

# HAMILTON COUNTY DEPARTMENT OF EDUCATION REGISTRATION FORM

Date Enrolled \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Student Name \_\_\_\_\_

Last First Middle

GENDER:  Male  Female SSN \_\_\_\_\_ Birth Date \_\_\_\_\_

Bus#	AM _____	PM _____
Car Rider	AM <input type="checkbox"/>	PM <input type="checkbox"/>
Other	AM _____	PM _____

ETHNICITY: Is the student Hispanic?  YES  NO (according to the US Dept. of Education, Hispanic is an ethnicity; not a race)

RACE (MUST check at least one):  Asian  Black  American Indian/Alaskan Native  Pacific Islander/Hawaiian Native  White

Student Address \_\_\_\_\_  
 Street City State Zip Student's Cell Phone \_\_\_\_\_

Lives with:  Both Parents  Mother  Father  Other (Guardian)

Mother - Name (Last, First) \_\_\_\_\_ Home Phone \_\_\_\_\_

Address, if different \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Father - Name (Last, First) \_\_\_\_\_ Home Phone \_\_\_\_\_

Address, if different \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Legal Guardian (if other than parent) \_\_\_\_\_ Home Phone \_\_\_\_\_  
 (current documentation required)

Address, if different \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

*The information requested in this box is required by the State of Tennessee for enrollment in a public school:*

Student's Mother's Maiden Last Name \_\_\_\_\_ Student's City of Birth \_\_\_\_\_

Student's County of Birth \_\_\_\_\_ Student's State/Province of Birth \_\_\_\_\_ Student's Country of Birth \_\_\_\_\_

Primary Language Spoken at Home \_\_\_\_\_ (completed Home Language and Occupational Surveys must be on file)

Immigrant Student  YES  NO If YES, date of first U.S. Entry \_\_\_\_\_

Last School Attended \_\_\_\_\_ City/State \_\_\_\_\_ Leave Date \_\_\_\_\_

If not coming from another Hamilton County School, have you ever attended a Hamilton County School? YES NO

Siblings (list name, age, and school attending) \_\_\_\_\_

Do you have a computer in your home?  YES  NO Email address \_\_\_\_\_

**Health/Emergency Information**

Child's known health problems: \_\_\_\_\_  
 Allergies  Asthma  Diabetes  Epilepsy  Heart \_\_\_\_\_ Other \_\_\_\_\_  
 (Please provide documentation regarding any of the above health problems)

Person(s) who you would like us to call in case of emergency, if parent cannot be reached:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Emergency Permission:**

In case of emergency and I cannot be contacted, take my child to: \_\_\_\_\_ Hospital.  
 (I will assume financial responsibility.)

Signature \_\_\_\_\_ Family Doctor \_\_\_\_\_

**DISMISSAL INFORMATION**

Is there a court order/deedee prohibiting anyone from dismissing child?  YES (copy must be on file at school)  NO

Persons permitted to dismiss this child:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Persons NOT permitted to dismiss this child:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_



## Hamilton County Department of Education

Student Services

2017-2018

### Attendance Notification Contract

- Tennessee State Law requires that all children between the ages of six (6) and seventeen (17), both inclusive, must attend school regularly.
- The Hamilton Co. Department of Education has determined that each child will be allowed three (3) absences per school year that may be excused by a note from a parent/guardian. These should only be used in cases when a child is sick, but the parent/guardian determines that a doctor visit is not necessary.
- After three (3) parent/guardian excused personal illness days, any further absences must be excused by professional documentation. These include doctors, mental health professionals, dentists, courts, or other professional services. Other legal reasons for excused absences are death in immediate family, religious holiday regularly observed by the faith (prior approval required), and approved school sponsored activities. (HCDE Board Policy 6.200)
- Excused must be turned in to the appropriate school official within five (5) days of the student returning to school.
- After five (5) unexcused days, the school will notify the parent/guardian that their child must attend school on a regular basis by mailing the Attendance Notification Letter.
- Upon receipt of the Attendance Notification Letter, if the parent disagrees with the number of absences, it is their responsibility to contact the school for an attendance meeting and to provide documentation to support claims.
- If a student acquires ten (10) or more unexcused days (no legal reason for absences as defined above) the school will make a formal referral to the School Social Worker.
- If the child continues to accrue unexcused absences after the referral, a Legal Notice will be mailed to the parent/guardian indicating that their child has become truant. This notice shall serve as intent to file a petition with Hamilton County Juvenile Court unless proper documentation is provided to the school within five (5) days of receipt of this notice.

### Please print all information except signature

School \_\_\_\_\_

Student Name \_\_\_\_\_ Student Date of Birth \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the information regarding Tennessee State Law and Hamilton Co. Department of Education Attendance Policy as they apply to my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Please return to the school office for placement in your cumulative record.**

**Hamilton County Department of Education  
Attendance Law/HCDE Policy/Procedures**

**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 1999-2000**

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.)

**If the following conditions apply, a referral will be made to the school social worker:**

*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.

# Hamilton County Schools Responsible Use Policy

The Internet and email provide invaluable resources and communications to Hamilton County students and employees (hereafter referred to as "user"). Users accessing the Internet are representing the Hamilton County School System and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution. The District's Internet Safety Policy and the Technology Acceptable Usage Agreement shall be reviewed, evaluated and revised, as needed, annually.

**Scope of Use:** To ensure that students receive a quality education in an intellectually stimulating environment, it is the goal of the Hamilton County Schools to provide all students with access to a variety of technological resources. The creation of a large and varied technological environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the policies and instructional goals of the Hamilton County Schools. Thus, it is the intention of the Hamilton County Schools that all technological resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is understood that all users of Hamilton County Schools will use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions, or companies.

**Rules for Usage:** The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Hamilton County Schools. Use of any and all technological resources is a privilege and not a right. Any violation of the Acceptable Usage Agreement may result in termination of usage and/or appropriate discipline. **All Hamilton County Schools students and their parent/guardians and all Hamilton County Schools employees must sign this agreement as acknowledgment of receipt of these procedures and policies.**

## I. ACCESS:

- A. Any user who accesses the district's network or any computer system for any purpose agrees to be bound by the terms of the Agreement, even if no signed Agreement is on file.
- B. The use of all Hamilton County Schools technological resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- C. The district's network or any computer system is in effect an extension of the classroom experience. The user, student or employee, should use the same judgment as they would in a classroom.
- D. Students accessing the internet by any means other than the District's network while in a Hamilton County School facility is prohibited unless approved by administration. The HCDE network is filtered to meet CIPA compliance. (Refer to VI. Internet Filtering.) Students are accountable for their actions when connected to an outside network. HCDE is not liable.
- E. All computers connected to the Hamilton County Schools HCDE Radius (wireless) or wired must be the property of Hamilton County Schools unless approved by a principal or supervisor. Individuals are prohibited from connecting a computer to the Hamilton County School's network without first obtaining permission from a supervisor staff member. HCDE Guest wireless is available for personal and HCDE assigned devices. All devices connected to the HCDE network are subject to the same guidelines.

- F. Individuals may use only accounts, files, software, and technological resources that are assigned to him/her.
- G. Individuals may not log in to or attempt to log in to the network by using another person's account and/or password or allow any other person to use his/her password to access the network, e-mail, the Internet or other password protected resources
- H. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and/or outside the Hamilton County Schools.
- I. Individuals identified as a security risk may be denied access to the Districts technological resources.
- J. Individuals must not disrupt or attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means. Any use of technological resources that reduces the efficiency of use for others will be considered a violation of this agreement.
- K. Individuals must not modify or attempt to modify hardware, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any security system, either with or without malicious intent.
- L. The Supervisor and/or site administrators will determine when inappropriate use has occurred and each has the right to deny, revoke, or suspend specific user accounts and access. Users have the right to appeal the decision to the site administrator or Director of Schools.
- M. Accessing the HCDE network from outside the network is prohibited without prior authorization.

## **II. PRIVACY:**

- A. To maintain network integrity and to insure the network is being used responsibly, the Supervisor reserves the right to review files and network communications.
- B. Users should have no expectation of privacy with regards to any data stored, transmitted or accessed on any device using the HCDE network.
- C. Because communications on the Internet are often public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. The Hamilton County Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- E. All computer data including search histories and email communications transmitted on school system computers or by means of the school system network are subject to monitoring and may be archived.
- F. Users are encouraged to avoid storing personal and/or private information on the District and/or schools' technological resources.
- G. The system-wide technology staff performs routine backups of District servers. However, all users are responsible for the backup and storage of any critical files and/or data.

### **III. COPYRIGHT:**

- A. The illegal use of copyrighted materials is prohibited. Reproductions of documents, graphics, pictures, digital recordings, music, etc. shall be subject to fair use guidelines and applicable laws and regulations. (For Fair Use guidelines, go to this link: <http://www.copyright.gov/fls/fl102.html>).
- B. Illegal copies of software may not be created or used on school system equipment.
- C. Any questions about copyright provisions should be directed to the Principal or Supervisor.
- D. The legal and ethical practices of appropriate use of technological resources will be taught to all students in the system (i.e. during lab orientation, network orientation, etc).
- E. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The District Technology Department and the person requesting the software will be responsible for determining how many copies should be purchased.
- F. The site administrator at each location is authorized to sign license agreements for a site within the system. Copies of any system-wide license agreements must be signed by the District Technology Department and/or Superintendent and distributed to all schools that will use the software.
- G. The District Technology staff or site technology assistant is responsible for installation of all software in use on the local area network and/or individual workstations within the Hamilton County Schools.
- H. Users should not purchase software for use on District computers or other technological resources without prior consultation with the District Technology staff.

### **IV. ELECTRONIC COMMUNICATION:**

- A. Communications with students/parents/guardians, even if not using school resources, are within the jurisdiction of the school district to monitor as they arise out of one's position as an educator. For official HCDE business, HCDE employees are strongly encouraged to use an HCDE email account when communicating with a student via email.
- B. Electronic communication between staff and students should be written as a professional representing HCDE. This includes word choices, tone, grammar and subject matter.
- C. All data stored or transmitted on school system computers shall be monitored. Hamilton County Schools' e-mail accounts may not be used for sending or attempting to send anonymous messages.
- D. Photos and videos of students and staff should not be shared or posted electronically without permission.
- E. Hamilton County Schools' e-mail accounts may not be used for sending district-wide emails.
- F. Electronic correspondence is a public record under the public record's law and may be subject to public inspection.

- G. The line between professional life and personal life must be clear at all times. Staff members should only use their educational email account or other approved communication method (Google, Edmodo, etc.) to communicate with students and/or parents and guardians, and should only communicate on matters directly related to education. Relationships associated with such educational social media accounts should only be with members of the educational community, such as administrators, teachers, students, and parent of such students. It is strongly recommended that staff reject requests from individuals who do not fit into these categories.
- H. All staff members will be responsible for information that they make public through the use of electronic communication. Teachers are the gatekeeper for the privacy and protection of students. When other people can see your conversations with the students (i.e.- Other "Friends" on Facebook), you may be endangering them and also violating the Family Educational Rights and Privacy Act (FERPA).
- I. HCDE employees who wish to utilize an approved HCDE website for communication must notify parents and obtain signed permission from the parent(s) to electronically post/share student pictures.

#### **V. INTERNET:**

- A. The intent of the Hamilton County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.
- B. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- C. Teachers are responsible for previewing Internet resources that will be presented in the classroom prior to their introduction.
- D. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from parents, guardians, students, employees via this signed agreement.
- E. Students who are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

#### **VI. INTERNET FILTERING:**

- A. On the District's network, internet access for all users is filtered by a filtering system provided through the school system's ISP and by the District firewall system by URL and IP address.
- B. URLs and IP addresses may be added to or deleted from the filtered list by the District Technology staff.
- C. Employees have the ability to override filtered sites. When accessing blocked sites, it is expected to preview any resources prior to classroom presentation. Employees are also expected to refrain from any inappropriate sites.

#### **VII. INTERNET SAFETY MEASURES:**

- A. Internet safety measures shall be implemented that effectively address the following:

1. Safety and security of students when using any form of direct electronic communications;
  2. Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line; and
  3. Restricting students' access to materials that may be inappropriate or harmful to them.
- B. The processes for ensuring that the system's resources are not used for purposes prohibited by law or for accessing sexually explicit material are:
1. Monitoring on-line activities of students;
  2. Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, pornographic or potentially harmful to students; and
  3. Maintaining a usage log.
- C. All students will participate in Internet safety training, which is integrated into the District's instructional program in grades K-12. Schools will use existing avenues of communication to inform parents, grandparents, caregivers, community stakeholders and other interested parties about Internet safety.

#### **VIII. LIABILITY:**

- A. The Hamilton County Department of Education does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.
- B. The Hamilton County Department of Education does not guarantee the confidentiality of any communications or data transmitted on its system.
- C. The Hamilton County Department of Education is not liable for any communication that has taken place on a personal device.



## Hamilton County Schools Responsible Use Agreement

I have read and agree to comply with the Hamilton County Department of Education Responsible Use Policy (<http://www.hcde.org/rup>). I understand that any violations of these regulations are unethical, potentially illegal, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken up to and including termination (employee) or suspension/expulsion (student) or possible criminal charges.

### Student/Parent Section Only:

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Location

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As the parent or legal guardian of the student signing above, I grant permission for him/her to access networked computer services such as electronic mail (e-mail) and the Internet. I further understand that deliberate misuse by the student resulting in hardware and/or software damage will be the responsibility of the parent/guardian.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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### Employee Section Only:

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Location

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Hamilton County Department of Education  
Terms and Conditions for  
Bring Your Own Device (BYOD)**

The use of technology is an essential component of the school program and the educational process. The Hamilton County Department of Education will allow students and employees access to HCDE's wireless network using personally owned devices. The use of HCDE's network is a privilege not a right and may be revoked at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps build good digital citizens.

**Devices Permitted:**

All devices must be approved by the principal or his/her designee.

**Rules and Conditions:**

The following rules and conditions are specific to our district's BYOD program. All students and their parents must also read and sign the Technology Acceptable Use Policy before the device will be allowed on the network. **Failure to follow the Technology Acceptable Use Policy or any of the rules and conditions of the BYOD agreement listed below may result in further disciplinary action.**

**Where/When/Storage**

1. Students may only use their device in the classroom when instructed by teacher to do so.
2. Students may only use their device in common areas (hallways, cafeteria) when approved by the school administration.
3. Students should not ask teachers or staff to hold or store their device.
4. No school employee should be asked to retrieve device left in school after normal school hours.
5. Students may not use their device to update social media sites or accounts during school hours. Students should not use device to call, text message, make pictures, videos or audio recordings, or electronically communicate with others during the school day without teacher supervision or permission.
6. Students should not possess, share, or download inappropriate videos, pictures, or audio recordings during the school day.

**Network Access**

1. Students are expected to use the school's wireless network, not personal data plans to access the web. BYOD privileges may be revoked for students not using the approved network.
2. No guarantee is made that the school's wireless network will always be available. Network outages may occur and signal strength may vary.
3. Students should bring devices fully charged to school.
4. All BYOD devices must connect to the school "HCDE Guest" network only.

**Theft/Loss, Etc.**

1. The school district will not be held financially responsible for lost or stolen devices.
2. The school district will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School staff is not responsible for configuring, troubleshooting, or repairing student devices.
4. School officials may read, examine, or inspect the contents of any student's personal device upon reasonable suspicion that the contents of the device may contain evidence of a violation of these or other rules and policies of the district, or a violation of local, state or federal laws.
5. School officials may confiscate any student device if student is not following BYOD procedures. Confiscated devices will be locked in an administrative approved location.

I have read, understand, and agree to abide by these rules and conditions. I understand that bringing my device is a privilege, not a right, and that this privilege can be revoked for violations of these rules or any other Code of Conduct violation.

\_\_\_\_\_  
**Student Signature/Printed Name**

\_\_\_\_\_  
**Parent Signature/Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



# Tennessee Migrant Education Program – Occupational Survey

Your child may qualify to receive **free** educational services. Please answer the following questions to help us determine their eligibility. Once completed, return this form to the school.

STUDENT FIRST NAME:	STUDENT LAST NAME:	DATE:
SCHOOL:		GRADE:
PARENT/GUARDIAN NAME:		

1) In the past three years, have your children moved to another city, state, and/or country?

Yes       No

2) Do you or anyone in your immediate family currently work or have worked (in the past three years) in any of the following occupations?

Yes       No

a. If yes, please circle all that apply:



**Processing & Packing**  
(fruit, vegetables, chicken, eggs, pork, beef, etc.)



**Agriculture/Field Work**  
(planting, picking, and sorting crops; soil preparation; irrigation; fumigation; etc.)



**Dairy/Cattle Raising**  
(feeding, milking, rounding up, etc.)



**Nursery/Greenhouse**  
(planting, potting, pruning, watering, etc.)



**Forestry**  
(soil preparation, planting, growing, cutting trees, etc.)



**Fishing/Fish Processing**  
(catching, sorting, packing, transporting fish, etc.)

If you answered "yes" to the questions above, please continue. Otherwise, your form is complete.

3) How long have you been in this county in Tennessee?

WEEKS:	MONTHS:	YEARS:
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HOME ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE (WITH AREA CODE):		

**For school use only:** If questions 1 and 2 are "yes," please send the copy of survey to Anjelika Riano. If you have questions, call (931) 212-9539 to speak with the Tennessee Migrant Education Program.

School District: 330	Student State ID:	Enrollment Date:
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## HAMILTON COUNTY DEPARTMENT OF EDUCATION

3074 Hickory Valley Road - Chattanooga, TN 37421

423-498-7020

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Dear Parent or Guardian:

In compliance with the requirements of The Family Educational Rights and Privacy Act (FERPA), Hamilton County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow Hamilton County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook
- Honor roll or other recognition list
- Graduation programs
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, colleges, and universities. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Hamilton County Schools to disclose directory information from your child's education records without your prior written consent, **you must sign and return the following statement TO YOUR STUDENT'S SCHOOL by August 25, 2017:**

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Please sign below and return this letter to the student's school immediately.

Your signature indicates your **denial of consent** for \_\_\_\_\_  
(name of school)

to grant access to directory information as defined above for \_\_\_\_\_  
(student's name)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
Date

***AFTER COMPLETION OF THIS LETTER, PLEASE RETURN TO STUDENT'S SCHOOL.***

# Apison Elementary Dress Code

(Approved by Apison Elem Administration and Apison Parent/Teacher Association)  
2017 - 2018

Our dress code is designed to encourage modesty, while still allowing for individuality, comfort, and practicality. This freedom still allows for personal expression, while promoting an environment that is conducive to work and academic achievement. In order to achieve this level of excellence, all children must be neat and well groomed in appearance.

Please encourage your child to dress appropriately for school as well as weather conditions.

If a student's dress becomes a distraction to the educational environment, it will be dealt with on an individual basis. Any clothing/accessory/etc. that is not identified below, and creates a distraction in the educational environment, will be handled at the discretion of the administration.

The following guidelines for dress and appearance are to be observed by all students.

## Shirts and blouses:

- Shirts should be proper fitting, and long enough to cover undergarments and stomachs.
- Muscle shirts, tank tops and spaghetti straps are not permitted. **(ALL shirts & blouses must have sleeves)**
- Items with inappropriate language or logos and/or items with tobacco, alcohol or drug advertisements are not allowed.

## Pants and jeans:

- Pants and jeans should be neat and size appropriate. They should not have holes, be frayed, or excessively worn.
- Pants and jeans should not be baggy, oversized, tight, or expose undergarments.

## Shorts and skirts:

- Shorts & skirts should be neat, loose fitting, and length must be 1" below index finger when hands are by the side.
- Mini-skirts and short-shorts are not allowed.
- It is suggested that girls wearing dresses or skirts wear shorts underneath for modesty during recess.

## Shoes:

- Only tennis shoes are to be worn.

## Accessories:

- No earrings are allowed on boys.
- For safety reasons, girls should not wear hoop or dangling earrings.
- Make-up is not appropriate for elementary school girls.
- No visible body art or drawings (tattoos) permitted.
- Hats/head coverings (except for medical reasons)/bandanas may not be worn in the building at any time.
- Winter hats may only be worn outside or on the playground.

## Hair:

- Hair should be clean and neat in appearance. Hair must be of natural colors. Hairstyles should not be unusual or distracting (ex. mohawks, gang imbedded symbols, etc).

## Rain Ponchos:

- Parents are asked to purchase inexpensive rain ponchos for students to wear on rainy days. Unless there is thunder and lightning, we walk students to their vehicles on rainy days. Inexpensive packages of ponchos may be purchased at your local Dollar General, Dollar Tree, etc.

It is recommended that all backpacks, coats, sweaters, sweatshirts, etc. be labeled with the child's name.

Rolling backpacks are allowed for 3<sup>rd</sup> - 5<sup>th</sup> grades only.

Upon a violation of the dress code, the parent will be notified and expected to come to the school and either bring suitable dress for the child to change into, or take the child home to change clothing.

Continued violation may necessitate a conference with the child and the parents, which could lead to an out-of-school suspension.

Clothing and grooming which are questionable in regard to modesty or appropriateness should be avoided. The administration serves as the final authority in these matters.

I have received and read the Dress Code. Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_

# Apison Elementary



**Safety matters**

For the safety of our children...

You must obtain a volunteer/visitor badge when entering the building.

Visitors and volunteers are not allowed past the foyer area before 9 am.

All visitors and volunteers need to exit the building by 3:30 pm.

**Due to safety concerns, younger siblings and children not currently enrolled at Apison Elementary are NOT allowed in the classrooms, workrooms, or on the playground during school hours and are NOT allowed to attend field trips and classroom/school parties.**

## Volunteers

- ❖ Volunteers are welcomed to work in the teacher workrooms without prior approval.
- ❖ Workroom volunteers are not permitted to visit the classrooms at any time.
- ❖ Volunteers wishing to volunteer in a classroom will need prior approval from the teacher.

## Visitors

- ❖ Visitors are allowed in the building for scheduled meetings, scheduled special events in the school or classrooms, and lunch in the cafeteria.

## Field Trips

- ❖ Parents/guardians must have prior approval from the teacher before attending field trips.
- ❖ Parents/guardians will not be allowed to go to the child's classroom prior to or after the field trip.
- ❖ The day of the field trip, parents/guardians should wait in their cars behind the buses going on the field trip. The students will load the buses from the back of the building.
- ❖ After the field trip, parents/guardians should not enter the building with the students through the back doors.
- ❖ If you wish to dismiss your child after the students have returned to school, please enter the school through the front door and report to the office. We discourage parents/guardians from dismissing their child after a field trip - instruction time will be missed.

I have read and understand the policy regarding visitors / volunteers in our school building.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Teacher

# Apison Elementary Tardy/Early Dismissal Policy

Students are required to be in their classrooms by 8:45 a.m. each morning. Students waiting in the car line, just entering the building or still in the hallways at 8:45 a.m. are considered tardy. Tardies due to traffic, over-sleeping, car trouble or any other personal reason will not be excused. Please plan ahead and allow extra time for unexpected delays (traffic, weather, etc.).

Instruction takes place the entire school day, so it is vital that students are present until school is dismissed. School is dismissed at 3:45 pm each afternoon. If a student must be dismissed early, a parent or other authorized person (listed on the registration form) must come to the office to sign the child out of school. There are NO early dismissals permitted after 3:15 pm.

By law, students are required to attend school 7 hours each school day (8:45 am - 3:45 pm). When students are tardy, dismissed early, or absent, they lose valuable educational instruction and they disrupt the learning environment of the entire classroom. Arriving at school on time ready to learn AND attending school the full day is a key to the success of all students.

If your child is tardy, a parent must accompany the child to the school office to sign in. Any combination of three (3) early dismissals and/or tardies (excused or unexcused) will be recorded as an absence on report cards. After 10 unexcused tardies, you will be contacted by our School Social Worker, Donna Patton.

Please help us by making school attendance a priority!

---

Student's Name \_\_\_\_\_

Teacher \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the information regarding the Apison Elementary Tardy/Early Dismissal Policy and will make every effort to assure that my child is on time to school every day and is present the entire day.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

# Apison Elementary School

2017 - 2018

## Early Dismissal Instructions

Please complete this form and return to your child's teacher. This form is very important because it will indicate your instructions to us in case of an emergency, unplanned dismissal of school.

If it becomes necessary to dismiss school early in the day due to an emergency, inclement weather, etc., your child's teacher needs to know if your child will go home or elsewhere.

**Please do not ask us to call you for instructions because it would be impossible to do with over 600 students and limited telephone access.**

We will follow the instructions on this form. If you have a change to make during the year, please do so in writing giving instructions, date, etc. and send to your child's teacher. Otherwise, we will follow the instructions you indicate on this form.

\_\_\_\_\_ Please send my child home on Bus # \_\_\_\_\_ if school dismisses early.

\_\_\_\_\_ Please send my child to \_\_\_\_\_ on Bus # \_\_\_\_\_ if school dismisses early.

\_\_\_\_\_ Please hold my child at school if school dismisses early. I will pick my child up immediately.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Teacher

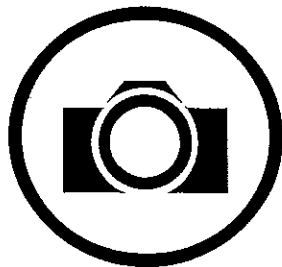
\_\_\_\_\_  
Parent's Signature

**If you do not return this form, we will send your child home on his/her regular bus. Please be sure you have arranged for your child to gain entry to his/her home and has proper supervision in the event of an emergency dismissal.**



Apison Elementary School  
2017 - 2018

Permission to Videotape or Photograph a Minor



Student's Name \_\_\_\_\_

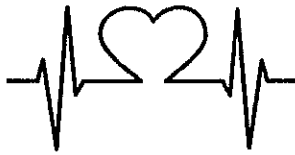
Teacher's Name \_\_\_\_\_

\_\_\_\_\_ I give permission for my child to be shown and/or identified in a film, videotape, or photograph made for media coverage of school events and to be included in the school yearbook or publications.

\_\_\_\_\_ I request that my child NOT be shown and/or identified in a film, videotape, or photograph made for media coverage of school events and not to be included in the school yearbook or publications.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



# Medical Alert Sheet

Office Staff: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Teacher: \_\_\_\_\_  
 Grade: \_\_\_\_\_  
 Room #: \_\_\_\_\_  
 Immunizations: \_\_\_\_\_  
 Physical: \_\_\_\_\_

All questions contained in this questionnaire are strictly confidential and will be in your medical file for the current school year.

Student's Name (Last, First) \_\_\_\_\_

M  
 F

DOB: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

Lives with:  Both Parents     Mother     Father     Other (Guardian)

Parents/Guardian Name & Contact Numbers	Mother:	Home #:	Cell #:
	Father:	Home #:	Cell #:
	Guardian:	Home #:	Cell #:
Emergency Contacts If parents cannot be reached.	Name:	Home #:	Cell #:
	Name:	Home #:	Cell #:

Health conditions that require special care:

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Acid Reflux      | <input type="checkbox"/> Asthma              | <input type="checkbox"/> Eczema / Skin      | <input type="checkbox"/> Migraine / Headache |
| <input type="checkbox"/> ADHD / ADD       | <input type="checkbox"/> Blood Disorder      | <input type="checkbox"/> Hearing            | <input type="checkbox"/> Nosebleeds          |
| <input type="checkbox"/> Allergies        | <input type="checkbox"/> Diabetes            | <input type="checkbox"/> Heart              | <input type="checkbox"/> Seizures            |
| <input type="checkbox"/> Anxiety / Stress | <input type="checkbox"/> Ear / Nose / Throat | <input type="checkbox"/> Intestinal / Bowel | <input type="checkbox"/> Vision              |
| <input type="checkbox"/> Other _____      |  |   |  |

Please list signs & symptoms and preferred treatment that works best for your child. (Be specific)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Doctor's Phone #: \_\_\_\_\_

Name of hospital to be taken to in case of an emergency: \_\_\_\_\_

Medications (Home & School)	Frequency	Will Meds be needed at school?
_____	_____ Daily      _____ As Needed	_____
_____	_____ Daily      _____ As Needed	_____
_____	_____ Daily      _____ As Needed	_____
_____	_____ Daily      _____ As Needed	_____

If medications will need to be administered during the school day, there is a form that must be filled out & signed by both the parent/guardian and the child's doctor.

If no information is given, it is assumed that your child has no special health needs.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parental Notification Form

Parents/guardians are requested to sign and date this form. A signature acknowledges receipt of the Nondiscrimination Policy and Grievance Procedure.

NOTICE OF NONDISCRIMINATION

It is policy of the Hamilton County Boards 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 1972. The school system encourages the reporting party or complainant to use the complaint form available from the principal of each school or available from the central office location.

Mrs. Marsha J. Drake

Mrs. Nancy Reed/Gloria Reed

Title VI and IX Coordinator

504 Coordinators

3074 Hickory Valley Road

3074 Hickory Valley Road

Chattanooga TN 37421

Chattanooga TN 37421

(423) 209-8654

(423)209-8590/209-8589

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Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

# Apison Elementary

## Information for School Use

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Teacher

Mother's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

-----  
Father's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

-----  
Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

-----  
 I give permission for the above information to be used for school use only. (classroom, PTA, school directory, volunteering, etc.)

I DO NOT give permission for the above information to be used for school use only. (classroom, PTA, school directory, volunteering, etc.)

Signature \_\_\_\_\_

Date \_\_\_\_\_



HAMILTON COUNTY DEPARTMENT OF EDUCATION  
3074 Hickory Valley Road, Building 200-1  
Chattanooga, Tennessee 37421  
423/209-8400

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## Passive Parent/Guardian Vision and Hearing Screening Consent

Dear Parent or Guardian,

Throughout the school year the Hamilton County Department of Education provides free vision and hearing screenings for students in pre-kindergarten, kindergarten, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> grades. We also screen all transfer students, any student needing a screening for evaluation purposes, or any student referred by a teacher. This information is shared only on a need to know basis. Other community health care providers may be assisting with these screenings. If we screen your child and find any unusual findings we will contact you concerning this manner.

Please

complete the information below and return the form to the school. For additional information, please contact the School Health Program Office at (423) 209-5458.

I want my child to take part in the free vision and hearing screenings.

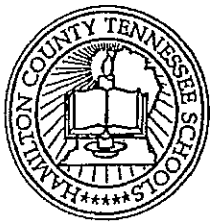
I DO NOT want my child to take part in the free vision and hearing screenings.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School's Name Apison Elementary

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Phone number: \_\_\_\_\_



HAMILTON COUNTY DEPARTMENT OF EDUCATION  
3074 Hickory Valley Road, Building 200-1  
Chattanooga, Tennessee 37421  
423/209-8400

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## Parent/Guardian Head Lice Screening Consent

Return this form to your child's teacher.

Apison Elem School

Dear Parent or Guardian,

Throughout the school year, the Hamilton County Department of Education may conduct head lice screenings for classrooms that have been identified with at least one student who has head lice.

If your child is found to have head lice, you will be notified and the student must be treated before returning to school the next day.

Please complete the information below and return the form to your child's teacher.

Thank you.

I DO want my child to take part in the classroom screening.

I DO NOT want my child to take part in the classroom screening.

Student's Name: \_\_\_\_\_

Student's Teacher: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_