

ACCIDENTS OR ILLNESS AT SCHOOL

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

- Contact the student's parents or guardians if they can be reached
- Contact other persons listed on the student's registration card.
- Call family physician, Emergency Medical Response Team 911, or local hospital.

AFTER SCHOOL HOURS

Students are required to go directly home after school unless the student is involved in a school approved activity. Students will be dismissed @ 3:45pm to either ride the bus, attend our School Aged Child Care program, be a Bentwood Cove or Crystal Brook walker (only if child lives in one of these subdivisions), or be dismissed as a car rider. **All students must be picked up by 3:45pm.**

ATTENDANCE POLICY

- Tennessee State Law requires that all children between the ages of six (6) and seventeen (17), both inclusive, must attend school regularly.
- The Hamilton County 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, court, or other professional services. Other legal reasons for excused absences are death in immediate family, religious holiday regularly observed by that faith (prior approval required), and approved school sponsored activities. (HCDE Board Policy 6.200)
- Excuses 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 absence 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.

BUS STOP LOCATOR

Find the closest stop to your address:

Go to www.hcde.org

"Parents and Students" - Click on "transportation"

Click on "bus stop locator" and type in your address

If there is not a bus stop close enough to your address, you can request a new stop:

Go to www.hcde.org

"Parents and Students" - Click on "transportation"

Click on "bus stop request"

CAFETERIA

- Please be sure to keep money in your child's lunch account.
- Checks should be made payable to Hamilton County Food Services or payments can be made online at www.MyPaymentsPlus.com.
- Breakfast is available for students from 8:15 - 8:45 each morning. (Car Riders and Walkers who choose to eat breakfast at school must arrive by 8:30 to give the child time to eat and to get to class on time.
- Applications for free or reduced meals should be completed and returned as soon as possible.
- If you choose for your child to bring a lunch from home, please be sure that the lunch is nutritious.
- Soft drinks or other sugary drinks are not permitted.
- For safety reasons, please do not send food or drinks to school in glass containers.

- You are always welcomed to come have lunch with your child. Please remember to sign in at the front office and then wait in the lobby until your child's class comes to the cafeteria.
- We appreciate your cooperation in not bringing in food from restaurants (McDonald's, Subway, etc).
- To find a copy of the current lunch menus: Go to www.hcde.org "Parents and Students" - Click on "School Menus"

Breakfast

Students	2.00
Students Reduced	0.30
HCDE Employees	2.50
Visitors	2.75

Lunch

Students	3.00
Students Reduced	0.40
HCDE Employees	3.75
Visitors	4.50
Visitors Holiday/Special	5.00
Extra Milk	0.50

CHILD ABUSE

Tennessee law requires that any person who knows or has reason to suspect that a child has been abused must report the allegation to the hotline number or local law enforcement. Reporting abuse, or suspected abuse, is a request for professionals to investigate further. TCA 37-1-403. Failure to report child abuse is punishable by up to 11 months and 29 days in jail and a maximum fine of \$2500. Child Abuse Hotline 1-877-237-0004

CLASSROOM OBSERVATIONS

Parent involvement is strongly encouraged at Apison Elementary. When parents ask to observe a classroom, the following guidelines have been established to minimize distractions and to maximize student learning.

- Parents must obtain approval from the Principal at least 24 hours prior to the classroom visit. Please contact the school office in order to obtain approval.
- Parents should sign in at the office and obtain a visitor's pass prior to entering the classroom.
- To minimize distractions, parents are requested to do the following when observing a classroom.
 - Sit in the back of the room, away from students
 - Refrain from interrupting instruction by talking to anyone
 - Enter and exit the room at the beginning and end of a lesson

COMMUNICATION

Teachers provide folders or agenda mates as a communication tool between home and school. Please check with your teacher to be sure you are aware of the method of home/school communication that is being provided for you. Every staff member has an email address that is easily accessible through our school website. Also, our school website provides current information at <http://apison.hcde.org/>.

CONTACT INFORMATION

Please notify the school, in writing, of any changes in your address, phones numbers, or emergency information. It is important to keep your child's registration card (located in the main school office) current.

CORPORAL PUNISHMENT

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

CUSTODY CONCERNS

If there are any custody arrangements/concerns regarding your child, please be certain that the teacher is aware of your concerns, that you indicate any arrangements on the Student Registration Card, and a copy of any court orders regarding custody are on file in the office.

DISCIPLINE

- Directions from school personnel will be respected and followed.
- Students are expected to keep hands, feet, and objects to themselves.
- Students must walk quietly in the school building.
- Students should walk on the right side of the hallway.
- No chewing gum is allowed.
- Stay in assigned area.
- School property should be treated with care.
- No name calling, cursing, bullying, or teasing.
- No toys or any electronic devices are allowed at school.
- Disruptions will not be tolerated.

Hallways:

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

Restrooms:

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

Playground:

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

Outdoor Recess:

- Teachers on duty will be visible to students at all times.
- Students may not leave the playground without permission from the teachers on duty.
- No pushing, shoving, punching, pulling, or hitting for any reason.
- Students may not climb, swing, or hang on fence or trees.
- Use playground equipment safely and appropriately.
- No contact sports are allowed.
- Students should follow the teacher's directions at all times.

Cafeteria:

- Talk quietly and use good manners.
- Keep hands, objects, and food to yourself.
- Remain seated at all times.
- Be responsible for keeping your area clean.
- Respect and listen to the directions of the cafeteria monitors.
- Glass containers should not be brought to school.
- Sharing food is unacceptable.

DISCRIMINATION

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

DRESS CODE

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 & 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 3rd - 5th 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.

EARLY DISMISSALS / TARDIES

Any combination of three (3) early dismissals and/or tardies (excused or unexcused) will be recorded as an absence on report cards. There are times when an early dismissal or tardy is necessary, however please try to make appointments outside of school hours. A child is considered tardy if he/she is not in their classroom by 8:45am. **A parent must accompany their child to the school office to sign in if the child is tardy.** Any early dismissals will need to be made BEFORE 3:15pm through the front office. Any early dismissals made before 12:15 will be counted as an absence.

ENROLLMENT REQUIREMENTS

- Birth Certificate (Certified Copy - Mother's Copy not accepted)
- Social Security Card
- Tennessee Immunization/Health Form
- Proof of Residency (2 proofs - utility bills, lease, or mortgage)

FIELD TRIPS

- Field trip permission forms and payments must be turned in by deadline in order for student to attend. Late forms and payments will not be accepted. Field trips can be paid for through OSP.
- All students must ride on the school bus to and from all field trips. The only exception will be for students with a medical reason that keep him/her from safely riding the bus. If this is the case, this will need to be approved by administration prior to the field trip.
- Chaperones are not allowed to bring younger siblings and children not currently enrolled at Apison Elementary on school field trips.
- Chaperones must complete a background check through HCDE before being allowed to chaperone students on a field trip.
- Students must maintain satisfactory conduct and work habits to be eligible to attend field trips. If these situations arise, administration and your child's teacher will determine whether or not a student is eligible to attend a field trip.

HOMEWORK

Homework is planned with each student in mind and is an extension of work in the classroom. Parents are encouraged to provide satisfactory homework conditions, including workspace, good lighting, and a regularly scheduled study time for their child. The teacher should be contacted if there is any concern about homework.

ILLNESS

If your child is experiencing any of the following symptoms, you will need to keep your child at home. If your child is at school and is experiencing any of the following symptoms, you will need to pick your child up from school.

- Fever - Temperature of 100 degrees or above
- Vomiting or Diarrhea
- Undiagnosed rash
- Contagious illnesses

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

- Contact the student's parents or guardians if they can be reached.
- Contact other persons listed on the student's registration card.
- Call family physician, Emergency Medical Response Team 911, or local hospital if necessary.

MAKE-UP WORK

Hamilton County Board Policy 342.5

Excused absences shall entitle students to make up work missed receiving full credit. Unexcused absences may result in make-up work receiving reduced credit. Students will have 5 school days to complete these assignments. Extenuating circumstances may warrant additional time. Request for make-up work is the responsibility of the student.

Please do not call the school or your child's teacher requesting assignments while the student is absent. Teachers will give make-up assignments when the student returns to school.

MEDICATIONS

Medications will not be dispensed to students at school unless an "Authorization to Administer Medication at School" is complete with parent and doctor signatures and on file with the school nurse. This includes prescription and over the counter medications. Students may not be in possession of any medication at any time unless approved through the school nurse. Parents are required to bring the approved medications to the school - NEVER send medications by the student.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504; (2) Title VI of the Civil Rights Act of 1964; or (3) Title IX of the Educational Amendments of 1972.

PARTIES

Hamilton County Board Policy permits 2 class parties per year (Winter Holiday and Valentines Day). Occasionally, a class may be given a "reward" party upon receiving approval from the Principal. Birthday Parties are not allowed.

- After contacting your child's teacher, you may send in a snack for your child to share with his/her class. Snacks will need to be left in the front office.
- The refreshments will be served during recess or at the teacher's discretion.
- Latex balloons are not allowed at the school.
- Due to safety concerns, younger siblings and children not currently enrolled at Apison Elementary are NOT allowed to attend classroom/school parties.

PARTY INVITATIONS

All arrangements, for activities not sponsored by the school, need to be made at home. Private party invitations will not be allowed to be given out at school unless the entire classroom is receiving an invitation.

PERFECT ATTENDANCE

Perfect attendance will be awarded at the end of the school year. In order to qualify for perfect attendance, your child must have attended every day and have less than 3 combined tardies or early dismissals (excused or unexcused).

PERSONAL ITEMS

Please do not allow students to bring personal items from home. When toys, games, phones, and other items are brought to school, the teacher will take up these items and hold them for the student's parent to pick up.

REGISTRATION REQUIREMENTS

Certified Birth Certificate (Must have the seal and the number - NOT a mother's copy)
Social Security Card
Tennessee Immunization / Health Form
Proof of Residency (2 Utility Bills - Must be in parents or guardians name)
Any legal documents pertaining to child

SCHOOL AGED CHILD CARE (SACC)

Hamilton County Department of Education provides before and after school child care to accommodate parents who must leave for work before school begins in the morning and who do not get home until after school is out in the afternoon. Parents may sign up at any time during the school year, and may use the service at any time. Full day service is available on most days that school is not in session (in-service, winter vacation, summer vacation, etc). This program is open to all students registered at Apison Elementary School.

Hours of Operation:	Morning Session	6:00am - 8:15am
	Afternoon Session	3:45pm - 6:00pm

Students arriving school before 8:15am or remaining after 3:45pm will need to be enrolled in this program.

SCHOOL CLOSINGS

In the event of inclement weather, you should receive a telephone message from HCDE. Information will also be broadcast on local television and radio stations or can be found on the Hamilton County website (www.hcde.org). In the case of school closing early, the teacher will refer to "Early Dismissal Instructions" that parents filled out at registration.

SCHOOL FEES

School fees can be paid for through OSP.

School Materials	\$50
Materials for duplicating (copy paper, copies, repairs, laminating film, etc), instructional materials, supplemental curriculum materials, guidance, library, music, PE materials, etc)	
Technology Materials	\$5
Ink cartridges, computer and printer repairs, software, etc	
General Expenses	\$5
Stamps, telephone, letters, etc	
Student Materials	\$5
Assignment books and/or take-home folder	
Total School Fees	\$65

SCHOOL HOURS

- School Hours are from 8:45 a.m. to 3:45 p.m.
- Drop-off time for students who do not ride a school bus is no earlier than 8:15
- Pick-up time for students who do not ride a school bus is no later than 3:45
- Faculty members do not provide supervision until 8:15. Therefore, students are NOT allowed in the school building before 8:15 unless the child is enrolled in SACC.
- Students should remain in the gym in the morning until dismissed to go to classrooms
- Students who arrive at school before 8:15 or are not picked up by 3:45 will need to be sent to SACC in order to be supervised. In these cases, parents will be responsible for the SACC expenses. These procedures are enforced for the safety of our students.

STAR/HONOR ROLL

Star and Honor Rolls are awarded at the end of the school year for the entire school year. Star Roll is awarded for all A's for the school year. Honor Roll is awarded for all A's and B's for the school year.

TEXTBOOKS

School textbooks are furnished by Hamilton County Department of Education. Students are responsible for any books lost or damaged.

TRANSPORTATION

Traffic flow directives, given by our faculty and staff, must be followed while on school campus. If directives from our faculty and staff are not followed, you will receive a warning. If problems still occur, law enforcement will be called.

TRANSPORTATION ARRANGEMENTS

Arrangements, regarding how students should go home, should be made each morning and a note sent to the teacher if there is a change in afternoon transportation. Do not call the school to make changes in dismissal arrangements.

- Car Rider - Parents MUST wait in the car line to pick up their child. "Car Card" issued by the school must be present in car. Parents are not allowed to park in the parking lot and pull their child from the car line. All parent volunteers must return to their cars to wait on their child to walk through the car line.
- Bus Riders - Bus tags must be kept with student at all times. Only students zoned for Apison are allowed to ride the bus.

- Walkers - Only students who live in Bentwood Cove or Crystal Brooke are allowed to be walkers. We must have the "Bentwood Cove & Crystal Brook Walker" form on file for your child to be permitted to be a walker.
- SACC - Students can be picked up from SACC after 4pm and before 6pm. If student is not to attend SACC on a particular afternoon, please make arrangements beforehand and send a note to the teacher.

In the event that a child from one household is to leave school with a child from another household, the school requires a note (signed and dated) from a parent/guardian from each household granting permission for this to occur.

VISITORS / VOLUNTEERS

Visitors/volunteers are always welcomed at Apison Elementary School. However, because class time is so valuable and because we strive to provide a safe environment, please follow the necessary guidelines below:

- Every volunteer must complete a HCDE Request for Volunteer form in the office.
- When entering the building, always come to the front office to declare purpose for visiting.
- Upon approval, sign in and obtain a visitor's badge to be worn at all times when in the building.
- Please notify the office when leaving the building.
- Volunteers are welcomed to work in the teacher workrooms with prior approval.
- Workroom volunteers are not permitted visit the classrooms at any time.
- Volunteers wishing to volunteer in a classroom will need prior approval from the teacher.
- Visitors are allowed in the building for scheduled meeting, scheduled special events in the school or classrooms, and lunch in the cafeteria.
- 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.
- Visitors and volunteers are not allowed past the foyer area before 9 am.
- All visitors and volunteers need to exit the building by 3:15 pm as we prepare for dismissal.

Visits should be planned in advance with the teacher. These visits should NOT be used to conference with the teacher. An appointment should be made with the teacher so that instructional time is not lost or interrupted.

PLEASE DO NOT GO DIRECTLY TO A CLASSROOM OR ANY AREA OF THE BUILDING WITHOUT REPORTING TO THE OFFICE FIRST.

Parents are not allowed to walk with their child to their classrooms after the first 2 days of school.

WITHDRAWAL

It is necessary to complete a withdrawal form at Apison Elementary before transferring to another school.

The following things are required to withdraw a student:

- Completed withdrawal form - Signed by parent or guardian
- All text books returned to Apison Elementary
- All library books returned
- All cafeteria charges paid
- All other charges cleared