

## DAILY OPERATION

**SCHOOL DAY:** Our school day begins at 8:25 a.m. Children not riding the buses should arrive at school **no earlier than 8:00 a.m. and no later than 8:25 a.m.** There are no teachers on duty before 8:00 a.m. and it is unsafe for students to be left unattended before 8:00 a.m. Students arriving to school after 8:30 a.m. will be counted tardy for attendance purposes and are required to check-in to the front office before going to class. Our school day ends at 3:25 p.m. At this time, we dismiss car riders to the front entrance of the building. Bus riders will be dismissed at the rear entrance as the buses arrive.

**DELIVERY AND PICK-UP:** Parents delivering and picking up students are requested to use the driveway and entrance directly in the front of the building. We ask that you not park your car in this area. **Children are not to be dropped off or picked up at the side or rear of the building.** Students will not be dismissed after 3:00 p.m. due to afternoon announcements and car pick-up procedures. **For protection of all students, dismissal and entry will only be allowed through the front doors of the building.**

**BREAKFAST PROGRAM:** Breakfast is available for those students arriving before 8:15 A.M.

**DISMISSALS:** If a student is to be dismissed from school during the school day, the parent or authorized individual must come to the office to sign the dismissal log stating time and reason for dismissal. Authorized individuals must be named on the student's Emergency Information card and may be asked to present a picture I.D. This is for the safety of all students. The office staff will have the student sent to the office for dismissal. **Parents should not go to the classroom to pick up the student - teachers will ask you to return to the office so that the student may be called from the office for dismissal.** If someone other than the parent is to pick up the child, it is required that the parent contact the school in advance. We will not release the child to unauthorized persons. Dismissals will not be made during the last 15 minutes of the day unless an emergency arises.

**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 from home if they are not going home in their usual manner. When the request involves bus transportation, the note must be signed by the principal or teacher and delivered to the bus driver by the child. **The school phone is not available during the day or after school to make arrangements by the student to go home with another person. All car rider students must be picked up by 3:55 p.m. Any remaining car riders will be checked-in to After Care and charges will be in effect. Those students not currently enrolled in After Care will be charged a \$10.00 registration fee and the afternoon rate.** Parents who consistently have difficulty picking up their students by this time should make alternate arrangements.

**PLEASE LIMIT CALLS OF CHANGING STUDENTS' DESTINATIONS OR PERSON(S) PICKING THEM UP TO EMERGENCY SITUATIONS. NOTIFICATION OF CHANGE SHOULD BE MADE NO LATER THAN 2:25 P.M.**

## DAILY OPERATION

# ATTENDANCE POLICY

**STATEMENT OF PURPOSE:** Compulsory and excused absences are clearly defined in the Tennessee Code and in the State Rules and Regulations. The Hamilton County Board of Education firmly believes in regular school attendance for each student. Educational research shows a positive correlation between attendance and achievement. The elementary school years are a critical step in a successful academic career. Daily attendance, instruction, and task completion are prerequisites to the highest possible achievement. Considering the importance of regular school attendance, the following policy has been adopted by the Snow Hill School / Community Improvement Council.

**CATEGORIES OF EXCUSED ABSENCES:** (From State Rules and Regulations).

- Personal illness
- Death in immediate family (parents, siblings, grandparents). Documentation required
- Religious holiday (prior notification required)
- Documented court appearances

**DOCUMENTATION OF ABSENCE:** A written statement of reason for absence, signed by a parent or guardian and dated, must be sent to school within five days upon the student's return. Please note: Only five parental notes per year will be accepted. Additional absences will be considered unexcused unless a doctor's note is received.

**STATE LAW REQUIREMENTS:** The state law requires that school officials report to the court any parent or guardian whose child is unlawfully absent from school any five days during the school year. A parent will be notified by the school social worker that their child must attend school on a regular basis. If the child continues to be absent, a legal notice will be delivered notifying parents that a petition is being filed in court charging the parent with neglect.

## KINDERGARTEN

Janet Bartley  
Elizabeth Cordell  
Jane Lee  
Pam Stansell

## FIRST GRADE

Carol Davis  
Michelle Gooden  
Vicki Sewell  
Mary Thompson

## SECOND GRADE

Ann Bottoms  
Teresa Essary  
Julie Fine  
Amanda Kyle  
Cindy Snow

## THIRD GRADE

Jody McCorvie  
Michelle Mitchell  
Jayme Newell  
Julie Thompson

## SUPPORT PROGRAMS

Joy Billings, Library  
Mallory Scott - P.E.  
Patricia Visage - Music  
Heather Newman - School Nurse  
Sarah Jones - Guidance  
Janice Whitlow - Computer Lab  
Katrina Breazeale - Educational Assistant  
Christine Norris - Educational Assistant  
David Wiedenbenner - P.E.

## EXCEPTIONAL EDUCATION

Julie Cooke - Inclusion  
Janet Fabry - School Psychologist  
Shirley Moore - Modified Resource K-5  
Linda Pflug - Inclusion / Resource  
Terri Pletcher - Gifted  
Chanta Smith - Speech / Language



# SCHOOL STAFF

SNOW HILL ELEMENTARY STAFF  
2008-2009



Mr. Shane Harwood, *Principal*  
Mrs. Danna Thorne, *Assistant Principal*  
Louise Smith, *Secretary*  
Margaret Moser, *Office Assistant*  
Beth Stanley, *Bookkeeper*  
Chris Vandemark, *Cafeteria Manager*

**PRE-K**

Starla Landrum  
Kim Martin - Pre-K Assistant



**FOURTH GRADE**

Jennifer Griffin  
Diane Hitchcock  
Michelle McCandless  
Lyn Simpson  
Starla Testerman

**FIFTH GRADE**

Sandra Burdette  
Jennifer Edwards  
Marilyn Highlander  
Rebecca Sumner  
Cyclinda Teppenpaw

**TARDIES AND EARLY DISMISSALS:** Parents are encouraged to have their children at school on time and not request early dismissals other than for necessary medical or dental appointments that cannot be scheduled after school hours. **In order to be counted present the student must be in attendance for the greater portion of the day. Tardies or dismissals in excess of three and one-half hours will be considered an absence for that day. Hamilton County Board policy states that three unexcused tardies will be treated as one absence for report card purposes and for awarding perfect attendance certificates. The policy also states that early dismissals will be recorded as absences on report cards and for awarding perfect attendance certificates when the accumulated time exceeds one-half day.** Unexcused tardies or dismissals *will result* in assignments as make-up work which will receive a maximum of 75% credit. Make-up work will be due the next school day following the tardy or dismissal.

**PROVISION FOR MISSED WORK:** Excused absences shall entitle the student to make up work missed for full credit. Unexcused absences will result in assignments as make-up work which will receive a maximum of 75% credit. However, it is the teacher's discretion to allow any credit for unexcused make-up work. Students must make up work at the teacher's convenience and shall have no more than five school days to complete these assignments for one day's absence. Each additional day's absence shall add one day to the length of time given for make-up. **Request for make-up work becomes the responsibility of the parent and student.** Make-up work will not be given without a note explaining an absence.

**WE APPRECIATE OUR PARENTS WHO ENCOURAGE  
REGULAR ATTENDANCE FOR THEIR CHILDREN.**

**ATTENDANCE POLICY**

## SNOW HILL DISCIPLINE POLICY

**STATEMENT OF PURPOSE:** As human beings we are all faced with the job of learning to live comfortably with ourselves and with others. To live comfortably with ourselves, we must develop and maintain deep feelings of self-respect. To live comfortably with others, each of us must come to recognize where his/her rights end and others begin. The many things that we all do to help a child learn this respect and concern are together called discipline.

Good student conduct is something that is important to both parents and teachers. Proper student behavior is essential to having an outstanding school. It requires the full cooperation of students, parents, and teachers.

In order to provide Snow Hill with a positive, nurturing, safe, and orderly environment for children to learn and teachers to teach, the following school wide discipline plan has been developed.

**BEHAVIORS OR ACTIONS CONSIDERED INAPPROPRIATE:** Any threat to do harm to another student or school employee or self will be taken seriously by the school administration.

### SCHOOL WIDE:

- Disrespectful behavior
- Fighting
- Profane / vulgar language
- Chewing gum
- Throwing objects
- Pushing, shoving, hitting, tripping, etc.
- Possession of weapons\*
- Use, possession, receiving, or transfer of drugs (including look alike), tobacco products and alcohol\*
- Damaging, defacing property
- Stealing\*
- Violation of classroom rules.
- No toys, electronics or cell phones are allowed at school or on buses.

\* these actions can result in the involvement of law enforcement authorities

### HALLWAYS / REST ROOMS

- Running
- Being Loud
- Damaging, defacing property
- Climbing on fixtures, partitions
- Misuse of paper dispensers
- Misuse of water fountains, lavatories
- Making scuff marks on floors
- Littering

### PLAYGROUND

- Crawling under or climbing on fence
- Not being in designated play area
- Inappropriate use of equipment
- Climbing / pulling on trees
- Throwing objects
- Littering
- Rough Play

• Kids First Coupon Book Sales - September 5-19 2008

• Kindergarten Preregistration & Pre-K Applications - May 6, 2009

### ADMINISTRATIVE/PROFESSIONAL IN-SERVICE 2008-09 - 6 DAYS

August 1, 2008	October 10, 2008 (1/2 Day)
August 5, 2008	December 19, 2008 (1/2 Day)
August 8, 2008	May 26, 2009
August 11, 2008	

### PAID VACATION (10)

December 22, 2008-January 2, 2009

### TEACHER PROFESSIONAL DEVELOPMENT 6 Days (Students do not attend classes)

August 4 and 7, October 10 (1/2 Day), December 19, 2008 (1/2 Day)  
January 5, 2009, January 6, 2009, March 13, 2009

### PAID HOLIDAYS (5)

September 1, 2008  
November 27-28, 2008  
January 19, 2009  
April 10, 2009

### DAYS TO BE COUNTED EACH GRADING PERIOD

#### 1st Term

1st Nine weeks: 8/4 - 10/10, 2008, Elem. Mid - Term 9/12, Report Cards 10/24	<b>45.5</b>
2nd Nine Weeks: 10/20 - 12/19, 2008, Elem. Mid-Term 11/14, Report Cards 1/9	<b>41.5</b>

#### 2nd Term

3rd Nine Weeks: 1/5 - 3/13, 2009, Elem. Mid-Term 2/6, Report Cards 3/27	<b>48</b>
4th Nine Weeks: 3/23, - 5/27, 2009, Elem. Mid-Term 4/24, Report Cards 5/27	<b>45</b>
<b>TOTAL</b>	<b>180</b>

### SECONDARY PROGRESS REPORTS

1st Nine Weeks: 8/29 and 9/19	2nd Nine Weeks: 11/7 and 12/5
3rd Nine Weeks: 1/30 and 2/20	4th Nine Weeks: 4/9 and 5/1

\* Parent - Teacher conferences will be held the weeks of October 27 - 31, 2008 and February 9 - 13, 2009.  
Students will be dismissed 1/2 day on October 31, 2008 and 1/2 day on February 13, 2009.

# SCHOOL CALENDAR

HAMILTON COUNTY SCHOOL CALENDAR - 2008 - 2009 TERM  
SCHOOL DAYS - 180

OPENING DATE - AUGUST 1, 2008

CLOSING DATE - MAY 27, 2009

1st TERM - 87 DAYS

August 1, Friday ..... Administrative Professional In-Service (P-1)  
August 4, Monday ... Teacher Professional Development (PD-1) **SYSTEM - WIDE**  
August 5, Tuesday ..... Admin. Professional In-Service (P-2)  
**August 6, Wednesday** ..... **Registration Day**  
August 7, Thursday ..... Teacher Professional Development (PD-2)  
August 8, Friday ..... Administrative Professional In-Service (P-3)  
August 11, Monday ..... Administrative Professional In-Service (P-4)  
**August 12, Tuesday** ..... **First Full Day of School**  
September 1, Monday ..... Labor Day (Paid Holiday #1)  
**October 10, Friday** ..... **End of First Quarter (45.5 Days) - (Teacher Full Day)**  
1/2 Day a.m. TPD (PD 2 1/2) 1/2 Day p.m.  
Prof. In-Service Records (P-4 1/2)  
October 13-17 ..... Fall Break (5 Non-Paid)  
**October 24, Friday** ..... **Report Cards**  
**\* October 31, Friday** ..... **Parent-Teacher Conference (1/2 day)**  
November 26-28 ..... Thanksgiving Holiday - (1 Non-Paid, Paid Holiday #2 and #3)  
December 18, Thursday ..... Last Day of School before Winter Holidays  
End of 2nd Quarter (41.5 Days)  
December 19, Friday ..... **TEACHER FULL DAY**  
1/2 Day a.m. TPD (PD-3) 1/2 Day p.m.  
Prof. In-Service Records Day (P-5)  
December 22, 2008 - January 2, 2009 ..... Paid Vacation (10 days)

2nd TERM - 93 DAYS

January 5, Monday ..... Teacher Professional Development (PD-4)  
January 6, Tuesday ..... Teacher Professional Development (PD-5)  
**January 7, Wednesday** ..... **School Reopens**  
**January 16, Friday** ..... **Report Cards**  
January 19, Monday ..... Martin Luther King Day (Paid Holiday #4)  
**\* February 13, Friday** ..... **Parent - Teacher Conference (1/2 Day)**  
February 16, Monday ..... Presidents' Day (Non-paid Holiday)  
March 13, Friday ..... Teacher Professional Development (PD-6)  
End of 3rd Quarter (48 Days)  
March 16-20 ..... Spring Break (5 Non - Paid Holiday)  
**March 27, Friday** ..... **Report Cards**  
April 10, Friday ..... Spring Holiday (Paid Holiday #5)  
**April 13-17** ..... **TCAP Testing**  
May 25, Monday ..... Memorial Day (Non Paid Holiday)  
May 26, Tuesday ..... Administrative Professional In-Service  
Records Day (P-6)  
May 27, Wednesday ..... Last Day of School - Report Cards  
End of 4th Quarter (45 days)



**AFTER DISMISSAL**

- Not listening for instructions
- Not being in assigned area
- Pushing, shoving, rough play, etc.
- Not going promptly to pick-up area
- Failure to follow the directions of the Safety Patrol

**SCHOOL BUSES**

- Guidelines will be distributed to students riding the bus.
- The bus is an extension of the school day and all school rules are in effect at all times.

**CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Each step lists possible actions from which to choose:

*Teacher/Principal discretion to be used depending on severity of offense.*

- **First Step:** Warning, conduct mark
- **Second Step:** Time out, loss of privileges, note/call to parent, written assignment
- **Third Step:** Office referral, after school detention, parent conference
- **Fourth Step:** In-school / out of school suspension



STUDENTS CONSISTENTLY DEMONSTRATING GOOD BEHAVIOR WILL BE RECOGNIZED AND REWARDED.

**Zero Tolerance Offenses (according to Tennessee State Law) requiring student expulsion for a period of not less than one calendar year except when modified by the Superintendent:**

- Unauthorized possession on school property of a firearm, explosive, or incendiary device, poison gas, bomb, grenade, rocket, missile, mine or similar device.
- Committing battery upon any teacher, principal, administrator, or any other employee of a local education agency or school resource officer.
- Unlawfully possessing controlled substance or legend drug. A controlled substance is any drug included in state law as a Schedule I - VII substance. A legend drug is any item which federal law prohibits dispensing without a prescription from a licensed doctor, dentist, or optometrist.

**DISCIPLINE POLICY**

**DRESS CODE:** Students' attitudes are affected by the clothing they wear. Neatness and cleanliness are normally indicators of good behavior. According to Hamilton County School policy, clothing, accessories, or grooming that is or may become potentially disruptive to the classroom atmosphere or educational process shall not be permitted.

No spaghetti straps, a minimum of 2 inch strap across shoulders, no rolled shorts, no words across bottoms, no inappropriate messages on shirts, no areas showing bare midriffs (when arms are raised there should be no skin exposed), pants must come to waist, shorts, skirts and skorts must come to fingertips.

**SHOES:** Students must wear totally enclosed shoes or sandals with a back strap. No flip flops or high heels allowed. Tennis shoes are required in P.E. classes. Kindergarten students must wear tennis shoes and socks daily.

Clogs and shoes with high heels are unsafe and inappropriate for school. According to Hamilton County policy, no caps and or hats shall be worn at school. If, at the discretion of the staff, a child comes to school inappropriately dressed, the parent will be called to bring a change of clothing.

**BOOKS AND SUPPLY FEES:** School textbooks are furnished by Hamilton County. A student is responsible for any books lost or damaged. This will also include any library books. Each student will also receive a copy of the supply fee for his/her grade level. This will explain what items the school purchases for you with your supply fee money. This fee should be paid early in the first month of school.

**SCHOOL VISITORS:** Our parents and friends are always welcome to visit our school. We do require **all visitors** (parents, grandparents, volunteers, etc.) to sign in the office unless he/she is attending a special program in the Commons. All visitors will be issued a badge to wear which will identify him/her as a parent volunteer or visitor. If you wish to have lunch with your child, please send a note notifying our cafeteria staff in advance. This is necessary for the cafeteria staff to prepare enough food to serve everyone. Please be considerate of that last class going through the line!

**TEACHER CONFERENCE:** 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 leave the classroom. Please remember, teachers need to be with the students when the school day begins and during dismissal. They **are not** available for conferences at these times of day. Two 1/2 days during the school year are set aside as parent conference days. School will be dismissed early on these days. Conferences can be scheduled during the week at a time convenient to the parents and teacher.

**STUDENT DELIVERY AND PICK-UP:** Due to the large number of cars and for the safety of our children we ask that all parents follow the guidelines printed in the Daily Operations section of this handbook. If you wish to park your car in a parking area, you will need to wait on your child in front of the building or the cafeteria. We cannot allow children to walk alone through the parking lot for safety reasons.

All car riders must enter and leave the building through the front entrance. Parents are not to drop off or pick them up at the side or rear entrances.

Please do not leave your car parked in the drive directly in front of the building.

All visitors must adhere to the posted speed limit on the school campus.

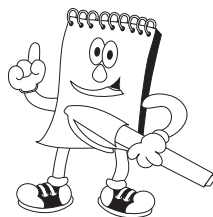
**DISMISSAL TO AND FROM CLASSROOMS:** We ask parents not to walk their children to the classroom or stand around the classroom area before school or at the end of the day waiting for dismissal. The office staff will be willing to assist you if there is a special need.

**EARLY DISMISSAL:** Please see the section on dismissals under the Daily Operation section as well as the effect dismissals have on a student's attendance record given in the Attendance section of this handbook.

**SAFETY PATROL:** Fifth grade students are selected to serve as Safety Patrol members. Their duty is to assist in the safety of all our students during the morning arrival and afternoon dismissal by reminding them of the safety rules and reporting to the teachers those students who do not follow the guidelines.

## NOTICE OF NONDISCRIMINATION

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.



## ABOUT SNOW HILL

## SNOW HILL ELEMENTARY SCHOOL

*Snow Hill Elementary School opened in the fall of 1982 as a replacement school for Meadowview Elementary and the old Snow Hill School. An additional wing was constructed in 1986 to meet the needs of an expanding enrollment. Continued growth in the area resulted in a second new school being opened in 1990 with many of our students being rezoned to the new school. Currently, we serve approximately 580 students in grades PreK-5th. We have one Pre-K classroom, four Kindergarten classrooms, and four First grade classrooms. Our second grade has five classrooms and third grade has four classrooms. Our fourth and fifth grades have five departmentalized classrooms. Snow Hill has an extensive Exceptional Education program and other academic resources including a Literacy and Computer Lab. Snow Hill students are also exposed to related arts including Library, Music and Physical Education classes.*

*In 1985-86 Snow Hill Elementary School was recognized as a National School of Excellence. Only two elementary schools in Hamilton County have received this national recognition. Snow Hill's proud heritage is maintained today in the excellent programs offered by a dedicated staff.*

**STUDENT USE OF TELEPHONE:** The school telephone is for school business only. Necessary plans should be made with the child before they leave home in the morning. **Students will be allowed to use the phone only in the case of an emergency.**

**FOOD SERVICE:** Breakfast and lunch are served at school for those wishing to participate. The charge for breakfast is \$1.00 and for lunch is \$2.25. Cash or checks are accepted and placed in the student's account. Please make checks payable to Child Nutrition Program. If lunch charges exceed \$10.00, students will be given an alternative lunch.

We realize there are times money is left at home, lost at school, etc., and it is necessary for a child to charge their lunch. When this happens we ask you to pay the next day or as soon as you are notified of the charge. We do not intend for any child to go without their lunch.

**CHANGES IN ADDRESS, PHONE, ETC.:** It is very important that the school have current addresses and phone numbers in order for parents to be contacted in special needs situations. Please be sure to notify the school if there are changes during the year of home address, phone number, place of employment, baby sitter, or emergency number.

**MOVING TO ANOTHER SCHOOL:** Parents should call or send a note to school a few days before they wish to withdraw their child from school. This allows the necessary time to circulate the student withdrawal form and provide you copies of the child's record which will assist in enrolling elsewhere.

**STUDENT ACCIDENT INSURANCE:** School accident insurance forms will be available at registration and in the office. Interested parents should complete the form and mail it with required premium to Scholastic Insurance.

**MEDICATION AT SCHOOL:** The Hamilton County Medication Policy states that a Medication Consent Form must be completed by a parent or legal guardian and must be signed by the child's licensed healthcare provider in order for a school designee to dispense medication to a child.

- A new Medication Consent form must be provided to the school at the beginning of each new school year. The Medication Consent Form must be updated by the child's licensed healthcare provider when there is a change in dosage or time of medication.
- Medication must be brought to the school office or clinic by a parent or guardian. No medication is to be taken to or from school by the elementary student.
- Any unused medication must be picked up by parent or legal guardian at the end of the school year. Unused medication that is not picked up on or before that last day of school or medication that has expired, will be properly disposed of by the school.
- All medication must be in a pharmacy labeled bottle or prescription labeled bottle. The information on the prescription bottle label must match the information on the Medication Consent Form. Missed medication dosages will NOT be dispensed upon parent request. A parent is responsible for administering any missed dosages of medication.
- 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, glucagons injection, benadryl, and others.
- The school system retains the right to reject requests for administering medication that is not in compliance with the above guidelines.

**FIRST AID FOR EMERGENCIES:** First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parents are notified. It is essential that the emergency number be in the office and that it be up-to-date. We would encourage a parent to have two emergency numbers.

**THE SCHOOL CANNOT:** Treat old wounds, cuts, remove ticks, remove splinters, treat skin disease such as impetigo, poison oak, etc., or pinkeye. All cases of skin or eye infections that are communicable must have an admission permit from the doctor or health department before returning to school.

**CLASS PARTIES:** Hamilton County Policy permits two class parties per year. The parties are held at Christmas time and on Valentine's Day. Occasionally a class or grade level may be given a "reward" party upon receiving approval from the administration.

## SCHOOL POLICY

## SUSPECTED CHILD ABUSE

Tennessee law requires that any person who knows or has reason to suspect that a child has been abused must report the allegation to the toll-free hotline number or local law enforcement.

Remember, “has reason to suspect” means you have seen indicators of abuse, the child has disclosed abuse, or you have a “gut” feeling something may not be right. It does not mean that you are certain that abuse has occurred. Reporting abuse, or suspected abuse, is actually a request for professionals to investigate further.

If you suspect child abuse call:  
Tennessee Toll-Free Hotline  
1-877-54-ABUSE  
1-877-542-2873

If you have questions regarding child abuse call:

Chattanooga Police Department  
Child Abuse Department  
Kevin Akins  
643-5428

Child Protective Services  
634-4000

Children’s Advocacy Center  
Forensic Interviews, Medical, Examinations,  
Counseling, & Prevention Education  
266-6918

Hamilton County Sheriff’s Department  
Child Abuse Department  
Brian Asburn  
209-8955

Sex Offender Registry  
Chris Chambers  
209-8892

Assistant District Attorney  
Mary Sullivan Moore  
209-7400

## GRIEVANCE PROCEDURE FOR SEXUAL HARASSMENT COMPLAINTS

### Reporting Procedures:

Any person who believes he or she has been the victim of harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office locations.

1. In Each School - The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report the principal must notify the Assistant Superintendent of Personnel and the Assistant Superintendent for School Operations immediately without screening or investigating the report. Student-to-Student complaints should be reported to the Assistant Superintendent of Student Services and the Assistant Superintendent of School Operations immediately. A written report will be forwarded simultaneously to the Deputy Superintendent. If a complaint made by a student is given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Superintendent and Assistant Superintendent of School Operations under a confidential cover.

### OUR PARENTS:

- **AS PARENTS** - *The success of your child at Snow Hill Elementary School is the joint responsibility of the school and you as a parent. It is the policy of our staff to work closely with our parents in all areas of the student’s performance. We ask you to help us keep all lines of communication open.*
- **AS VOLUNTEERS** - *Our parent volunteer program is second to none. Parents willingly assist teachers with copy machine work, art projects, special programs, field trips, special tutoring, as well as numerous other tasks. Become a Snow Hill Elementary School volunteer by contacting the PTA, your child’s teacher, or the office.*
- **AS ROOM PARENTS** - *Room parents help with class parties at Christmas and Valentine’s Day. They also assist the teacher in any needs he or she may have. Volunteer to be a Room Parent by contacting your child’s teacher.*
- **OUR P.T.A.:** *Snow Hill Elementary School has a very active PTA. They will announce their meeting times and dates in the near future. Please give them your support, as they work hard for all of us.*

*Shane Harwood, Principal*

# WELCOME

# WELCOME TO SNOW HILL ELEMENTARY SCHOOL

*Parents, this handbook was designed to easily find information that will assist you in learning about our school and guidelines to help you and your child in having a successful year at Snow Hill Elementary School. Please take the time to review this handbook with your child. We are very happy to have you and your child with us at Snow Hill Elementary School. Please feel free to call us if we can be of any assistance or if you have any questions.*

**OUR MISSION:** Snow Hill Elementary is dedicated to creating a learning environment that will enable all students to solve problems, think critically, and achieve academic and social success.

**OUR SCHOOL:** Snow Hill Elementary School is a Hamilton County School serving children in grades PreK-5. Our enrollment is approximately 580. Our mascot is the Hawk and our school colors are royal blue and gold.

2. System - Wide - The HCDE School Board hereby designates the Superintendent and/or his designee to receive harassment reports or complaints of sexual harassment from any student employee or individual who states he/she is a victim of harassment or sexual harassment. The complaint shall be filed directly with the Superintendent of Schools and/or his designee.
3. Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment grades or work assignments.
4. Use of formal reporting forms is not mandatory.
5. The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the school systems legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

## **INVESTIGATION AND RECOMMENDATION:**

By authority of the school system, the Superintendent or his designee, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by school system officials or by a third party designated by the Board of Education. The party making the investigation shall provide a written report of the status of the investigation within 20 working days to the Superintendent and Deputy Superintendent.

The twenty (20) day period may be extended by the Superintendent or Board of Education if the investigation warrants the extension. In determining whether alleged conduct constitutes harassment or sexual harassment, the school system shall consider the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school system shall take immediate steps to protect the complainant, students, and employees pending completion of an investigation of alleged harassment or sexual harassment.

The investigator(s) shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent of Schools upon completion of the investigation.

## **SCHOOL DISTRICT ACTION:**

1. Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as is appropriate based on the results of the investigation.
2. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint.
3. The school system shall take such other steps as are necessary to prevent recurrence of the harassment.
4. The school system shall keep the complainant informed of the status of the complaint.

Title IX Coordinator • Dr. Marvin Lott • Hamilton County Department of Education  
6703 Bonny Oaks Drive • Chattanooga, TN 37421 • (423) 209-8477

(Title IX prohibits sex discrimination against any participant in an educational program or activity that receives federal funds)

# SCHOOL POLICY (con't)

# SNOW HILL ELEMENTARY SCHOOL



## PARENT/STUDENT HANDBOOK 2008-2009

9042 Career Lane  
Ooltewah, TN 37363  
(423) 344-1456, or (423) 344-1457 School Office  
(423) 344-1457 Before/After School Program  
(423) 344-1459 Cafeteria  
(423) 344-1472 Fax