



## **WELCOME TO BARGER ACADEMY OF FINE ARTS**

Barger Academy is a Hamilton County zoned - magnet school serving children in grades Kindergarten through Fifth Grade. Our school mascot is the Bear.

We have a talented and experienced teaching and support staff vigorously working toward teaching needed skills and providing a positive and favorable climate for children to learn and grow.

The success of your student at Barger is the joint responsibility of the school and you, as a parent. It is the policy of our faculty and staff to work closely with our parents in all areas of student performance. We ask you to help us keep all lines of communication open.

There are a number of ways parents can help so please feel free to offer your time and service. Each year parents volunteer to work and assist in directing morning traffic, fundraising, special programs, helping teachers in the classrooms, the library, cafeteria, and in many other areas. If you would like to help, please call our Parent Volunteer Coordinator, your student's teacher, or the school office. We will be very happy to get you involved. We are very happy to have you and your student with us at Barger Academy of Fine Arts!

## DAILY SCHEDULE:

- Our school hours are from 8:55 AM to 3:55 PM
- The drop-off time for all students is no earlier than 8:30.
- Since faculty members do not provide supervision until 8:30, students are not allowed in the school building before that time. Breakfast will be available at 8:30 a.m.
- Tardy Bell – 9:00 – Students will be counted tardy if they are not in their classrooms by 9:00. Students who arrive after 9:00 AM will be need to be signed in, by an adult in the office. The student will be counted tardy.
- Students who are not picked up by 4:15 will be referred to the school social worker.
- **PLEASE DO NOT PARK, PICK UP STUDENTS THAT WALK HOME, OR DROP OFF STUDENTS IN THE REAR OF THE BUILDING AT ANY TIME.**

## After School:

Students are required to go directly home after school unless the student is involved in a school approved activity. Students need to bring a note if they are not going home in their usual manner. When the request involves bus transportation, the note must be signed by the Principal and delivered to the bus driver by the child. If a student is to go home with a friend after school, a signed parent permission note must be brought to school. The friend must also bring a signed permission note stating that they are expecting the student. We cannot allow students to call home to receive permission to go home with friends. **Please do not ask us to call the classrooms for dismissals except in emergency situations. Calls interrupt classroom instruction. Instead, please write a note and make these arrangements in advance if possible. If not possible, we still must have a change of transportation in writing.** If you forget to send a note about changes in transportation, you can contact our school with changes in transportation by texting **423-254-0634**. **Once you send a text, you do not have to call the school. This line is checked throughout the day to ensure your child gets the message.**

## ATTENDANCE LAW/HCDE POLICY/PROCEDURES

### Tardiness and Early Dismissals

It is not fair that other students' class time be disrupted when a few parents abuse the tardy and dismissal procedures. There are some legitimate reasons for dismissing a child. A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be outside of school hours.

The student will remain in the classroom until the teacher is notified by the office to release the student. The parent or authorized person must report to the office and sign the student out prior to the student being dismissed from instruction.

Parents are encouraged to have their students at school on time and not to request early dismissals other than for NECESSARY medical or dental appointments. Tardiness will not be tolerated as it consistently detracts from the time spent on task. Each interruption takes away from the class concentration.

All students who arrive at school after the beginning of the school day (9:00) **MUST** be signed in at the office **by an adult** and shall be marked tardy.

Tennessee State Law requires students to attend school a total of seven hours each regular school day. Early dismissals prior to at least 1/2 day will result in the student being counted as absent for attendance purposes. The policy dealing with make-up work also applies to work missed due to a child being tardy or dismissed early.

**Early dismissals after 3:15 are very difficult without an advance note to the teacher and office staff. If an early dismissal is necessary, please make arrangements to dismiss your student before 3:15. WE WILL NOT DISMISS AFTER 3:15.**

Excessive tardiness and early dismissals are reported to the Social Worker/ Attendance Officer. We wish only to emphasize the need for regular attendance by our students. We appreciate our parents who encourage regular attendance for their children.

## **BARGER'S ESSENTIALS: B.A.F.A**

### **Be Prepared:**

- We will follow certain classroom protocols. We will be organized, efficient, and on task. In order to do so, we will follow these rules:
  - A. Do not get out of your learning space without permission.
  - B. Do not speak unless:
    1. You raise your hand, and the teacher calls on you.
    2. The teacher asks you a question and you are responding.
    3. It is recess or lunch.
    4. The teacher instructs you otherwise.  
(ex. during turn and talks, collaborative work)
- Quickly learn the names of the other teachers and staff in the school and greet them by saying things like, “Good morning, Mrs. Hubbard” or “Good afternoon, Mrs. Smartt. That is a pretty dress” (Note: if you are in line with the rest of your class, you are not allowed to speak to teachers at that time because the non-talking rule is in effect. You should speak to other teachers if you are entering or leaving school, on recess, on an errand, or changing classes. You should always address adults when entering their room using the above greeting).

### **Always Show Respect**

- When responding to any adult, you must answer by saying “Yes ma’am” or “No sir”. Just nodding your head or saying any other form of yes or no is not acceptable.
- Make eye contact. When someone is speaking, keep your eyes on him or her at all times. If someone makes a comment, turn and face that person.
- During discussions, respect other students’ comments, opinions, and ideas. When possible, make statements like, “I agree with \_\_\_\_\_, and I also feel that \_\_\_\_\_ made an excellent observation. and it made me realize....”
- Do not smack your lips, tsk, roll your eyes, or show disrespect with body language.
- During an assembly, do not speak and do not look around to get the attention of your friends in other classes. We must uphold and image that shows that we are a respectful audience!

### **Focus on Success**

- If any teacher in the school is speaking to or is disciplining a student, do not look at that student. You wouldn't want others looking at you if you were in trouble or being reprimanded, so don't look at others in that situation. If you are the student that is being reprimanded, do not become angry or fuss at students looking at you. Let the adult know, and they will handle the situation.
- Walk in a line, walk in single file, two or three feet behind the person in front of you with your hands to yourself. You should face forward at all times. There is absolutely no talking or touching the walls.

### **Act Responsibly**

- While you are with any teacher or adult in the building, you will obey the same rules that you follow when your teacher is with you (this is very important).
- If someone bumps into you, even if it is or was not your fault, say, "Excuse me" politely.
- No matter the circumstances, always be honest. Even if you have done something wrong, it is best to admit it to an adult, because the adult will respect that.
- Be the best person you can be.
- When we ride on the bus, we will always sit facing forward. We never turn around to talk to other students, stick anything out the window, or get out of our seats. When we exit the bus, we will always thank the bus driver and tell him/her to have a great day.

## **Cafeteria**

Breakfast and lunch are served at school for those wishing to participate. If you have questions, please call the Cafeteria Manager at 493-0350, ext. 258. Charges are not allowed for ice cream and additional items not included in the basic lunch. Students bringing their lunch to school are encouraged to have a well-balanced diet. Cokes and other carbonated beverages are not permitted during lunch-time. Please do not send food in metal pop-top containers (desserts, etc.) as injuries may occur from sharp edges on these containers.

## **Barger Cafe' Essentials**

We follow Barger's A-Z of Cafe' etiquette. Please take time to discuss the essentials with your child(ren).

- A. When you first sit down for a meal, immediately open and get out your napkin.
- B. Do not lick your fingers. There is a napkin provided for the purpose of cleaning your fingers. There is no need to lick yourself clean.
- C. Do not smack your lips and chew noisily.
- D. Do not chew with your mouth open.
- E. Do not talk with your mouth full. Sometimes people will place a hand over their mouth and talk anyway. Don't do that. Wait until you have swallowed your food to speak.
- F. If something is caught in your teeth, don't go after it; wait until you are in the restroom to remove it.
- G. Do not play with your food.
- H. If you drop your fork, napkin, or anything else on the floor wait until the end of the lunch period to pick it up. Ask for a replacement until then.
- I. You are to use your utensils for eating almost everything. Here are ten types of foods you may use your hands to eat: pizza, cookies, bacon, bread,

corn on the cob, sandwiches, french fries/chips, fried chicken, small fruits, asparagus (yes, asparagus).

- J. Never eat off of your tray until you are seated and when you are dismissed DO NOT walk and eat off of your tray.
- K. Your main focus for the first 10 min of the lunch period is to eat. Do not hold lengthy conversations with your friends and avoid eating your food. We only have a small amount of time to eat.
- L. After you have finished eating you will clean up your area and remain seated.
- M. You will talk only to those friends who are seated to your right, left, or directly across the table. Do not yell across the table or turn around to another table.
- N. You will need permission to get out of your seat. We only have a small amount of time to ensure you eat your lunch. We will not waste it walking around the cafeteria.
- O. You will get your water cup and ketchup at the time of exiting the lunch line. You will not be permitted to get one after you are seated.
- P. If you need help opening your milk, fruit cup or ketchup, politely ask the person next to you to help. If they cannot, raise your hand for assistance.
- Q. Do not share food with your classmates. or eat food off someone else's tray.
- R. No open food leaves the cafeteria.
- S. Students are to be respectful to cafeteria monitors and workers just as they are to their teachers. The monitors are present for the purpose of supervising the cafeteria and providing assistance to students while teachers have a duty-free lunch. The monitor will report misbehavior in the cafeteria to the teachers who are responsible for the discipline of students.
- T. You MUST clean up after yourself when your table is dismissed.

## **Bus – Transportation**

Behavior on the school bus is to be the same as in the classroom. For safety and welfare of all students, the bus driver cannot tolerate any misconduct on the bus. It is the driver's responsibility to report unacceptable behavior on the bus to the principal. The principal is responsible for applying the Hamilton County policies regarding such behavior, which can be as severe as suspending the offending student from riding the bus.

For a safe and enjoyable ride to and from school, children should be reminded frequently about good behavior on the bus. Students are not allowed to ride a bus other than their assigned bus route, or get on or off at a different house unless a written request is received from the parent/guardian and is signed by the Principal.

By law, school bus transportation is a privilege and not a right. A student shall be prevented from using school bus transportation if his/her behavior physically endangers other riders, causes problems on the school bus or when he/she breaks state and/or local rules and regulations pertaining to school bus transportation.

Behavior expectations on the bus should be the same as in the classroom. Any misconduct on the bus will be reported to the Principal by the bus driver and considered to be a serious offense. Students' safety is foremost in our priorities. Students are expected to follow bus rules and procedures.

## **Car Riders**

### **Afternoon Dismissals**

Please hang your car rider sign provided by the office on your rearview mirror each afternoon to help our teachers load the children safely in cars. If your car rider ID card is not available, it will be necessary to park, and come into the office to dismiss your student from the office. Students will not be loaded in cars without the car rider identification card provided by the office. This procedure is in place for the safety of our children. Students will NOT be dismissed without proper identification. In the event it is necessary for someone else to pick up your student as a car rider, please provide them with the sign, or



explain that they will need to dismiss the student through the office rather than with car riders in the afternoon. Please remember that it is necessary for individuals dismissing students to report to the office, to be listed as being given permission to dismiss your student from school, and they must provide proper identification at the time of dismissal. Students will then be called by the office for dismissal. Please remember, when dismissing through the office, to arrive prior to 3:15.

### **Changes in Address, Phone, etc.**

It is very important that the school have current addresses and phone numbers in order for parents to be contacted in a special needs situation. Please be sure to notify the school office and teacher if there are changes during the year of your home address, phone number, place of employment, baby sitter, or emergency numbers.

### **ACCIDENTS or ILLNESS**

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

1. Contact the student's parents or guardians if they are able to be reached.
2. Contact the other persons listed on the student's emergency card.  
(Indicating other persons to contact is critical for treatment of normal injuries.)
3. Call family physician, Emergency Medical Response Team, or local hospital.

### **Child Abuse**

Hamilton County Board Policy ~ School staff is required by law to report any instances of suspected or alleged abuse or neglect.

## Closings

During adverse winter weather, please listen to your radio regarding school closings or emergencies. If an early dismissal is necessary due to ice, snow, etc., the school will follow parental directions given on the emergency forms. Also remember to check social media sites for the latest updated information regarding school closings.

## Custody Concerns

If there are any custody concerns regarding your student, please be certain that the teacher is aware of your concerns, that you indicate concerns on the Student Registration Card, and a copy of any court orders regarding custody are on file in the office. Please speak with the Principal, Mr. Greg Bagby or another member of the administrative team personally about your concerns.

## Damage to School Property

Should a student willfully damage school property, the student's parents will be expected to pay for replacement or repair of that property.

## Discipline Plan

The HAMILTON COUNTY CODE OF Acceptable Behavior is designed to create a safe and secure environment on school campuses, school buses, and at school functions. The code's objective is to establish an environment which encourages student interaction and school pride. Each parent of a Hamilton County student will receive a copy of the CODE of Acceptable Behavior. **Please review it carefully with your student, sign, and return the notification form that is attached.**

## Dress Code

Student attitudes are affected by the clothing they wear. Neatness and cleanliness are normally indicators of good behavior. Please encourage your student to dress appropriately for school as well as suitably for weather conditions. Short shorts (walking shorts are acceptable)

tank shirts or those with spaghetti straps, and bare midriffs are not permitted. Sandals will not be permitted for the safety of the student.

Tennis shoes are preferable. Some advertising, words, pictures, and phrases on clothing are also not permitted. **Teacher and staff discretion will be used for any dress which is felt to be distracting and/or inappropriate for the learning environment.** Parents may be called and students asked to change in this event.

Students' clothing must not be disruptive to instruction. Students should wear:

- \*polo\* or button down collar shirts and/or turtle necks.
- Shirts should be worn tucked in
  - Clothes free of rips, tears, or holes
  - pants ( with a belt), shorts, jumper, or skirt
  - Shorts/ Skirts which are no more than 2 inches above the knee
  - Clothing that covers ALL undergarments
  - Full length tops
  - Socks when wearing tennis shoes
  - Shoes that require strings or Velcro must be tied or fastened
  - **Clothes marked with first and last name**
  - No hats in the building
  - No Scarfs or Bandanas
  - No Tight Clothing (Clothes must have obvious slack)
  - Hoods attached to outer garments must be off while inside the building.



## Emergency Information

Parents of every student will be required to complete the registration form listing emergency phone numbers and medical information. In completing these cards, all information requested should be given. These forms are vital in helping assure your child's safety and well-being. It is absolutely necessary that an emergency contact person and their phone number (other than yourself) be provided. Please make sure this person is also permitted by both custodial parents to pick up your child if there is a need. Emergency information is kept on file. It is the responsibility of our parents to provide us with accurate and up-to-date information in case of an emergency. We would encourage parents to **list as many emergency numbers as possible.**

## Field Trips

Students may be invited to attend field trips planned by their teacher as an integral part of instruction and an extension of the classrooms. Deadlines for permission forms and payments must be met as indicated by the teacher. **All arrangements must be finalized and received by the office 24 hours prior to the departure time.** This would include any payment and signed parental permission forms that are required to attend the trip. **It may not be possible to receive a refund after arrangements have been finalized for a total class rate for admission and transportation.** To be eligible to participate in field trips, students must have an established pattern of completing class work and exhibiting appropriate behavior. Unsatisfactory conduct at school may prohibit students from attending field trips.

Hamilton County Board of Education policies require written permission in advance for students to be permitted to leave the school campus on a field trip. **Verbal permission cannot be accepted to permit a child to participate.** Teachers will send required permission forms home well in advance of the field trips to allow ample time for parents to sign and return them.

## Fundraising

The school and PTA will have several fundraisers throughout the school year. The success of these fund raising efforts is linked directly to family participation. Clearly, it is intended that children NOT go door-to-door to "sell"

anything. Active parent involvement is the primary moving force in these events. While our goal is that 100% of our families contribute to the overall success of these programs, it must be understood that no one is required to participate in any fund raising event. Your support and active participation are however, greatly appreciated.

## **Grounds and Building**

Please help to maintain and improve the appearance of our school building and grounds. Please become a partner in keeping the building clean and orderly. Please pick up any paper or debris you find in the building or school grounds and place it in a proper receptacle. Your efforts and support will certainly be appreciated. We want Barger Academy of Fine Arts to be a school you are proud of.

## **Health Services**

If illness or injury occurs, parents will be notified as quickly as possible. School personnel cannot be asked to remove splinters, treat old wounds or cuts, or diseases/infections such as impetigo, poison oak, or pinkeye. (See Board Medication Policy) Should your child suffer from asthma, allergies, a heart condition, or any other potentially serious health condition, be sure to indicate this on the Registration Form, notify the school nurse and your child's teachers describing the condition. Provide in writing to them the appropriate steps to take in an emergency involving the condition. Please be sure to complete the Health Information form during registration and **keep the school informed on any changes of address and phone numbers for home and work.**

## **Homework Hotline**

Homework Hotline is available to assist our students with their assignments. Students may call 209-7755 from Monday through Thursday from 4:00 PM to 7:30 PM and a teacher will assist them.

## **Houses**

We are continuing to establish a cooperative and collaborative culture at BAFA and are introducing an exciting element to the 3rd-5th grades that began last Fall. These students will be divided up into three “houses”. These three houses are based on our school values and mission. The houses will be called:

### **The House of Greatness**

### **The House of Strength**

### **The House of Transformation**

Our houses will be a mixed group of 3rd, 4th, and 5th graders. These houses will naturally lend themselves to supporting our goal of students further developing the Barger’s positive climate and culture. Students will also have the opportunity for leadership roles and peer relationship building.

Houses will have the opportunity to earn points and compete against each other based on criteria that will be established by the Faculty and Staff of BAFA. These criteria will be presented to the students throughout the first few months of school, as will each student house assignment.

We are excited to bring this news to you and we are looking forward to a great start of a new year. Thank you for your continued support of our school and it’s missions and vision.

## **Library**

Students are encouraged to use the library for research and to check out books. Each class has a regular circulation time, and the library can be made available at other times as well for students to do research as assigned by their teacher. Two Book fairs will be held this year. This is a special time when students can purchase books. Profits from this sale are used by the library to purchase new books, materials, and equipment.

## **Lost and Found**

Articles found in and around the school should be turned into the Lost and Found where the owner may claim their property by identifying it. Please check this area when articles are missing. Unclaimed items will be donated to a local agency, at the end of each semester.

## **Magnet Guidelines**

Each year a Parent/Guardian Commitment form must be completed. Attending a Hamilton County Magnet School is an option for parents that want their children to attend a school outside their school zone. **Because this is a choice that has been made by the family, parents and students must be willing to follow and abide by the requirements.** Please read carefully and initial each of the commitments. Your initials and signature indicate your agreement to these requirements for the 2015-2016 school year. **All** these commitments must be satisfied in order for your child to continue in a magnet school for the following school year.

**Attendance:** Eight (8) unexcused absences or Ten (10) unexcused tardies, will jeopardize your child's magnet status at Barger Academy.

**Behavior:** The HCDE Code of Acceptable Behavior and Discipline Policy must be signed.

**Parent/Teacher Conferences:** Two (2) must be attended

**Parental Involvement:** 18 hours of service to the school is required of parents who choose magnet schools for their children.

## **Money**

Whenever you send **CASH** or a **CHECK** to school with your child, it would be wise to **PUT IT IN AN ENVELOPE WITH YOUR CHILD'S NAME, TEACHER'S NAME, AND PURPOSE.** When paying by check, write separate checks for field trips, pictures, etc. Each department has a separate account for our auditing and accounting purposes.


## Parent/Teacher Association

The Barger Academy School PTA is a vital part of our school family. PTA programs and activities are designed and directed by parents to enhance the learning environment, assist teachers, and help provide much needed equipment, materials, and supplies for classroom use. Without the involvement and support of parents, it would be difficult to enhance the quality instructional program we wish to provide for our students. Every parent is urged to become familiar with the PTA, join with other parents in membership, and support its programs and activities throughout the year. The work of the PTA directly benefits your child. Please join! We need you! We look forward to the ideas, hard work, dedication, and involvement that PTA has to offer Barger Academy of Fine Arts. Please join anytime throughout the school year.

## Parent/Teacher/Student Compact

Please be certain to read and sign the Parent/Student/Teacher/Principal Compact. We thank you for pledging to help your child learn. We look forward to working with you to accomplish that goal for your child.

## Principal's Information

- Principal, Mr. Greg Bagby
- Phone – 423-493-0348 ext. 223
- Address – 4808 Brainerd Road, Chattanooga, TN 37411
- [bagby\\_g@hcde.org](mailto:bagby_g@hcde.org)
-  @BargerAcademy

## Promotion and Retention

Please be advised that the determination of whether a student is promoted or retained in a grade or which class he/she is assigned to is made by the appropriate school officials. Please notify Principal, Greg Bagby of any concerns you may have as a parent.



## **Safety Patrol**

Members of the School Safety Patrol assist in the halls and throughout the school during arrival and dismissal of students.

## **Searches of Students/Lockers, etc.**

Students have the right to be safe and secure at school and pursue their education in a disciplined environment conducive to learning. Therefore, students and all their property will be subject to random administrative searches. Refusal to cooperate with a reasonable request may result in disciplinary action. The school has the authority and control over lockers and may gain access at any time. Any lock which the school does not have the key or combination will be removed by the school. Per TCA 39 - 17 - 1309

## **Supervision**

Students should be under the direct supervision of school personnel throughout the school day. Students are not allowed to leave adult supervision at any time.

## **Telephone**

The school telephone is for the use of the school staff and for incoming calls. Students should be discouraged from asking permission to use the telephone. Parents, please assist us by making arrangements outside of school hours if your student is to go home with someone else. Please help your student be certain that he/she has books, lunch money, etc. before leaving home in the morning. We cannot allow students to call for forgotten materials. Parents, students, and teachers can work together to make this a part of learning: Learning to be responsible for one's belongings and being prepared for the day.

**To avoid disrupting classroom instruction, teachers will not be called to the phone except for an emergency. The secretary will transfer a message and in the event of an emergency or extenuating circumstance, a message will be taken for a student and given to him/her at a time that does not interrupt class.**

## Visitors

Visitors are always welcome at Barger Academy of Fine Arts. However, because class time is so valuable, it is necessary that reasonable guidelines be followed to avoid interruption of the instructional program. When visiting the school, please come first to the office. Usually, we will be able to assist you with any needs you might have.

**When parents ask to visit classrooms, the following guidelines have been established to minimize distractions and to maximize student learning:**

1. If parents wish to have a meeting with a teacher, an appointment should be made by calling the school office 493-0350. Please refrain from conferencing with school personnel during instructional time, or any time school personnel are “on duty” since this will take away from the learning of all students.
2. When an appointment is set up, all visitors **MUST** first report to the office, sign in, and obtain a Visitors’ pass. This procedure is necessary for the safety of our students.
3. Additional parent/guardian guidelines for the success of student learning:
  - > All food items for school celebrations must be store-bought. We cannot accept home-baked items.
  - > In celebration of student’s birthday special occasion, we ask that you do not bring or send balloons or flowers as we have many student allergies.
  - > It is an expectation that conversations between any visitors in the building will be in a positive and productive manner.
  - > Guest passes will be issued for all persons other than students and employees.
  - > Entrance to the building **MUST** be through the front door. Entering from any other areas is not permitted.
4. **In order to minimize distraction, parents are requested to do the following when observing in a classroom:**
  - Sit in the back of the room, away from students.

- Refrain from interrupting instruction. Please do not talk with a student, teacher, student teacher, assistant, interpreter, or other school personnel.
- Enter and exit the room only at the beginning and end of a lesson.

## Website

The Hamilton County Schools' website address is [www.hcde.org](http://www.hcde.org).

Our website is found by going to [www.hcde.org](http://www.hcde.org), click on "Schools", and select Barger Academy. We are also on Facebook, "Barger Academy of Fine Arts".

