

Wallace A. Smith Elementary School

Student/Family Handbook

6930 Lebron Sterchi Drive
Ooltewah, TN 37363

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July 10, 2018

Updated 07/10/2018

Dear Students and Parents,

Welcome to Wallace A. Smith Elementary School! It is important that all students have the right to learn in a safe and respectful environment. Wallace A. Smith is fortunate to have a staff that is committed to the success of all students. Our teaching staff is highly qualified and determined to educate the whole child by developing the social, emotional, and physical well being of every student. We are committed to preparing all of our students to be college or career ready.

Our Student/Family Handbook has been designed to help you better understand the policies and procedures of Wallace A. Smith and provide information that will allow you as parents to support your child's education. The handbook contains explanations, guidelines and procedures followed at our school.

Wallace A. Smith's goals are centered on providing opportunities for all boys and girls to become readers, writers, thinkers, and leaders. We hope you will partner with us by providing opportunities at home for your child's learning to be enriched. You can do this in many ways including ensuring your child is at school by 8:05 a.m. every school day, reading daily with your child, talking to your child about his/her school day, checking homework assignments, and making sure you read and sign the Agenda Mate or daily/weekly communication. These resources as well as Class Dojo are also good ways for you to communicate with your child's teacher on a daily basis.

The teachers and staff are always ready to help in any way possible. If you have questions or concerns, please do not hesitate to call on any of us. Our students have the best opportunity to grow and experience success when school and families work together. Remember, the instructional day begins at 8:05 a.m. It is important that your child is in his/her classroom before 8:10 a.m.

We hope you will feel welcome and valued at Wallace A. Smith as we all work together for all children. It is our belief that you are an integral part of your child's education. Together we will prepare your child to "Soar to Excellence" and become a "Leader for Life."

Respectfully,

Sharon Dodds, Principal
Richard Hall, Assistant Principal
The Faculty and Staff of Wallace A. Smith

*"Inspiring Excellence and Leadership as
We Engage EVERY Child,
EVERY Day"*

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FACULTY AND STAFF

Principal – Sharon Dodds Assistant Principal – Richard Hall

Administrative Assistant – Lise Williams and Catherine Bocian

Attendance Clerk – Tina Lee

Bookkeeper – Brenda Downey

Cafeteria Manager – Ginger Ferguson

Custodian – ABM Custodial Service

Kindergarten

Lindsey Alsobrook

Jessica Dennis

Alexis Harris

Beth LaRosa

Daphne Shilling

Wednesday Tym

First Grade

Tiffany Edwards

Dixie Parnell

Duane Sanders

Lynn Sutton

Andrea Willie

Second Grade

Leigh Bain

Heather Ball

Tina Carpenter

Shavon Diggs

Beth Smith

Third Grade

Holly Ingram

Amanda McKinney

Felicia Montgomery

Audrey Pulse

Chasity Rehagen

Fourth Grade

Robyn Case

Jillian Green

Lana Leonard

Elizabeth Pope

Crystal Richardson

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Fifth Grade

Erica Bloodworth
Iris Harris
Jordan Perry
Ashlyn Smith

Student Support Services

Christie Maupin - School Counselor
Frieda Parks - School Social Worker
Renee Ray - School Nurse

Exceptional Education Services

Jessica Carlton - School Psychologist
Nancy Compton - K-3rd Resource
Pamela Frisbee - Multi-handicap Classroom
Landon Gray - Intermediate CDC
Karin Maucere - Primary CDC
Sara Miller - Speech/Language Pathologist
Sidney Brown - 4th-5th Resource
Catherine Reksten - Advanced Studies

Related Arts

Dustin Dotzler – Music
Jill King – Physical Education
Chase Cochran – Physical Education
Joyce Morris – Librarian
Dee West – Technology

Educational Assistants

Jana Bankston
Tammy Brown
Tina Coe
Jessica Harvey
Lisa Lemley
Wanda Marshall
Melony Martin
Emily McGlohon
Christine Morkert
Barbara Vandergriff

School Age Child Care

Michelle Smith, Site Director
(423)344-1489

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Attendance Policies and Procedures

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society. Regular attendance is critical for academic success. In addition, punctual and regular attendance is essential for students to develop work habits that will carry over for life. When students are consistently tardy or absent this causes the student to fall behind their peers which increases anxiety. You can contribute to the success of your child by helping him or her to maintain regular school attendance.

Criteria for Perfect Attendance

For the Quarter:

- The student is at school everyday with only one tardy and/or early dismissal.

For the entire year:

- **Perfect Attendance** - The student is present at school every day and cannot exceed being tardy or dismissed early more than four times during the year.
- **Perfect Attendance (Silver)** - The student is present at school everyday. They will have no early dismissals.
- **Perfect Attendance (Gold)** - The student is present at school everyday. They will have no tardies.

HCDE Attendance Policy

According to the law (Tennessee Code Annotated 49-6-3001(c)), "Every parent, guardian, or other person residing within the State of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17), both inclusive, shall cause such children to attend public or private day school, and in event of failure to do so, shall be subject to the penalties hereinafter provided."

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 are as follows:

By law students must attend school daily. It is the parent's responsibility to report all absences to the school. HCDE will allow parent/guardian excuses to serve as documentation for three (3) personal illness days only. After three (3) parent/guardian excused personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent/guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school. HCDE will not begin legal actions until after a student is absent for more than five (5) days without adequate legal excuse (as defined above.)

After five (5) or more unexcused absences:

Parent/guardians will be called to school for a conference with the Social Worker and School Administration to review the reasons for the absences and review of the County's attendance policies.

After ten (10) or more unexcused absences:

Parent/guardians will be notified via legal notice indicating that their child has become truant and a petition may be filed with Hamilton County Juvenile Court. If unexcused absences continue after the Informal Truancy Hearing at Juvenile Court, parent/guardians will be petitioned to attend a Formal Hearing before a Juvenile Court Judge at which time fines and community service may be assessed.

Unexcused absences are when school-aged students are absent from school without a valid excuse, with or without parent approval. Examples of unexcused absences include:

- Extended travel – business or personal (The school calendar lists all non-student days and holidays. Please plan accordingly so that your student does not miss school.);
- Oversleeping;
- Babysitting for younger siblings.

All parents/guardians must sign the Attendance Notification Contract

Make-Up Work

Excused absences (as defined by HCDE Policy) entitle students to make up work. The student or parent may request that the work be assigned and will be allowed five school days to complete the assignments. Make-up work may be assigned at the teacher's discretion. Please contact your child's teacher.

School Hours

Our official school hours are from 7:50 a.m. until 3:05 p.m. Students cannot arrive at school before 7:50 a.m. unless your child is a part of the School Age Child Care (SACC). Students should arrive each day with a book to read in the cafeteria or the gym. Each grade level will have a designated section of the cafeteria or gym to sit. Students will be dismissed to their classrooms at 8:05. **Students eating breakfast at school must arrive between 7:50-8:05 a.m.**

Students arriving after 8:05 a.m. are at a disadvantage. We would like for our students to have a pleasant beginning for each day. Therefore, parents are urged to have your child/children at school no later than 8:05 a.m. **At 8:15 parents are required to sign their child/children because they are tardy.** According to Hamilton County Board Policy three (3) tardies equal one (1) absence and prevent

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your child from receiving a perfect attendance award. Wallace A. Smith policy states that three (3) early dismissals will count as one (1) absence and will prevent your child from receiving a perfect attendance award. **Frequent absences, tardies, and dismissals will prevent your child from serving in extracurricular activities.**

Procedures for Early Dismissal

NO EARLY DISMISSALS AFTER 2:30 P.M. DUE TO SAFETY AND TRAFFIC

When dentist or doctor appointments cannot be made outside of regular school hours, the student can be dismissed during the school day. Do not dismiss students for parent convenience or for outside lessons or activities such as piano, cheer, or tennis. Early dismissals will be recorded as absences in PowerSchool when the accumulated time exceeds ½ day. Please observe the following procedures for early dismissal of students should you need to get your child before the end of the school day:

- Send a note to the teacher the morning of the desired early dismissal indicating the reason for early dismissal and the approximate time you will arrive.
- When you arrive at school to pick up your child, you must come to the office to sign the dismissal card.
- The child will be called to the office. Parents are not permitted to go to the classroom to pick up their child.
- Unauthorized persons will not be permitted to dismiss a child from school.
- Any person dismissing a child from school will be required to show identification.

School Age Child Care (SACC) (423) 344-1489

The purpose of the SACC Program is to provide adult supervision for students during before and after school hours and on full days when school is not in session. The SACC Program is not an educational program and does not provide educational services including special education and/or related services necessary to implement a child's IEP.

SACC opens at 6:00 a.m. to provide child care until the school day begins. The afternoon session begins as soon as the school day ends and remains open until 6:00 p.m. **Students may not arrive at school prior to 7:50 a.m. unless they are enrolled in the child care program.** To find out more detailed information and about rates log on to www.hcde.org/parents/child_care.

Emergency Closing of School

- The Superintendent or his designee will make a determination regarding school closing and will notify necessary staff and media no later than 5:45 a.m.
- On these inclement weather days, appropriate notification will be given to the news media. A call will be placed to all student households and staff members advising of the school closure and if School Age Child Care is open or closed. This call will be made early enough to prevent students from going to bus stops and child care. Parents should also be instructed to listen for the appropriate announcement via TV and radio so they can plan accordingly.

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- When changing weather conditions necessitate early dismissal of school, public announcements and emergency calls to student homes will be made a minimum of one hour prior to school closing time.
- On emergency inclement weather days – when children are dismissed early because of snow, ice, flooding, etc. – school buses will carry the children as close as possible (in the judgment of the school bus driver) to their home stop. Buses will not operate on steep hills, dangerous curves, dead end roads, etc. All extra-curricular activities (including practices) are to be canceled. Tier information for school dismissals is as follows:
 1. Schools starting at 7:15 - 7:30 are Tier 1 Schools.
 2. Schools starting at 8:00 - 8:30 are Tier 2 Schools.
 3. Schools starting later than 8:45 are Tier 3 Schools.

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities or fire protection districts in which school buildings are located. Each school will conduct at least one fire drill per month, one shelter in place drill per year, two lockdown/lockout drills, two tornado drills per year (one per semester), and one Code Blue drill.

Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and or events directly to an administrator. Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property.

Field Trips

A field trip is an educational tool. Field trips offer opportunities to students that extend beyond the classroom and expose them to learning experiences. Teachers include field trips in their units of study to give students experiential learning as a supplement to the curriculum.

For students going on a field trip there will always be a note of explanation as to the date, time, and place sent home by the teacher. Written permission is required in advance for students to leave the school. **Verbal permission will NOT be accepted to permit a child to attend a field trip.** Students must ride the bus to and from the field trip. Students can only be dismissed by signing them out from school personnel. In order to receive a refund on a field trip your child was not able to attend, a doctor's note is required.

Parents who volunteer to accompany children on field trips are not to bring younger siblings. This is a special time for the school-age child and the parent. Parents may assist on day field trips only without a background check. However, if parents are going to be in charge of a group of students without the supervision of an appropriate employee, they must undergo a background check.

Background checks must be completed once annually, as of June 1st each school year. The parent is responsible for the cost of the background check. The current cost is \$36.00 payable to "Morpho Trust USA." The procedures to complete a background check are as follows:

1. Complete the **HCDE Volunteer Request Form** and submit it to HR at least two weeks prior to the date of the field trip.

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2. Follow the **Fingerprinting Instructions** located in the front office. An administrator must sign this form.
3. Wallace A. Smith must receive clearance from Human Resources prior to approving a volunteer for attendance on an overnight or day field trip in which parent chaperones will have unsupervised contact with students.
4. Once cleared as a volunteer, the parent does not need to be re-printed until after June 1st of the subsequent school year.

Grading Policy

Grades

Grades are used as a method of communicating academic progress to parents from the student's classroom teachers and the related arts teachers. Parents with students in grades third-fifth can check their student's grades and attendance as often as you like through PowerSchool. You must have a username and password. Parents with students in grades kindergarten-second receive a standards based quarterly progress report and report card. It will be sent home at the midpoint and at the end of each quarter. This information is **not** on PowerSchool.

Kindergarten-Second Grades	Third-Fifth Grades
3 - Exceeds grade level expectations	A - 93-100
2 - Meets grade level expectations	B - 85-92
1 - Does not meet grade level expectations	C - 75-84
	D - 70-74
	F - 0-69

Parents will be informed by the teacher if there is a drop of one letter grade during the quarter. **Clear, cordial, and consistent communication by the teacher and parent is expected to insure your student's success.**

Homework

Homework is an important part of educating the whole child. Assigned homework offers other benefits besides contributing to school achievement. Homework teaches children how to take responsibility for tasks and it also serves as a catalyst to inform parents of what is being taught. Homework helps children develop habits of mind that will serve them well as they progress through school and life. It specifically helps children learn how to plan and organize tasks, manage time, make choices, and problem solve, all skills that contribute to being college and career ready.

In grades K-3, a general rule of thumb is that children do 10 minutes of homework times the grade. Therefore, kindergarten and first grade should complete about 10 minutes of homework per night. In addition to homework, parents should spend extra time each night reading to their students or listening to their younger children read. Fourth and fifth grade students should spend approximately one hour on homework. In addition, all upper grade students should read or be read to 20 minutes daily.

Clear, daily routines should be developed around homework, including when and where homework is completed. Please help your child/children by providing a comfortable place which has the supplies needed to neatly and accurately complete all assignments.

Study Skills

It is important to develop good study habits early. Good study habits are essential for success in school. The following guidelines will assist you as you help your child develop study skills.

- Help your child organize their school materials.
- Help your child organize time. Establish a routine for completing schoolwork.
- Minimize distractions. While children are completing homework avoid loud music, TV, and conversations that are not about their work.
- Check your child's work. It shows them that you care.
- Give praise whenever possible and appropriate. Teach your child to take pride in their work. Insist that sloppy or careless work be redone.
- Encourage your child to ask questions. Help your child find answers to their questions.
- Maintain a positive and helpful attitude: avoid criticism and anger.

Visit www.togetherread.com/ for more helpful tips.

Student Discipline

An effective discipline plan that is clearly understood by students, teachers, and parents will lead to student success. It is imperative that students fully understand behavioral expectations and consequences very early in their educational experience. An effective discipline plan will help ensure order and maintain the instructional integrity of the learning environment.

There are many things we do to help children learn both social and academic skills. They are based on the character traits established by the Hamilton County Department of Education.

School Motto: *Soaring to Excellence*

Safety
Ownership
Attitude
Respect

Student Code of Conduct

A. Statement of Purpose

To ensure that every student at Wallace A. Smith SOAR's by helping them engage in the learning environment and school community in a positive, safe, and productive way.

B. Conduct Expectations

Safety – We are careful at work and play.

Students are expected to:

- act in a safe and sensible manner
- use good judgment
- be aware of and concerned for the safety of others

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Ownership – We own our learning and our behavior.

Students are expected to:

- attend school regularly and be on time for class
- be active listeners
- take responsibility for their own learning
- complete all schoolwork on time and to the best of their abilities
- allow others to work and learn
- conduct themselves in a courteous and respectful manner
- problem solve and seek help when needed

Attitude – We are positive and helpful.

Students are expected to:

- respond to others in a helpful way
- cooperate so everyone has fun
- include and encourage others
- report incidents of bullying, harassment, or intimidation
- demonstrate increasing personal responsibility and self-discipline as they move through the grades

Respect – We respect ourselves, others and our environment.

Students are expected to:

- respect the rights of others
- accept people as they are and acknowledge their unique talents
- speak politely to others
- care for school property, the property of others and the natural world
- immediately follow the directions given by a staff member without argument

Level I Infractions

All Level 1 infractions are handled on the spot at the discretion of the staff member who witnessed the infraction. A Student Reflection Sheet is completed if deemed appropriate.

Level 1 infractions include, but are not limited to the following:

- Bad Language
- Disrespect of peers - name calling, put-downs, spreading rumors, disregard for personal space or belongings
- Non-compliant behavior
- Unsafe or rough play/play fighting
- Unsafe behavior (e.g. running in classroom/hallway, out-of-control on playground equipment)
- Disrespect for the environment (e.g. littering, gum chewing, spitting)
- Not following playground rules
- Being uncooperative (e.g. cutting in line, taking the equipment of others)
- Classroom concerns (e.g. disruption of learning environment, homework, work habits, cheating)
- Inappropriate use of technology

Level II Infractions

The Principal and/or Assistant Principal handle all Level II infractions. A Student Reflection Sheet and Disciplinary Referral are completed.

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Level II infractions include, but are not limited to the following:

- Chronic Level 1 Infractions
- Truancy (chronic lateness or absenteeism)
- Theft
- Bullying – Taunting, intimidation, verbal threats, harassment
- Retribution against an informing individual
- Fighting/Physical Aggression (pushing, kicking)
- Verbal abuse directed at others
- Destroying the property of others
- Dangerous behavior
- Disrespect/Defiance toward a staff member
- Possession of a weapon, fireworks, drugs, etc.

Rising Expectations

It is expected that students in Kindergarten-Grade 2 will require more supervision and coaching from staff in regards to expectations for their behaviors. Students progressing through Grades 3-5 are expected to be increasingly self-disciplined. They are given more independence to make their own decisions and conduct themselves in an appropriate manner without adult supervision.

They are expected to demonstrate:

- Increasing personal responsibility for decisions that contribute to making school a safe, caring and orderly place.
- Increasing understanding of the effect that personal behavior choices have on others.

Character Counts at Wallace A. Smith Elementary School

Leaders for Life is a cutting edge leadership initiative for grades K-5 and is designed to:

- increase student engagement
- prepare students for the 21st century
- raise academic achievement
- decrease discipline referrals
- improve attendance
- enhance parental involvement
- prepare students for careers and college
- positively impact the business community
- empower students
- develop **Leaders for Life**

Leaders for Life is based upon the Principles of Sailing

I am the captain of my ship. ● I am responsible for me.	High standards, goal setting skills, responsibility for one's actions, demonstrating high standards, independence
I am in "ship-shape." ● I live a life of self-control and discipline.	Task, purpose, self-discipline, time management, balance, character, positive attitude, life-long

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I am the captain of my ship. <ul style="list-style-type: none"> I am responsible for me. 	High standards, goal setting skills, responsibility for one's actions, demonstrating high standards, independence
	learning
I chart my course. <ul style="list-style-type: none"> I decide where I will go and how I will get there. 	Comprehend, critique, value evidence, think, plan
I set sail. <ul style="list-style-type: none"> Leading is doing. To Lead, I must move forward. 	Taking charge - taking action, attending to tasks at hand, procedural and application skills
I am a good crewmate. <ul style="list-style-type: none"> A leader is a good friend. 	Communication skills - reading, writing, speaking, listening, articulate thinking, appreciating the differences of others
I lend a hand on deck. <ul style="list-style-type: none"> Serving is a way to place value on others. 	Responsible citizens - coming to an understanding of other perspectives and cultures, serving others
I check my compass. <ul style="list-style-type: none"> I am honest with myself and make sure I am on course to achieve my goals. 	Staying on course, using technology and digital media strategically and capably
I persevere through storms. <ul style="list-style-type: none"> I do not always choose the course of least resistance. I develop stamina and character. 	Problem solving, creative and higher order thinking, persevering
I celebrate victories and set sail again. "Real leaders are ordinary people with extraordinary determination." -John Seaman Garne	A continual cycle of goal-setting, planning, taking action, and lifelong learning

C. Consequences

When determining the consequences for infractions against the School Rules and/or School Code of Conduct, the age of the student, the nature and severity of the infraction, the intent behind the infraction, and the frequency of the infraction will be considered when determining the consequence. All disciplinary decisions are made in consideration of the individual circumstances.

Level I

Consequences may include, but are not limited to, one or more of the following which will be applied by the appropriate staff member:

- Verbal correction
- Verbal or written warning
- Loss of privileges

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- Time out – in class/office, study hall, walking with a supervising staff member,
- Contact and partnership with parents/guardians (phone call, meeting etc.)
- Requirement of verbal or written apology
- Service to the school
- Problem Solving
- Behavior Plan
- Referral to School Based Support Team
- Referral to the Principal or Assistant Principal

Level II

Consequences may also include, but are not limited to, one or more of the following which will be applied by the Principal or Assistant Principal:

- Any of the above consequences
- Suspension from school
- An extended period of service work
- Restitution for property damage
- Behavior Assessment Plan for severe and violent behavior

D. Notification

Recording and Reporting of Student Behavior

If behaviors are minor, but frequent, teachers will be in direct contact with parents to establish a working partnership to address behavioral concerns. When a student's behavior is considered major, a Student Discipline Referral is completed by the staff member witnessing the behavior and a Behavior Reflection Sheet is completed by the student(s) involved. The Disciplinary Referral is then reviewed by the Principal or Assistant Principal. Parents and teachers of all students involved will be informed when the Principal and/or the Assistant Principal has investigated an infraction of the School Code of Conduct and has established appropriate consequences. Chronic behaviors from an individual student or group of students will require a meeting of the parent(s)/guardian(s) with school personnel in a Problem Solving format.

Communication and Monitoring

Our goal as a community of learners, (including students, staff, and parents) is to model, teach, and reinforce appropriate behavior through our School Vision and Code of Conduct. Soaring to Excellence and Leaders for Life is posted throughout the school. Ongoing teaching and review of expectations will take place in the classrooms and other "hot spots" with students. The School Code of Conduct will be communicated to parents through the school's newsletters, Class Dojo, PTA meetings, Student/Family Handbook, and the school website. Student conduct will be continuously monitored to ensure our school code of conduct and school motto reflects current and emerging situations. An important part of this monitoring process will be the annual review of how the school rules contribute to the overall safety of our school. This review will take place through staff meetings, leadership team meetings, and support team meetings.

Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and or events directly to an administrator. Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property.

Wallace A. Smith Elementary will not tolerate any behavior (whether by students, parents, staff or members of the public), which is physically or verbally threatening, coercive, intimidating, violent or

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harassing, or other behavior that is otherwise out of control. Furthermore, the school will not tolerate the use of profanity, personally insulting remarks, attacks regarding a person's race, gender, nationality, religion, disabling condition and other characteristics protected by law. Students who violate the policy will be disciplined. Parents who violate the policy may be restricted from being present on school property or have restrictions placed on their communications with personnel.

If you have a question concerning your child, please follow the chain of command:

1. Teacher
2. Building Administrator
3. Director

E. Drugs, Alcohol, and Weapons on School Property or at a School Sponsored Event

Please see Hamilton County Schools' website under Board Policy for further information at www.hcde.org/departments/school_board/board_policy/.

The Hamilton County Board of Education has set penalties for the possession of drugs, alcohol, and weapons on school property or at school sponsored events. Drugs and weapons include both real and look alike.

F. Zero Tolerance Policy

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

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

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

DRUGS

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

BATTERY

In accordance with state law, any student who commits battery upon any teacher, principal, administrator, any other employee of the school, or school resource officer, shall be expelled for a

period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

G. Tobacco Policy

Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning of each school year (in the handbook).

Medications Given at School

According to HCDE policy, prescription and non-prescription medications must have a physician's order to be given at school. All students receiving medication at school must have an **Individualized Health Plan (IHP)** signed by a physician and the parent. Medication should be limited to those required during school hours and necessary to maintain the student's enrollment and attendance at school. The school nurse will keep medications locked up in the school clinic per policy. The school nurse will help students with administration and self-administration of all medications. Students requiring life-saving medications (epi-pens and inhalers) have the right to keep the medication on their person. A student must meet the following conditions in order to self-administer medication:

- The student must be competent to self-administer medication with assistance.
- The student's condition, for which the medication is authorized and prescribed, must be stable.
- The self-administration of medication must be properly documented.

Prescription medication must be brought to school in the original, pharmacy labeled container.

If your child suffers from asthma, allergies, heart condition or any other potentially serious health condition, be sure to indicate this on the student registration form. Also, give your child's teacher and the school nurse a doctor's statement describing the condition and the appropriate steps to follow in an emergency.

Emergency Information

A registration form and dismissal card for each student is kept on file in the school office. This information includes your home and/or mobile number, emergency phone numbers, home address, and others permitted to pick-up your child. It is important to have this information on file to contact parents/guardians in the event of illness or accident. **If this information changes during the school year, please provide the new information to the school so that your child's record is current.**

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If your child is involved in an accident at school and should need medical attention, the school will always attempt to contact the parents/guardians first. In the event that you cannot be reached, we will contact the person you provided for “emergency contact”. This information is critical because the school is not permitted to act in place of the parents for treatment of injuries unless they are life threatening.

Automatic External Defibrillator (AED)

Location: An AED is located in the front entrance hall outside the office.

Indications for use: The LIFEPAK CR Plus Defibrillator is indicated for use on students or adults in cardiac arrest. The student or adult must be unresponsive (unconscious), not breathing normally, and showing no signs of circulation (for example, no pulse, no coughing, or no movement). With Infant/Child Reduced Energy Defibrillation Electrodes, the LIFEPAK CR Plus Defibrillator may be used on children up to 8 years old or 55 pounds (25 kg).

About AED's: When electrode pads are applied to the unresponsive student or adult's chest, the AED analyzes the patient's heart rhythm. If a shockable rhythm is detected, the AED will direct the responder to not touch the patient and will deliver an electrical shock (semi-automatic model). The shocks are delivered through the electrical pads on the unresponsive student or adult's chest.

Transportation

Changes to Transportation

All changes to student transportation must be communicated in writing to the child's teacher at the beginning of the school day. Class DOJO/emails are not acceptable forms of written communication due to the fact of the unreliability of these platforms.

Bus Riders: 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 stop follows a predetermined route with designated pick up and drop off stops to safely and efficiently transport children to and from school. If you need to request bus services for your child, please call (423) 498-7320 or see the district transportation website at www.hcde.org/parents/bus_transportation.

Bus Rules

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

- Students should plan to arrive approximately 10 minutes prior to the scheduled arrival time of their bus. The drivers strive to stay on schedule; however, traffic and/or weather conditions can affect their actual arrival time at your stop.
- Students shall be at the bus stop at the scheduled time. The bus schedule does not allow additional time to wait for those students who are tardy. Students shall stand a safe distance from the flow of traffic at the bus stop and wait until the bus door is open before moving toward the bus. They shall not play on highways or streets.
- While the bus is loading or unloading, students shall enter or leave the bus promptly and in an orderly manner.
- Students shall conduct themselves in such a manner that they will not disturb other riders on the bus or distract the attention of the bus driver.
- The use of abusive or obscene language is strictly forbidden at all times.
- Students are not permitted to bring knives or sharp objects of any kind, firearms, pets or other living animals on the bus.
- Students shall not tamper with any of the safety devices such as door latches and fire extinguishers.
- Students shall not shout or make gestures toward anyone outside the bus.
- Students shall not extend their hands, arms, head, or any other part of their body through the window.
- Students shall not deface or litter the bus. They shall not write on the bus, damage seats, or throw paper, food or other objects on the floor of the bus, nor from the bus. Unnecessary abuse of the school bus by a pupil, e.g., cut seats, broken glass, etc., will result in that pupil becoming ineligible for transportation. Said pupil shall become eligible again only when payment is made for damages and assurances given that the abuse will not recur.
- Food or drinks may not be consumed on the bus, and smoking is not permitted.
- Students will keep aisles of the bus clear in order to admit passage in the aisle.
- Students will not ask the driver to let them off the bus at any other place except their regular stop.
- Students who must cross the road or highway to enter the bus are shall to wait until the bus comes to a complete stop and the driver has signaled them to cross in front of the bus.
- Students who must cross the road after leaving the bus in the afternoon shall go to a point on the shoulder of the road ten feet in front of the bus and cross the road only after the driver has signaled them to cross.
- The driver has the authority to assign a student a seat at any time.
- Pupils are to ride the bus to which they are assigned based on their place of residence.

Updated 07/10/2018

Car Riders

Rules of Conduct for Car Riders

These rules of conduct have been developed to provide a safe and pleasant environment for students. Parents who bring their children to school in the morning and pick them up in the afternoon must use extreme caution. Failure to comply with any of the rules will be grounds for your child to be dismissed from the car rider area to the front office. If this happens, you will be asked to park your car and go into the office to speak with an administrator before dismissing your child.

- When you drop your child off, the teachers and staff on duty will try to open the car door for kindergarten and first grade students.
- All other students are expected to open the door and exit their vehicle.
- All students should have backpacks, books, and other materials in hand so that they can quickly exit their vehicles.
- No student will be dismissed to anyone walking up to the car rider area prior to or during dismissal.
- Parents cannot wait in the foyer at the end of the day for students. You must follow early dismissal procedures.
- **Students will not be dismissed after 2:30 p.m.**
- Parents should have a piece of paper with their child's number visible in the front windshield of their vehicle.
- If for any reason a student fails to report to their vehicle after their number has been called twice, the parent will be asked to park. **The child's name will not be called.**
- If a car rider number is not provided the parent will be asked to park and go to the office to register for a number.
- ExEd students who are car riders or those who ride special ed busses will be dropped off and picked up at the multi-handicapped classroom. All busses and cars will remain in a single file line. All parents will remain in their vehicle at all times.

Parking on the side and in back of the building is for staff and buses ONLY. For safety reasons, please wait in the appropriate dismissal line unless you are told otherwise.

As a reminder, kindergarten, first grade students, and their siblings are the only students to be picked up and dropped off in the back area. All others will utilize the front car rider area.

Cafeteria
(423) 344-1427
Ext. 37807

All Hamilton County Schools participate in the National School Lunch Program. The School Nutrition Program provides equal access to a nutritious meal for all students. These meals are prepared by employees governed by standards developed by federal, state, and local agencies. The breakfast and

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lunch menus are on the HCDE website.

Breakfast will be served from 7:50 a.m. - 8:05 a.m. for students unable to eat breakfast at home. We encourage every student to have a nutritious breakfast each morning. If your child is a car rider and would like to eat breakfast at school, they must arrive between 7:50 - 8:05 a.m.

Students may deposit money in their lunch accounts Monday through Friday. Lunch charges may be obtained or paid for in the cafeteria during breakfast time. It is your responsibility to check your child's lunch account to ensure he/she does not have a negative balance.

For your convenience, you may monitor and manage your student's account through www2.mypaymentsplus.com/welcome. You will need to set up an account, for which you will need a student number; this can be found by calling the school office. Monitoring your child's purchases and account balance is free; however, a nominal fee is charged to add money to your child's account.

The following meal prices are for the 2018-19 school year:

	Full-Pay Student	Reduced Student	Free Student	HCDE Employee	Visitor
Breakfast	\$2.00	\$0.30	\$0.00	\$2.75	\$3.00
Lunch	\$3.00	\$0.40	\$0.00	\$4.25	\$5.00

Students who bring a lunch from home should bring a nutritious, well-balanced meal. **Soft drinks are not allowed during lunch. Students are not allowed to bring carbonated beverages, glass containers, or sharp objects.** Parents/guardians are welcome to eat lunch in the cafeteria with their child.

Forms are available for free and reduced lunch in the registration packet and online. If you need and qualify for this service, complete the form and return it to your child's teacher or complete the form online.

Rules & Procedures:

Cafeteria Procedures

Cafeteria Rules:

- I quietly enter the cafeteria and quietly go through the serving line.
- I am respectful at all times to everyone.
- I go through the serving line once.
- I remain seated and raise my hand if I forget something, have an emergency, or need assistance.
- I sit facing forward with my feet under the table.
- I use a "level one" voice and appropriate manners when talking to others.
- I eat only my food because sharing is not allowed due to food allergies.
- I follow directions from the cafeteria monitors and staff at all times.
- I pick up food and paper from the table and the floor.
- I carefully wipe off the table when assigned that responsibility.

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Rules & Procedures:

Cafeteria Procedures

Cafeteria Rules:

Bus-Rider Dismissal Procedures

When leaving our classrooms:

- I cooperate with the teachers, safety patrol, and student leaders.
- I walk in a **single file** line following a teacher to the bus loading area.

While waiting for my bus:

- I sit quietly if the bus has not arrived.
- I keep my backpack on the floor.
- I keep my hands, feet, and objects to myself.
- I use an inside voice.

When boarding the bus:

- I walk in a **single file** line.
- I keep my hands, feet, and objects to myself.
- I sit quietly in my seat facing the front of the bus.
- I obey the bus driver.

Car Dismissal Procedures:

When leaving our classrooms:

- I cooperate with the teachers, safety patrol, and student leaders.
- I walk in a single file line following a teacher to the outside waiting area.

While waiting for our cars:

- I sit quietly in my designated areas.
- I keep my hands, feet, and objects to myself.
- I listen for my car number.
- I walk directly to my vehicle when my number is called.

Building Procedures

Hallway Procedures

- I walk quietly in a single file line.

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Rules & Procedures:

Cafeteria Procedures

Cafeteria Rules:

- I walk on the right side of the hallway.
- I keep my body and backpack off the walls at all times.
- I keep my hands and feet to myself.
- I wait for others to pass.

Playground Rules

- I make sure the swing has come to a stop before getting off. I will always swing in a back and forth motion. I will never twist the chains or swing sideways.
- I will use plastic bats or balls, nerf (soft) balls, rubber playground balls, basketballs, and soccer balls. These balls are acceptable sports equipment for playground use. For safety reasons footballs, baseballs, softballs, small rubber balls such as super balls, and wooden or aluminum bats are not permitted.
- I will play running games outside the border perimeter.
- I will always keep my hands and feet to myself. I will not push and shove, even as part of a game.
- I will conduct myself in a non-aggressive manner while on the playground. Play fighting is not acceptable behavior.
- I will use the slide in one direction only- DOWN. I will never walk, climb up, or jump off the slide.
- I will leave my toys at home. The only exception to this would be when an item from home is being used for a classroom project.
- I will only throw balls or acceptable equipment designed to throw on the playground.
- I will remain in the designated playground area during recess. I will always be visible to the supervising teacher.

Restroom Procedures

- I keep the restroom area clean.
- I respect the privacy of others.
- I knock on the stall door before entering.
- I flush the toilet.
- I use a quiet voice.
- I never play in the restroom.
- I will not take any writing tools in the restroom.
- I use my time wisely.

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Rules & Procedures:

Cafeteria Procedures

Cafeteria Rules:

- I wash and dry my hands after using the restroom.
- I put paper towels in the trash can.
- Vandalism of the bathroom will not be tolerated.

Dress Code

At Wallace A. Smith Elementary School we are committed to providing a learning environment that supports the academic growth of our students and an overall focus of learning. Students are expected to dress in a manner that is supportive of a positive learning environment that is free from distractions and disruptions. There is a direct correlation between dress and student behavior.

To help create the best learning environment for elementary students, the following standards must be observed for all students of Wallace A. Smith Elementary:

- Hats cannot be worn inside the building.
- Tennis Shoes are required for indoor or outdoor physical activity, including P.E. and recess. Shoes that light up or make sounds are not permitted to be worn to school.
- Clothing or accessories that display writing or pictures should be positive and school appropriate.
- Make-up should not be worn. However, chapstick is permissible.
- Shorts and skirts should be past the length of a student's fingertips when their arms are held straight against their outer thighs.
- Clothes must completely cover the abdomen, back, and shoulders. (Tank tops and spaghetti strap shirts/dresses are not to be worn to school.)

The school administration reserves the right to determine whether the student's attire and appearance are acceptable. In matters of opinion, the judgement of the principal or assistant principal shall prevail. If the dress code is broken, parents will be notified.

General Information

Payments to the School

If you send cash or a check to school with your child, please put it in an envelope with your child's name, teacher, and the purpose. Please write separate checks for the cafeteria, the school, fundraisers, pictures, field trips, etc. We are unable to accept one check because of separate accounts.

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Rules & Procedures:

Cafeteria Procedures

Cafeteria Rules:

We will be utilizing an Online Payment System as an option for all activities and school fees at the following website: <https://osp.osmsinc.com/hamiltontn/default.aspx/default.aspx>

We will only accept cash payments after May 1, 2019.

Instructional Supply Fees

School supply fees are used to purchase manipulatives, consumables, and other instructional materials to enhance teaching and learning. Your child's teacher will give you a list of items included in the supply donation. In addition, you will receive a list of materials that each child needs to bring for classroom use. Textbooks are provided through state and local funds.

Image and Contact Information Opt-Out Designation

Throughout the school year, the district or school might take pictures or video and release personal information about students for promotion. Examples might include but are not limited to:

- A special event or program at school might be covered by a newspaper or television station, resulting in student interviews and pictures.
- Award-winning students might have their names and photos published in a local newspaper, a school newsletter, or on WASE TV.
- The district or school will post pictures of school activities on webpages and social media.

If a parent or guardian does not want your child's image or information shared for this purpose, please contact your child's teacher to complete the Opt-Out form.

Parent-Teacher Conferences

Parent-teacher conferences are held in October and February for students in grades K-5. Parents are required to attend a conference with their child's teacher(s) during parent-teacher conferences. Teachers will facilitate the scheduling of conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment. We have an established process for non-scheduled or "walk-in" requests to meet with teachers. Teachers are responsible for instruction and the supervision of students during school hours. They typically are not available to meet with parents/guardians outside of scheduled times. Parents who would like to meet with a teacher are

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Rules & Procedures:

Cafeteria Procedures

Cafeteria Rules:

welcome to leave a message on the classroom phone.

Visitors to the Building

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action. Visitors must enter the building using the front doors and report to the office. If a visitor needs to enter the building further than the school office or check out a student, the visitor must register by presenting a valid, state-issued ID to the school's attendance clerk. Any visit after the first registration will only require visitors to check in at the attendance office. Visitors entering the school beyond the office must receive a printed ID sticker that must be worn and visible during the entire stay.

(These procedures will change after the installation of the security door system.)

Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

In most cases, parents/guardians are allowed to visit the school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Due to allergies, asthma or other health related concerns, animals of any kind are not permitted on school property, except for approved service animals.

Volunteering in Wallace A. Smith Elementary School

WASE volunteers make valuable contributions to our school. In order to keep students safe, we screen all volunteers who might ever serve with students unsupervised by school staff. If you would like information about volunteering at WASE, please contact the school office.

Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished them by the district. Students who deface, damage or lose school property shall be

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Rules & Procedures:

Cafeteria Procedures

Cafeteria Rules:

required to pay for the damage or loss. All textbooks and instructional resources (including student planners) are furnished by the school and are the student's responsibility. The school is not responsible for textbooks or resources that are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost. The teacher and student will note condition of books before checking them out. Students are then responsible for the condition of the books until they are returned to the teacher. If a book is damaged, the student will be assessed the cost of repair or replacement of the text. Students with outstanding fines may incur consequences in the form of loss of privileges as determined by school on a case-by-case basis.

Deliveries to School

Delivery of flowers, balloons or other gift items is discouraged at school. All items will be held in the office until the end of the day or parents/guardians may be contacted to pick them up if deemed appropriate.

Cell Phones and Smart Watches

No student will be denied access to a phone during the school day with teacher approval. Students are not permitted to have cell phones or smart watches out during school hours. If they are brought to school they must remain in their backpacks and turned off at all times. If a student is caught using these devices during school hours it will be brought to the office and a parent will have to come pick it up.