that experiences in the classroom are not to be shared but is confidential information. Volunteers must understand that interruptions adversely affect the learning environment and must work within the rules of the school as set by the Principal. Volunteers should treat the teacher, child, child's parents, and guardians with respect and not criticize or make negative comments about them to or in front of students.

Volunteers should exhibit behavior that is respectful and assumes equality toward all members of the school community. Volunteers shall respect cultural differences and broaden their knowledge and understanding of human relations. Volunteers must keep information about students and teachers confidential unless disclosure to proper authorities as required by law. Any information that indicates a student may harm her/himself or another person must be reported to the Principal. If the student reports that he/she has been abused, that information must be reported to the Principal. Information should never be repeated to friends, relatives, coworkers, or other acquaintances.

Volunteers should refer all potential disciplinary problems to the classroom teacher. Please understand that interruptions affect the learning environment (no cellular phones, do not take personal phone calls, drinking or eating in front of the children as they are working, etc.) Volunteers must understand that computers, telephones, and other school equipment are for school use only. Volunteers come to school with a specific purpose not to have conversation with school personnel. Volunteers should not bring younger siblings to school.

The willingness of volunteers to give of your time and talents to benefit the students of Apison Elementary School is greatly appreciated. Your involvement is very important and following the guidelines will help us maintain a safe and respectful environment for all. Thank you for your dedication. Volunteers are welcome to assist teachers and students. Together, home and school make a child's education successful. We are all accountable for student success. Parents can make the most significant of contributions by imprinting the spirit of service on their children, so the children grow up committed to making a difference.

Walkers

When walkers are dismissed, the students are to leave the school property immediately and not return to the premises. Students should not arrive on the school grounds before 8:15 a.m. There are no adults available to care for the child before 8:15 a.m. and after 3:45 p.m. THIS IS

CONSIDERED DESERTING A CHILD AND LEAVING A CHILD WITHOUT ADULT SUPERVISION. THIS IS CONSIDERED NEGLECT AND ABANDONMENT. If a student is consistently on the school grounds before 8:15 a.m. and after all buses have left in the afternoon, a complaint will be filed with law enforcement along with a referral for social worker and child protective services.

Website

The Hamilton County Schools' website address is www.hcde.org
We have an Apison Elementary School website that is under construction in an effort to provide more information for you. Our website is found by going to www.hcde.org, clicking on "schools" and selecting Apison Elementary School.

Withdrawal

A withdrawal form obtained from the school office should be completed when transferring or withdrawing the student from Apison Elementary School so that records can be properly and promptly sent to the receiving school. All fees and charges will need to be paid prior to sending any school records.

Best wishes for a rewarding year!

Telephone Numbers

School Office - 236-4322
School Fax - 236-4000
Cafeteria - 236-4377
Child Care - 236-4288

Ron Hughes - Principal

Hughes_r@hcde.org

