

EST. 1878 **LMS** Lookout Mountain Elementary School Handbook

VISION STATEMENT

Lookout Mountain Elementary School vision is one where all stakeholders, working collaboratively, will strive to provide a safe and nurturing environment whereby students can grow into educated, productive, and honorable citizens of the 21st century.

MISSION STATEMENT

The mission of Lookout Mountain Elementary School is to create an environment which allows all students to achieve success by providing them with research-based instruction in the areas of scholarship, leadership, citizenship, and integrity.

CONTACT INFORMATION

Office	Mary Duncan – Bookkeeper/Secretary Kelly Paschall – Clerical Assistant Laura Blackstone – School Nurse Phone 423-821-6116 FAX 423-825-1564
Principal	Ruth G. White 423-821-6116
SACC	423-498-6945
Rec. Dept	423-821-6212

SCHOOL HOURS

7:55 AM Doors Open

8:00 AM 1st Bell

8:10 AM Tardy Bell

2:50 PM Dismissal Bell for students walking home

3:00 PM Dismissal Bell for students riding home and after school activities

6:00 PM School Age Child Care Closes

Car Riders must be picked up by 3:10 PM

ARRIVAL PROCEDURES

- Students may arrive at 7:55 AM. **There is no early care for students.** There is no classroom supervision before 7:55 AM.
- The tardy bell rings at 8:10 AM.

DISMISSAL PROCEDURES

- Kindergarten and 1st grade students will be picked up under the canopy in the semi-circular driveway, 2nd and 3rd grade students will line up at the main entrance, and 4th and 5th grade students will line up at the gymnasium door.
- Students will raise their hand when they see their car approaching and will be dismissed to go to their car.
- If you have children at more than one pick-up point, proceed slowly in the lane closest to the curb. As the car line moves, pull as far forward as possible. If you are also going into the semi-circle, merge into the cars also turning into the circle from the opposite direction.
- Please, do not park in the carpool line, lock and leave your car to run an errand in the building before and during dismissal.
- Walkers and bicycle riders will be dismissed at 2:50 P.M. Students will not be dismissed from the back of the building.
- Parking at the Lookout Mountain Presbyterian Church parking lot is acceptable as long as you walk across the lower crosswalk to pick up your child. Students will not be dismissed to the LMPC parking lot to wait for their car because this is a safety issue. Please exit the LMPC parking lot onto Watauga, not North Bragg.
- Afternoon social plans should be made before coming to school, so students will know their plans.
- Teachers and staff will be positioned on the sidewalks, and the Lookout Mountain police will assist with dismissal at the crosswalk and the semi-circle to ensure a speedy and safe dismissal for all students.
- Cell phones may not be used in the car line or school zone. This is a Tennessee state law.

FACULTY AND STAFF

Principal:	Ruth White	WHITE_RUTH@HCDE.ORG
Secretary/Bookkeeper	Mary Duncan	DUNCAN_MARY@HCDE.ORG
Education Assistant	Kelly Paschall	PASCHALL_K@HCDE.ORG
Kindergarten:	Lee Cook	COOK_LEE@HCDE.ORG
Kindergarten:	Missy McKenna	MCKENNA_HILDRED@HCDE.ORG
First Grade	Amy Thatcher	THATCHER_A@HCDE.ORG
First Grade	Karly Brown	BROWN_KARLY@HCDE.ORG
Second Grade	Joy Kaeser	KAESER_JOY@HCDE.ORG
Second Grade	Madeline Weeks	WEEKS_M@HCDE.ORG
Third Grade	Ruthie Cargill	CARGILL_R@HCDE.ORG
Third Grade	Betsy Bookout	BOOKOUT_E@HCDE.ORG
Fourth Grade	Kady Dupre	DUPRE_KATHERINE@HCDE.ORG
Fourth Grade	Tammy Johnson	JOHNSON_TAMMY@HCDE.ORG
Fifth Grade	Lisa Inman	INMAN_L@HCDE.ORG
Fifth Grade	Ashleigh Cain	CAIN_A@HCDE.ORG
Art	Ryan Patterson	PATTERSON_RYAN@HCDE.ORG
Guidance	Lindsey Verner	VERNER_LINDSEY@HCDE.ORG
Library	Whitney Fessler	FESSLER_W@HCDE.ORG
Literacy Lab	Carol Martin	MARTIN_CAROL@HCDE.ORG
Music	Katie Huffine	HUFFINE_KL@HCDE.ORG
Physical Education	Darren Crownover	CROWNOVER_DARREN@HCDE.ORG
Physical Education Asst.	Lacey Redden	REDDEN_L@HCDE.ORG
Resource	Vicky Caughman	CAUGHMAN_V@HCDE.ORG
Science	Mary Avans	AVANS_MARY@HCDE.ORG
Speech / Language	Noel Myers	MYERS_APRIL@HCDE.ORG
Instructional Assistant	Amy Tolson	TOLSON_A@HCDE.ORG
Instructional Assistant	Sally Ferguson	FERGUSON_SALLY@HCDE.ORG
Cafeteria Manager	Beverly Goodwin	GOODWIN_B@HCDE.ORG
Custodial Head	Tammy Powell	POWELL_TAMMY@HCDE.ORG

P.T.A.

President.....Lucia Hopper
Vice President.....Mandy Hickey

P.T.A. MEETINGS

August 2020 TBD

January 2021 TBD 6:00 PM

May 2021 TBD 6:00 PM

P.T.A. EVENTS

Coupon Book Sale.....TBD

Night Out For Lookout.....February 27, 2021 TBD

LMS PTA Mission Statement

The mission of the Lookout Mountain School PTA is to provide support to LMS faculty and staff by raising money through student and parent driven fundraisers – such as Carnival, Night Out For Lookout, Telephone Directory and Annual Fund – in order to ensure the continuation of related arts programs, lower student-teacher ratios and curriculum enrichment.

Please note: Many procedures are changing daily with COVID 19. The following pages are our normal guidelines, however, there are COVID 19 changes. We are not allowing parents in the building unless they are picking up a child for dismissal. We are not allowing birthday treats. Please email classroom teachers with any questions or call the LMS office at 821-6116. Please refer to <https://www.hcde.org/> for daily updates from the HCDE.

ATTENDANCE

Educational research has shown strong positive correlation between attendance, time on task, and achievement. Simply put, one of the key elements for students who achieve to the best of their abilities is that their rate of school attendance is consistently high. While compulsory attendance and excused absences are clearly spelled out in the Tennessee Code and in Tennessee Board of Education Rules and Regulations, the importance of daily attendance cannot be over-emphasized.

Elementary school years are critical to achievement throughout life because of the fundamental skills children must learn to prepare them for the rigors of secondary school. The scope and sequence of skills provide a series of developmental building blocks, which lay the foundation for future learning. Involvement in classroom instruction and interaction enables children to acquire these skills and assure no major gaps, which could adversely affect learning in secondary school. Daily attendance, instruction, and task completion are prerequisite to the highest possible achievement for each child.

Considering the importance of regular attendance, please observe the following school attendance policy:

Attendance Law Explained

According to the law (Tennessee Code Annotated 49-6-3001(c)) every parent, guardian, or other person residing in this State having control or charge of any child between the ages of six (6) and seventeen (17), both inclusive, shall cause such child or children to attend a public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided. Any child who is habitually and unlawfully absent from school must be reported to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such manner as the judge may determine to be in the best interest of the child. The judge may assess a fine of up to fifty dollars (50.00) or five (5) hours of community service against the parents or legal guardians of Kindergarten through grade twelve (K-12) children if the child is absent more than five (5) days during any school year. (Tennessee Code Annotated 49-6-3007(f)).

Hamilton County Department of Education Board Policy (6.200)

The following are legal reasons for excusing a student from attending school:

Personal Illness- Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. **A physician's statement may be required.**

Death in Immediate Family- Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.

Family Illness- Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.

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

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

Approved School-Sponsored Activities- Students shall be marked present when participating in a school-sponsored activity away from the school building.

HCDE attendance procedures for 2020-2021 are as follows:

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

If the following conditions apply, school social workers will contact parents about their child's attendance:

After four (4) unexcused absences:

Parents will be notified by school social worker to attend an Attendance Review Team (ART) meeting.

After more than five (5) unexcused absences:

Parents will be notified by school social worker via legal notice to attend an Informal Truancy Hearing before juvenile court representatives. If unexcused absences continue after the Informal Truancy Hearing parents will be petitioned to attend a Formal Hearing before a juvenile court judge.

COMMUNICATION

The communication link with parents via student backpacks is an important priority and highly valued at LMS. The School and PTA strive to send only timely, substantive, and meaningful information. Please read the **LMS Ledger**, the weekly email communication, sent by the PTA. Please make a practice of reviewing daily the information sent home in your child's backpack and reading the weekly classroom teacher's email. As a result of the value that the school and PTA place on communication, the school has a policy prohibiting "outside materials" from student backpacks. Outside materials include, but are not limited to, solicitations from businesses or other organizations not related to LMS. LMS, the PTA, and teachers will use email for communication. All parents should provide an email address at registration. Please notify office personnel if you do not have an email address or if your address changes during the day. A

Hamilton County voice messaging system will also be used to transmit information to all parents.

LMS WEBSITE

Please refer to the LMS website www.lookoutmountainschool.com for news, events, calendars, teacher information, etc...

Academic Standards

Lookout Mountain Elementary School follows the HCDE frameworks for Math and Literacy to help students learn grade level expectations as set by Tennessee State Standards. Tennessee State Standards for all content areas can be found at: tn.gov/education

Homework

Homework is *an extension of a learning experience which began at school or preparation for an upcoming learning experience*. We have found homework to be beneficial to student success. Parents are encouraged to provide satisfactory homework conditions, including workspace, good lighting, and a regularly-scheduled study time. At times, students may need help with homework, and the one-on-one instructional coaching a parent can provide is extremely beneficial to students. As in the classroom, the instruction for intermediate students at home should be designed to help students become *more strategic* and *more independent* in the content. We find a great deal of value in reading. All students should read or be read to daily.

Make-Up Work

No homework will be given ahead of time for unexcused absences. The teacher will provide the necessary make-up work when the child returns. If you call for work, please call before 10:00 AM and it will be placed on the office counter by 3:00 PM.

Field Trips

School buses or charter buses are required for field trips. Parents may be asked to chaperone field trips. Please complete the HCDE Volunteer Form to become an approved HCDE volunteer. Parents must stay with the group for the entire trip. Fees are requested, but not required for field trips. If insufficient funds are collected, the field trip will be cancelled. Younger siblings of students cannot attend field trips. Please make checks payable to *Lookout Mountain School* or pay online using OSP <https://osp.osmsinc.com/HamiltonTN>

Conferences

Parent-Teacher Conferences are scheduled in the fall and spring. If you would like a conference with your child's teacher at any time throughout the year, please contact the teacher in advance and schedule a time for a conversation.

LIBRARY

THE LMS LIBRARY AR PROGRAM

The Accelerated Reader Program [AR] is a reading incentive program developed by Renaissance Learning to encourage students to read www.renlearn.com. Students choose a book in the school or classroom library, read it, and take the AR quiz for that book on their classroom computer or on a computer in the Library. Students may also take a quiz

on their own books from home or access e-books online on a personal reading device. The computerized AR program tracks points earned by students. The software also tracks AR progress across several variables throughout the school year.

Most AR quizzes are 10 questions (5 for beginning books; 20 for some upper grade level books). With each AR quiz passed, a student begins to accumulate points toward a goal. Students are encouraged to read within a comfortable AR vocabulary reading range, one that allows them to make at least 80% on the quiz. At the beginning of each school year, teachers use a variety of tools and methods, including the AR STAR test results, to determine the “comfortable vocabulary reading range” of each student. Using such tools, and with input from the students, 2nd through 5th grade teachers set individualized, personal AR goals for a student each quarter of the school year.

AR During the School Year

First grade students are introduced to the AR program during the 3rd quarter of the school year (after Winter holidays). By the end of the school year, first grade students are expected to be able to take quizzes on their own, in both the library and the classroom.

First through fifth grade students are encouraged to take AR quizzes on books read to them at school by their teacher and the librarian, and by parents at home. Students are encouraged to read between 20 and 30 minutes daily and to have an AR book to read each day. Students may check these out from the library or borrow from their classroom teacher’s library. Students are always encouraged to speak with Mrs. Fessler, librarian, or their classroom teacher for suggested book titles to read next.

Students may read **I**ndependently, have books **R**ead **T**o them, or **R**ead **W**ith them (by parents, peers, or teachers). Student may also listen to, and take quizzes on audio books. When taking a quiz, it is the student’s responsibility to choose the correct way the book was read – to them, with them, or independently. It is highly recommended that parents read to and with their children, **at all grade levels**.

Students are given independent time during the school day with a goal of building stamina and therefore are expected to have their AR book at school each day. When taking the AR quiz, students are not allowed to look at the book or to get help from anyone about answering questions.

Students may come to the **library** before and after school to take a quiz. Students may **begin** taking a quiz at 7:55 AM, and may take a quiz after school **until** 3:10 PM.

Celebrating AR Achievements

As students earn points from taking quizzes, they have the opportunity to earn prizes and be recognized for their point achievements. These prizes and recognitions take place in library class each week. Students have the course of the school year to earn prizes. A chart with point totals and prize options has been developed to motivate students to take quizzes and earn points. These point totals and prizes can be achieved at any point during the school year.

At the end of the year there is an awards ceremony which takes place in the school auditorium. The ceremony is used to recognize students for high achievements in reading, sports and other subject areas. The top 20 AR point achievers in the school will be

recognized as well as the announcement of school wide AR accomplishments like the total AR points and books read by the entire LMS school body.

AR During the Summer

Although the LMS Library is open during the summer, the AR program does not operate when school is not in session. Therefore, students do not take AR quizzes during the summer. Students may take quizzes as soon as they return to school in the fall on books read during the summer. However, it is highly recommended that students **take quizzes only on recently read books** (books read within a few weeks of taking the quiz). program at 2nd grade level. However, students are expected to take a least one AR quiz per week, and meet their personal points goal.

DINING AREA/CAFETERIA

Students can use the money in their lunch account for purchasing a meal, an *a la cart* item, and/or ice cream. If you want the money in the account for lunch only, you will need to send the cafeteria a note stating that money can only be used for lunch. Include your child's name, grade, teacher and account number. If you use <https://family.titank12.com> you can set your child's account to allow certain purchases only. You can also monitor what they are purchasing. **Students may NOT purchase lunch items, snacks, or ice cream for friends!** Meal Prices: Student Lunch -- \$3.00
Adult Lunch -- \$5.00 Students are encouraged to use lunch time for quiet conversation with their friends as they:

- Line up for lunch
- Eat from their own tray or lunchbox
- Get all of the food items on the first trip
- Remain seated throughout the meal

All Hamilton County schools participate in the national school lunch program. The cost will be as follows for all students:

Per Day.....\$ 3.00

Adult Plate..... \$ 5.00

Money may be deposited in a cafeteria each day. Please make checks payable to: *HCDE SN* Contact the cafeteria about the online <https://family.titank12.com> option. Obtain the student's ID number from the LMS office. You may create an account to pay online

If a student has a low balance or a deficit, parents will be notified. **Deficits must be resolved by the end of each month. Students may NOT purchase lunch items, snacks, or ice cream for friends!** The daily price for lunch will be \$3.00. To deposit money in a student's cafeteria account, place the correct amount by cash or check in an envelope clearly labeled with the child's name and teacher's name or pay online at <https://family.titank12.com>. Obtain the student's ID number from the LMS office. You may create an account to pay online Make checks payable to: *HCDE SN*. **NOTE: Please do not combine lunch money with money for other purposes. All accounts are kept separate for auditing purposes.**

APPLICABILITY OF THE SMART SNACKS STANDARDS

How does this rule impact schools that also participate in CACFP?

The Smart Snacks standards are applicable during the school day, which is defined as the midnight before to 30 minutes after the end of the instructional day. If such programs are operated in the school during the school day, or if afterschool snacks or meals are provided within the 30 minute

window after the end of the instructional day, any other food available FOR SALE to students at that time must comply with the Smart Snacks requirements.

Requirements for Parents/Guests at Lunch

1. Sign in at the front office and get a visitor sticker.
2. Meet your child in the cafeteria and go through the lunch line with your child.
3. Pay for all food items selected -- including tea.
4. **Your child may sit with you at the special round table.**
5. Have your child ready to leave the table when their class is dismissed.

SCHOOL-AGED CHILD CARE (SACC)

Contact: 423-498-6945

To register for the School Age Child Care After School Program, you must be enrolled in a Hamilton County Department of Education School. Your child must have attended the first day of Kindergarten in order to register with the SACC Program. You must turn your registration form into the Site Director where your child(ren) will be attending.

There is a \$10.00 registration fee per child due when you turn in your registration form.

Please visit the SACC web site <https://www.hcde.org/cms/one.aspx?pageId=698966>

SACC is available after school in the cafeteria from 3:00 PM – 6:00 PM. Please register your child(ren) before using this service. There is no early morning child care. **Please do not drop off students before 7:55 AM.**

STUDENT CONDUCT

We have high expectations for behavior in all phases of school life -- class, bathrooms, hallways, cafeteria, assembly programs, playground, and on field trips. Teachers are in charge at all times. Discipline for inappropriate behavior will be at the discretion of the staff.

LOOKOUT MOUNTAIN SCHOOL STUDENT PLEDGE

As a student at Lookout Mountain School, I pledge:

To honor my friends and family, and to respect my teachers,

To accept the responsibility and consequences for my actions,

To be gentle, generous, truthful, kind and brave,

To do and be my best.

Together we can strengthen our school's community.

1. EVERYONE HAS THE RIGHT TO LIVE SAFELY.

This policy encompasses all rules concerning aggressive behavior among students, such as hitting, pushing, pinching, biting, etc. It also covers inappropriate behaviors, such as running in the halls, standing on desks, throwing rocks in the air, etc. This policy gives teachers the opportunity to provide positive instruction on safety issues.

2. EVERYONE HAS THE RIGHT TO LEARN

The second right protects the learning environment in the classroom. Any behavior that distracts a student from learning is covered. This includes any behavior that distracts a student from learning.

3. EVERYONE HAS THE RESPONSIBILITY TO BE POLITE

This policy stresses that each person is accountable for protecting the positive classroom environment. Polite actions and language can strengthen a productive atmosphere.

4. EVERYONE HAS THE RESPONSIBILITY TO BE HONEST

Honesty provides harmony in the classroom and as a result, builds a student's sense of honor and self-worth. Everyone can make a mistake in judgment, but no one should compound the problem by lying or cheating. This will help students understand that they are allowed to make and learn from mistakes.

5. EVERYONE HAS THE RESPONSIBILITY TO USE TIME WISELY.

The responsibility of having quality time for learning in the classroom reminds students that they have ownership in time management. For example, when a student is late turning in assignments or late returning from breaks, valuable learning time is lost. Specific disciplinary procedures will be decided upon and implemented by each grade level and supported by the administration. Behavior plans will be presented at Parent Orientation.

Please refer to <https://www.hcde.org/> for updated discipline policies.

GENERAL EXPECTATIONS

1. Leave all toys, electronics, and other items of similar nature at home. Permission from teacher must be obtained before bringing Kindles, Nooks, or tablets to school.
2. Students will not use or possess tobacco products, alcoholic beverages, illegal or look alike drugs, or chewing gum while on school premises. Zero Tolerance policies are posted throughout the school property.
3. Any profane or obscene language and gestures are prohibited.

Students:

- Are independently and collaboratively engaged in learning, creating, and problem-solving
- Think critically and analytically
- Effectively use technology as a tool for learning and communicating
- Lead their learning through personal and collaborative goal setting

Teachers:

- Build on their own teaching strengths to create rigorous and meaningful learning experiences
- Effectively use technology as a tool for learning and communicating
- Communicate effectively in speaking and writing
- Share in Lookout Mountain's leadership and decision-making
- Embody pedagogical skill, strong content knowledge, and a compelling nature

School Leaders:

- Communicate clearly, regularly, and with transparency
- Create or support professional learning through ongoing, job-embedded, collaborative, and innovative practices
- Create and sustain a culture of professional dialogue and collaboration

- Use resources intentionally and equitably to further Lookout Mountain’s vision through academics, curriculum, technology, personnel, professional development, and infrastructure

The Culture:

- Is centered on what is best for students
- Maintains high expectations for students, parents, faculty, staff, and administrators to contribute their very best
- Shapes mistakes into opportunities for new learning
- Welcomes open communication across the school and community
- Fosters joyful, confident, competent, creative, and compassionate people (students, faculty, parents, and administrators)

DISCIPLINARY MEASURES: Students that behave in a way that is inappropriate, unsafe, or unkind will earn teacher-directed consequences or Disciplinary Referrals. Disciplinary Referrals are sent to the office and will be addressed by school administration. The following result in *automatic* administrative intervention:

- Inappropriate language
- Unsafe Behaviors: Fighting, hitting, leaving teacher’s supervision without permission
- Unkind Behaviors: Disrespecting others (students and adults), Bullying

DRESS CODE

The matter of school dress and grooming will be left to the discretion of the parents. Children are not to wear clothing promoting alcohol, cigarettes or violence. No tank tops or short shorts are appropriate. Students should wear tennis shoes every day (no exposed toes for safety), and no hats are to be worn in the building.

CELEBRATIONS/PARTIES

It is a policy of the Hamilton County Board of Education that no more than two parties occur during the year. They are the annual holiday party and Valentine party. We ask SPECIFICALLY that there be no other arrangements made by anyone for additional parties. This includes “surprise” parties for the teachers. We ask you to make this clear to your child.

Student Birthdays: If you want to provide a birthday treat for your child to celebrate a birthday, please communicate directly with the teacher via email. We will **NOT** have any birthday celebrations in the cafeteria.

SAFETY PLAN

The staff and students will practice safety, fire, code blue, evacuation, and tornado drills. Should we have to evacuate the building for any reason, students initially will be led to the parking lot at LMPC. A reunification plan is established to carefully reunite students with parents.

STUDENT HEALTH

Medication

MEDICATION POLICY - HCDE

This Policy Applies to Prescription and OTC Medications

Medications should be limited to those required during school hours and necessary to maintain the child in school. Medications should be administered by school nurses 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:

1. A written permission form for both prescription and over-the-counter medications will be provided to the school by the School Health Program Office. This form must be *completed* and signed by both the parent(s) and child's licensed health care provider. Forms are provided by the school nurse upon request.
2. A new permission form must be provided to the school at the beginning of each new school year. The permission form must be updated by the student's licensed healthcare provider when there is a change in dosage or time of medication.
3. Medication must be brought to the elementary school office by a parent or guardian in the original prescription bottle and refilled in like manner, and labeled with the student's name. No medication is to be brought to or from school by the elementary student.
4. School personnel will administer or dispense, as appropriate, all medications whether prescription or over-the-counter. The school nurse will provide instruction on the proper administration of medication to school faculty.
5. All medication will be kept in a locked storage cabinet in the school nurses clinic, or in acceptable secure locked locations in school.

Any unused medication must be picked up by the parent or legal guardian at the end of the school year.

1. Unused medication that is not picked up on or before the last day of school or medication that has expired, will be sent to school health and properly disposed of.
2. The school nurse will monitor storage and proper documentation of medications administered on a regular basis, to insure that medications are handled properly.
3. All medications administered will be given in accordance with the above guidelines.
4. 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, glucagon injection, Benedryl, and others.
5. The school system retains the right to reject request for administering medications that are not in compliance with the above guidelines.

VOLUNTEERS & VISITORS

Volunteer Sign-In

According to Tennessee Code Annotated 49-2-203-(b)(4), all visitors to the school should be directed to the front office obtain a visitor sticker immediately upon entering the building. Guests and volunteers will provide a government-issue ID and sign in electronically in the main office. All volunteers shall adhere to the following guidelines:

1. Sign in each time you come to school and sign out when leaving.
2. Wear your volunteer sticker.

3. Be on time as you are very important to the children and the teachers.
4. Notify your teacher or the school office as early as possible when you know you will be absent.
5. Respect the confidentiality of children at the school or in the classroom. For the privacy and safety of all children, cell phone and camera use is not allowed by volunteers in the school. This includes: phone calls, taking photos/videos, showing photos/videos, browsing the web, etc.
6. Discipline - leave the tough work to the teachers!
7. Exit routes and procedures for fire and tornado drills are posted in each classroom and you should familiarize yourself with them.
8. Younger siblings should not accompany volunteers during school hours.

School Visitors

All visitors, including parents, are to check in at the front office. This will avoid class interruptions. Visits during the school day should be avoided to minimize interruptions and distractions, to protect the privacy of all students, and to increase the safety of all students. If you need to meet with your child at school, do not go to the classroom. Ask the front office to call the child to the office for you. For the privacy and safety of all children, cell phone and camera use is not allowed by visitors in the classroom. This includes: phone calls, taking photos/videos, showing photos/videos, browsing the web, etc.

Sibling Visits

Siblings are welcome to visit during special programs, plays, lunch, etc. Siblings should not attend for regular class activities, such as classroom parties or field trips.

TECHNOLOGY

STUDENT CELL PHONE USE POLICY

Hamilton County School Board policy regarding student possession of a cellular phone or beeper/pager states that students shall not possess or have on their person a cell phone/beeper/pager while attending school, while on a school bus, at school sponsored activities, or while on school grounds before or after school, without the permission of the school principal or his/her designated representative. **TCA 49-6-4214**

SCHOOL MESSENGER QUICK TIP <https://asp.schoolmessenger.com/hamiltoncsd/quicktip/>

ZERO TOLERANCE

Public Chapter 375 has created an additional offense that will qualify as zero tolerance.

Beginning with the 2013/14 school year, the following will be considered zero tolerance offenses:

- Possession of a firearm, explosive, poison gas device, bomb or similar device.
- Illegal possession of a controlled substance or drug.
- Striking a teacher, principal, administrator or any other employee of the Hamilton County Department of Education, or an SRO.
- Transmitting by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.

Public Chapter 442 deletes the term “battery” from policy and replaces it with “aggravated assault”.

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

**FEDERAL AND STATE OF TENNESSEE LAW
AND HAMILTON COUNTY SCHOOL BOARD POLICY
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. This is a part of School Board Policy 6.304 and a requirement of Federal Law.

**HAMILTON COUNTY DEPARTMENT OF EDUCATION HARASSMENT AND SEXUAL HARASSMENT
REPORTING PROCEDURES**

Any person who believes he or she has been the victim of harassment or sexual 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.

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 for Personnel and the Assistant Superintendent for School Operations immediately without screening or investigating the report.

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 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 who 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.

Tennessee Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <https://www.tn.gov/education.html>

Legal Services Division

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