

# Battle Academy for Teaching and Learning

## Student/Family Handbook

1601 Market Street  
Chattanooga, TN 37408  
(423) 498-6860

August 8, 2018

Dear Battle Families,

Welcome to Battle Academy! Battle Academy is fortunate to have a beautiful school building and a very experienced, determined and effective teaching staff.

Our Family Handbook has been designed to help you better understand Battle Academy and provide information that will allow you as parents to support your child's education. The handbook contains explanations, guidelines and procedures followed at our school.

Battle Academy goals are centered on providing opportunities for all boys and girls to become readers, writers, and thinkers. We hope you will partner with us by providing opportunities at home for your child's learning to be enriched. You can do this in many ways including ensuring your child is in class by 8:05 a.m. every school day, reading daily with your child, talking to your child about his/her school day, checking over practice assignments and making sure you read and sign the Agenda Mate every night. These communication resources are also a good way for you to be in contact with your child's teacher on a daily basis.

Our expectations for student behavior include:

**SELF CONTROL**– In all situations, use self-discipline.

**TEAMWORK**– Work together.

**ALWAYS PREPARED**– Come to school ready to learn.

**RESPECT**– Be respectful of yourself and others.

These expectations will provide all students the opportunity to learn in a safe and respectful environment every day.

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

We hope you will feel welcome and valued at Battle Academy as we all work together for children.

Respectfully,

Battle Academy  
Administration  
**423-498-6860**

## The Theme of Multiple Intelligences at Battle Academy

Battle Academy combines a standards-based curriculum with the theory of Multiple Intelligences. Developed by Harvard University psychologist Dr. Howard Gardner, the theory is based on the belief that everyone possesses at least eight unique “intelligences” through which they are able to learn. Battle Academy delivers instruction using all eight of the intelligences. Below is an abbreviated explanation of each of the intelligences:

**Verbal/Linguistic Intelligence (Word Smart)** – well developed verbal skills and sensitivity to the sounds, meanings and rhythms of words. Word smart students enjoy word games, expressing language, listening to stories and reading.

**Logical/Mathematical Intelligence (Number Smart)** – ability to think conceptually and abstractly and capacity to discern logical or numerical patterns. Number smart students enjoy puzzles, computers, and notice and have a curiosity for numbers, shapes and patterns.

**Visual/Spatial Intelligence (Picture Smart)** – the capacity to think in images and pictures, to visualize accurately and abstractly. Picture smart students enjoy drawing, designing and creating, doodling, and recognize minute details.

**Bodily/Kinesthetic Intelligence (Body Smart)** – the ability to control one’s body movements and to handle objects skillfully. Body smart students enjoy sports, drama and dancing.

**Musical/Rhythmic Intelligence (Music Smart)** – the ability to produce and appreciate rhythm, pitch and timbre. Music smart students enjoy singing and listening to music.

**Interpersonal/Social Intelligence (People Smart)** – the capacity to detect and respond appropriately to the moods, motivations and desires of others. People smart students enjoy sharing, comparing and cooperating.

**Intrapersonal/Introspective Intelligence (Self-Smart)** – it is the capacity to be self-aware and in tune with inner feelings, values, beliefs and thinking processes. Self-smart students enjoy working alone, self-reflection and pursuing personal interests.

**Naturalist Intelligence (Nature Smart)** –it is the ability to recognize and categorize plants, animals and other objects in nature. Nature smart students enjoy outdoor activities, field studies and working with plants and animals.

### Paideia

Socratic Seminar is an essential component of our school’s curriculum. It is an opportunity for students and teachers to discuss and share ideas about literature, art, music and current events. Students are expected to come prepared to seminar and to participate in the seminar discussion. Socratic Seminars are held weekly in all grades 1 - 5. Kindergarten students begin seminar following winter break. Parents will be informed of their child’s participation in Socratic Seminar at progress report and report card times.

## **Character Counts at Battle Academy**

### **Character Traits**

#### **September – Respect**

Showing high regard for authority, other people, self, and country. Treating others as you would want to be treated. Understanding that all people have value as human beings.

#### **October – Responsibility**

Being accountable in word and deed. Having a sense of duty to fulfill tasks with reliability, dependability, and commitment.

#### **November – Perseverance**

Pursuing worthy objectives with determination and patience while exhibiting fortitude when confronted with failure.

#### **December – Caring**

Showing understanding of others by treating them with kindness, compassion, generosity, and a forgiving spirit.

#### **January – Self Discipline**

Demonstrating hard work. Controlling your emotions, words, actions, impulses, and desires. Giving your best in all situations.

#### **February – Citizenship**

Being law abiding and involved in service to school, community, and country.

#### **March – Honesty**

Telling the truth, admitting wrongdoing, being trustworthy, and acting with integrity.

#### **April – Courage**

Doing the right thing in the face of difficulty and following your conscience instead of the crowd.

#### **May – Fairness**

Practicing justice, equity, and equality. Cooperating with one another. Recognizing the uniqueness and value of each individual within our diverse society.

### **Character Education Mission Statement**

Recognizing that character is as important as our intellect, Hamilton County Schools are committed to working with parents and the community promoting the character development of all students. Students exhibiting positive character traits are recognized at our monthly school-wide assemblies.

**The Battle learning day begins promptly at 8:05 a.m. This means students should be in their classrooms at 8:05 a.m.** Students may arrive at school as early as 7:35 a.m. Doors will not unlock until 7:35 a.m. There is no adult supervision until 7:35 a.m. Students dropped off prior to 7:35 a.m. are expected to be enrolled in School Age Child Care. Upon arrival at Battle Academy between 7:35 a.m. and 8:00 a.m., students will report to the (K-2) multipurpose room, (3 -5) outside classroom or to the dining room. In order to be to class on time, students wishing to eat breakfast should arrive no later than 7:45 a.m. Breakfast is not served after 7:55 a.m. Students eating breakfast should report to the multipurpose room and join their grade level when they finish eating.

Tardiness and early dismissals are not acceptable due to the disruption in the learning day of your child and others. **A PARENT MUST SIGN IN STUDENTS ARRIVING AFTER 8:05 AT THE OFFICE. THERE ARE NO EXCEPTIONS TO THIS SCHOOL GUIDELINE. Students will not be dismissed after 2:45 p.m.**

At the end of the school day, K –3 grade students are dismissed at 2:55 p.m. and 4 – 5 grade students are dismissed at 3:00 p.m. Walkers and car riders must be picked up no later than 3:20 p.m. **Students left at school after 3:20 p.m. are expected to be enrolled in School Age Child Care (SACC). Please register your child for SACC in case you need this service in the event of an emergency.**

**Teachers on late duty will take any students who have not been picked up by 3:20 p.m. to the SACC director if signed up or the office for parent checkout.**

Note: The before/after school child care program is offered to children arriving before 7:35 a.m. and closes at 6:00 p.m. daily. For information on School Age Child Care, please contact the SACC Director at 902-8678.

### **Attendance**

Regular attendance is an important factor in the establishment of a good scholastic record. Students are required to be in school a majority of the day to be counted present. Should the day be shortened to a half day, a student must stay the entire half day to be counted present. Please keep this in mind when signing your child in late or dismissing your child early. Please note early dismissal is counted as a tardy. **Students who exceed five (5) unexcused absences will receive an Attendance Notification Letter. Ten or more absences may result in a referral to the school social worker. Please refer to the Attendance Law/HCDE Policy/Procedures section of this handbook for more information.**

### **Behavior Expectations**

Battle Academy has established the following behavior expectations for our students. Students should abide by the following:

**Self –Control**

**Teamwork**

**Always Prepared**

**Respect**

Each grade level determines their incentives and consequences through the School Wide Positive Behavior Support (SWPBS) plan. Minor incidents may result in a discipline referral form. Major violations of behavior will result in a discipline referral and/or office referral. Certain incidents authorize the administration to suspend a student from school, school sponsored activities or the school bus. Incidents resulting in suspension will be handled on an individual basis. Parents of suspended students will be sent documentation with details regarding the offense. Suspended students may be required to attend a re-entry conference with their parents when returning to school.

## Bullying

Bullying is defined as “intentional behavior toward a student or group of students whether directly, through a third party, or through the use of electronic devices or media, that places a student or groups of students in fear or creates a hostile educational environment.” Please refer to the Hamilton County Board of Education Policy on Student Discrimination/Harassment and Bullying/Intimidation contained in this handbook for more information.

## Celebrations

Parents are welcome to provide cupcakes for their child’s class during the class lunch period. Please limit school celebrations to cupcakes. **BALLONS, bouquets, flowers, etc. ARE NOT PERMITTED at school. These items should remain at home.** Please inform your teacher if you wish for your child not to participate in any type of celebration.

## Dining Room

Breakfast and lunch are served in our dining room. The cost for breakfast is \$2.00 for students and \$2.75 for visitors; lunch is \$3.00 for students and \$4.50 for visitors. Holiday or special meals cost \$5.00 for visitors. The dining room staff prefers that lunch money be sent in on **Mondays** for the week or month. The money will be deposited in the child’s account. Checks should be made payable to Hamilton County Food Service. All accounts are expected to remain current. **Students who accumulate late charges in excess of \$10.00 will receive a written notice from our dining room manager to advise you of your child’s lunch status.** Reports card and progress reports will be held for charges in the dining room and **SACC**. Parents may check the status of or add money to their child’s account by logging onto the website <http://www.mealpayplus.com>. You will need your child’s account number to view their account.

At the end of the lunch period, each class cleans their assigned area in the dining room. Students are expected to:

- Wait to be dismissed to put up their trays.
- Deposit all litter in trashcans.
- Wash tables.
- Pick up debris around tables.

## Grades

Grades are used as a method of communicating academic progress to parents from the student’s teachers. Every nine (9) weeks, parents will receive a report informing them of the student’s progress during that grading period. In addition, progress reports will be sent home at the midpoint of each grading period. The classroom and related arts teachers will inform you of the grading policy during registration.

## Homework Policy

Home practice will be a regular part of the instructional process for Battle Academy students. Classroom teachers will assign homework on a regular basis. Your child's classroom teacher will share the homework plan for their particular grade level. Homework assignments are given to provide meaningful practice and reinforcement of classroom learning. Reading at home each night is the expectation at all grade levels.

## Medications

All prescription medications with the exception of an asthma inhaler must be left with the nurse and must have a physician's orders. Students are allowed to keep their asthma inhalers with them as long as medication forms have been completed and are on file in the office. All medication should be in the original container with the child's name on it. Parents and physicians are required to sign a form authorizing the medication to be administered. Forms must be filed at Battle Academy. **A new form is necessary at the beginning of each new school year.** A log is used daily to record medicine given to your child. Hamilton County School Board Policy **does not allow** over the counter medications to be dispensed by school system employees. If your child requires an over the counter medication to be given at school, you must arrange to come to the school to dispense the medication to the student. Additional information or forms may be obtained by calling the office at 498-6860. Parents will be required to complete a Student Registration Form listing phone numbers and medical information. **If phone numbers change, it is necessary to contact the office immediately. These records are necessary for emergency contacts and could be used to admit your child for emergency services at a hospital.** While filling in this information, please keep in mind that this information is used to contact you in the event of an emergency or accident. Therefore, it is necessary an emergency contact person and phone number (other than you) be provided. Please make sure both parents permit this person to pick up your child if needed. **Note: Please inform the teacher and office of any condition your child has that is life threatening such as severe asthma, allergies, etc.**

## Money Matters

Money not designated for a school expense should be left at home.

- The school charges a general fee of \$65.00 to cover expenses for supplies, instructional materials, and manipulatives. \$6.00 of this fee covers the cost of an Agenda Mate. All students must pay for their Agenda Mate on Registration Day.
- We also offer an optional fee of \$30.00 (in most grade levels) so the teacher can purchase the supplies listed on the supply list. Check with your child's teacher to see if that grade participates if you prefer to do that in lieu of purchasing your child's school supplies.
- Fees will be charged for lost or damaged textbooks, library books, damaged technology or other school property.
- Refunds for field trip absences **due to illness** will only be issued by request for amounts over \$5.00. Any refunds may be applied to the next field study or school fees. **When the school has to make an advance payment for admission, no refund will be given.**
- Only cash payments will be accepted for field trips during the month of May. **No checks accepted.**

## **Parent Involvement**

Parents are always welcome at Battle Academy. Parent Involvement is an important part of your child's education. Our teachers look forward to working as a team with you to provide the best education for your child. As part of your commitment to Battle Academy, you have agreed to give at least 18 hours of school service each year. **All parent hours must be completed no later than April 30, 2019.** Involvement hours can be earned in a variety of ways; please refer to the Parent Volunteer Guidelines (page 14) found in this handbook for more information. **It is important that parents understand their commitment to 18 hours of volunteer time and attendance at two Parent/Teacher Conferences.** Our office staff will assist you in scheduling your involvement hours. Please be sure you have a volunteer form signed by a Battle Academy representative each time you volunteer so your hours will be counted. **It is the parent's responsibility to ensure all forms are submitted to the office staff for verifying involvement hours.** Your cumulative hours will be noted on your child's report card each nine weeks.

## **Parent Teacher Association**

We encourage all parents to join the PTA at Battle Academy. Our meetings and events give parents opportunities to be actively involved in supporting our school community.

## **Parent Teacher Communication**

In grades K through five, the Agenda Mate will be used to communicate with parents on a daily basis. It is important that parents check and sign the Agenda Mate each night and that the students return the Agenda Mate to school each day. The kindergarten – fifth grade Agenda Mates are important communication tools for teachers, students and parents. Please feel free to make comments, ask questions or request a conference in your child's Agenda Mate. Classroom teachers check the Agenda Mates daily.

Parents are encouraged to schedule conferences, email or call teachers rather than conferencing in the hallway when students are present or in route to class. During the system wide conferences, your child's teachers will meet with you to discuss progress, answer any questions you may have, and provide an opportunity for you to view student work. Conferences will be scheduled during one week of October 2018 and one week of February 2019. Please make every effort to meet with your child's teacher. If you wish to schedule a conference with your child's teacher, call 423-498-6860 and we will assist you in setting up a convenient time.

## **Photos**

We maintain a list of students whose parents have requested that their child not be photographed or videotaped. Please respect those requests by not photographing children other than your own.



## **Playground**

Safety is always a priority at Battle Academy. Students and teachers determined the guidelines and rules for Battle's Playground. Teachers review the rules each year. Students are expected to follow all safety guidelines and rules. The goals are that students have fun and play safely.

## **Promotion and Retention**

Pupils should be placed where they are best adjusted academically, socially and emotionally. Such decisions call for sound professional judgment, the growth and development of the child is of primary importance. There are no set rules or criteria for such judgments; however, the administration and the teachers consider certain factors. The goal is to place each child where he/she has the best opportunity for success.

## **Sexual Harassment**

Sexual harassment toward any student by an employee, other student, or an individual associated with the school system will not be tolerated. Sexual harassment shall be defined as conduct, advances, and gestures, words of a specific sexual nature or words, which are commonly accepted to have a sexual connotation, which interferes with the student's work or creates an intimidating, hostile, or offensive learning environment. Please refer to the Hamilton County Board of Education Policy on Student Discrimination/Harassment and Bullying/Intimidation contained in this handbook for more information.

## **STUDENT CELL PHONES/ELECTRONICS/TOYS**

Battle Academy students **may not** have cell phones, electronic games or toys, at school. A student who possesses or uses any of these devices shall have the device confiscated by Administration. A parent will be called to come to the school to pick up the cell phone. In addition to confiscation, possession could result in suspension. Battle Academy **cannot** be held responsible for lost cell phones, games, electronics, or toys.

## **Technology Acceptable Usage Agreement**

Hamilton County Department of Education Technology Acceptable Usage Agreement may be found at (<http://www.hcde.org/aup>). During registration the parent/legal guardian of the student will sign and grant permission for him/her (student) to access networked computer services such as electronic mail (e-mail) and the Internet. Any violations of these regulations are unethical, potentially illegal, and may constitute a criminal offense. Should your student commit any violation, his/her access privileges may be revoked and disciplinary action may be taken up to student suspension/expulsion.

**Any deliberate misuse or accidental breaking by the student resulting in hardware and/or software damage will be the responsibility of the parent/guardian.**

## Transportation

Rules of Conduct for bus transportation are in place to provide a safe and pleasant environment for students while being transported by bus. Transportation is a privilege provided by the Board, and failure to comply with any of the rules will be grounds for excluding a student from riding a bus. For more information regarding bus rules and policies visit [www.hcde.org](http://www.hcde.org) then click on the “Transportation” link.

Buses will deliver and pick up students in the bus/van loading/unloading area on Long Street. Bus rules will be posted on each bus and must be followed at all times. Contact the Principal for additional information at 498-7312 in the mornings or 498-7311 in the afternoons. **Bus rules and policies will be strictly enforced.**

### **RULES OF CONDUCT FOR STUDENTS RIDING SCHOOL BUSES**

Disciplinary Action for Minor Offenses: First Referral - Verbal Warning; Second Referral -Letter to Parent; Third Referral -3-day Bus Suspension and Conference with Parent(s); Fourth Referral - Suspension of riding privileges for ten (10) days, in addition to parent conference; Fifth Referral -Suspension of riding privileges for the remainder of the year. Students suspended through the end of a school year will require a meeting with the principal, driver, and Transportation Supervisor before readmitted onto the bus.

Disciplinary Action for Major Offenses: First Offense -5-day suspension and parent conference. Second Offense - Suspension of riding privileges for remainder of the year

Car riders drop off and pick up happens in the parking lot on **Long Street**. All parents/family should become familiar with the drop off and pick up procedure. Please follow the directions of the school patrol officers and the teachers on arrival/dismissal duty. All parents/family members of car riders must read and agree to follow the arrival/dismissal procedures. A copy of these procedures is included in this handbook. **Please remember to exhibit the same courtesy to other drivers, as you would like extended to you. DO NOT BLOCK parking spaces designated for handicapped drivers and UTC Children’s Center.**

## Visitors

ALL visitors, parents, legal guardians and guardians with physical custody of students must report to the main office and get a visitor’s badge and have government-issued ID available. All visitors including parents must enter through the doors with the Welcome mosaic. **Parent volunteers should report to the front office to sign in. Please have your ID available.**

**Any parent wishing to visit a classroom during the academic day must make those arrangements with the classroom teacher in advance and be escorted to the classroom by a staff member.** Each classroom teacher will establish an observation chair for the parent/guardian. Parents must observe in the classroom rather than from the hall area or doorway. The parent/guardian will not communicate with or disturb the teacher or any student in the classroom. Following the observation, if a parent/guardian wants a conference with the teacher, the parent/guardian must make their request known to the teacher by phone, email or leave a message in the office. If a parent/guardian violates the procedures outlined above, the privilege of observation may be denied by school administration.

All visitors are expected to respect the learning community, which includes students, parents, and staff members at all times. Aggressive, defiant or disrespectful behaviors at any time is not tolerated.

## **Zero Tolerance Offenses**

In accordance with Hamilton County Department of Education Board Policy, the following will be considered zero tolerance offenses:

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

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

## Dress Code

### Our school colors are HUNTER GREEN, YELLOW AND WHITE

- **Shirts**

Shirt colors are **navy blue**, white, hunter green, yellow, and gray with **NO EXCEPTIONS**. Boys and girls both **must** wear collared shirts (long or short sleeves) including polo shirts, oxford shirts, or turtlenecks. **UNIFORM COLORS ONLY**. Girls may wear Peter Pan blouses in uniform colors. Shirts **must** be tucked in at all times.

**Battle event T-shirts/Battle sweatshirts such as Arts Experience, Battle Banzai, Battle Rockets or Battle Track may be worn any day of the week.** Students wearing any other type or color of shirt will call parents to bring a uniform shirt to school. **Undershirts, if worn, must be solid white. NO EXCEPTIONS. ANY OTHER COLOR STUDENT WILL BE ASKED TO REMOVE THE UNDERSHIRT.**

- **Slacks/Shorts**

Boys and girls both may wear khaki, brown or navy blue. Pants and shorts must be worn at the waist and be appropriate length at all times. Shorts must be longer than the end of finger tips when arms are at your sides.

- **Skorts/Jumpers/Skirts**

Girls may wear khaki or navy blue also French Toasts' Green Plaid. **No short shorts or mini-skirts may be worn.** These must be longer than the end of fingertips when arms are at your sides.

- **Cardigan/pullover sweater/sweater vest**

Boys and girls may wear navy blue, green, yellow, gray or white.

- **Belts**

Boys and girls must wear a black or brown belt with slacks or shorts with loops. No large/decorative buckles may be worn.

- **Shoes**

Tennis shoes are suggested for safety, comfort, and an active day. Soft-soled shoes with a good tread are also acceptable. **For safety reasons and to prevent disruptions-No clogs, sandals, Croc-style shoes, rain boots, wheelies (shoes with wheels), sequin/fur boots or stack heels may be worn.**

- **Socks/Leggings**

Boys and girls must wear socks. Girls may also wear footed tights. Leggings or footless tights may not be worn as pants. Leggings and tights may be worn under skirts, dresses or shorts.

- **Coats**

Outerwear may not be worn in the building other than in the classroom with teacher approval. **Solid colored sweaters are acceptable; no hooded sweatshirts allowed. EXCEPTION is Battle approved logo sweatshirts.**

**If students come to school in violation of the dress code, parents will be called to bring acceptable clothing.**

No logos on clothing other than the approved Battle Academy embroidered logo. No backpacks/book bags on wheels or string backpacks.

Administration will address any clothing, jewelry, etc. deemed as being disruptive or taking away from the learning environment. Hats, hoods, wristbands and athletic headbands are not allowed. Students arriving at school out of uniform will be required to call home so a parent or guardian can bring the appropriate clothing to school.

**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 2018-2019 are as follows:**

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

**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.

## **Battle Academy Car Rider Drop Off/Pick Up Guidelines for Parents & Family Members**

In order to insure the safety of Battle Academy students, all adults dropping off or picking up students must follow the guidelines below:

**ARRIVAL: Car riders may be dropped off between 7:35 a.m. and 8:05 a.m.** The learning day begins in Battle classrooms at 8:05 a.m. **Students arriving after 8:05 a.m. are tardy and must be accompanied by a parent and signed in at the office.** Teacher supervision of students begins at 7:35 a.m. Students arriving prior to 7:35 a.m. should be enrolled in the School Age Child Care (SACC) Program. This is a fee-based program; there is a \$10 registration fee and a daily charge. Please see the SACC Director for additional information if you wish to use this service. The SACC office is located in the Multipurpose Room.

**Please drop off all students at the designated “drop off” area in the courtyard area off Long Street.** The designated drop off area will be marked with signs. The right lane (lane closest to the building) will be the only lane open during morning drop off. Battle staff will be on duty beginning at 7:35 a.m. to greet car riders and insure safety. This is the only drop off area for car riders. Students MAY NOT be dropped off on Main Street, Market Street, 17<sup>th</sup> Street or Long Street.

**DISMISSAL: Car riders pick up time is 2:55 p.m. for K-2 students and 3:00 p.m. for 3-5 students.** K-2 students will use the right lane (lane closest to building) and 3-5 students will use the left lane. If you have students in both, you will use the left lane. Please remain in your car and your child will come to you when the teacher directing traffic has made sure all cars are stopped and it is safe to load. Children must be loaded in the back seat for safety. **Students who have not been picked up by 3:20 p.m. will be placed in the School Age Child Care (SACC) Program. There is a \$10 registration fee and a daily fee.**

Please do not ask your child to walk across the street to be picked up. This is a major safety risk and children are not permitted to cross the parking lot without an adult accompanying them. Parents who are walking their children must wait for the GO signal from the teacher directing traffic in order to insure safety for all.

Please note the following Tennessee car safety laws regarding car safety seats for children: Younger than one year or 20 pounds or less in a rear-facing infant seat; One – three years and 20+ pounds in a forward facing infant seat; 4-8 years and less than 5 feet in a booster seat. Children 12 years and younger and less than 5 feet must be in a rear seat if available.

Due to safety issues, teachers will not be opening or closing car doors.

We appreciate all parents and family members following these guidelines.

**Please remember to extend the same courtesy to other drivers as you would like extended to you and to not block parking spaces designated for handicapped drivers and UTC Children’s Center parents. Please park in parking spaces rather than along the curb. Vehicles blocking or parked in handicapped spaces without the required documentation are subject to citation.**

By following all school policies, parents set a good example for their children and insure the safety of **all** children.



**HAMILTON COUNTY MAGNET SCHOOLS**  
**Choices in Education**  
**3074 Hickory Valley Road, Chattanooga, TN 37421**  
**Phone (423) 498- 7089**

**Parent Involvement Guidelines**

1. Eighteen (18) hours are required per family. If a family has children in more than one magnet school, the hours **must** be split equally among each school. For example, 2 schools, 9 hours each; 3 schools, 6 hours each.
2. The student’s parents and grandparents or guardians should complete hours. Extended family is approved on a case-by-case basis, beginning with immediate caregivers. The easiest way to provide this list is to include those family members on your student’s dismissal form. The minimum age of the person completing these involvement hours is 21.
3. A minimum of half the required hours (for each school) should be completed during the first semester of school.
4. All hours must be completed AND recorded by 5 p.m. on April 30<sup>th</sup>.
5. All hours served must be recorded on a “Record of Volunteer Hours” form and signed by a school staff member. Other forms accepted at discretion of your school’s coordinator.
6. HCDE staff members who have a child or children at a magnet school must also complete the 18 involvement hours.

**What qualifies for Parent Involvement Time?**

Time that assists the school, teachers, and classes qualifies to earn parent involvement hours. These items include:

- Completing tasks in a teacher/parent workroom
- Completing assigned tasks at home with specific instructions, depending on availability
- Assisting a teacher in the classroom
- Acting as a monitor in hallways, cafeteria, car line, etc.
- Chaperoning field trips (limit of 9 hours at each school per family)
- Attending parent classes
- Serving on the PTA board
- Working on PTA events
- Working athletic events
- Saturday/Sunday workdays
- Organizing special events (performances, auctions, candy sales, etc.)
- Working to improve school building and grounds
- Bringing food or drink for events (limit of 1/3 of total hours at each school, homemade items only)

**What does not qualify as involvement time?**

Time that is spent with only your child, at school or away from school, is *good parenting time* and not considered involvement time for the school. These items will not satisfy the parent involvement commitment:

- reading with your child
- helping your child with homework
- visiting your child for lunch
- watching your child in a performance
- volunteering with groups like Girl Scouts
- attending parent/teacher conferences
- visiting your child’s classroom

Under NO CIRCUMSTANCES can Parent Involvement hours be bought. Money is not a substitute for time.

**VOLUNTEERS SHOULD:**

- ✓ Sign in and out in the office
- ✓ Wear your name tag while volunteering
- ✓ Be reliable, dependable, and positive
- ✓ Have a cooperative attitude
- ✓ Show respect to all children
- ✓ Keep student information strictly confidential
- ✓ Have fun and enjoy giving of yourself to others

**VOLUNTEERS SHOULD NOT:**

- Forget to sign in and out every time you’re volunteering
- Intervene or contradict a teacher in front of students
- Do a student’s work for them
- Threaten or punish students
- Bring other siblings to school while volunteering
- Smoke on school grounds
- Forget to get their copy of the volunteer service record



HAMILTON COUNTY SCHOOL CALENDAR: 2018-19

Approved by School Board: 02/15/18

OPENING DATE – AUGUST 2, 2018

SCHOOL DAYS 180

CLOSING DATE – MAY 24, 2019

**1<sup>st</sup> TERM – 87 DAYS**

August 2, Thursday	.....	Administrative In-Service #1 (School-Based)	NO STUDENTS
August 3, Friday	.....	Administrative In-Service #2 (School-Based)	
		Registration Day for Students (no classes)	
August 6, Monday	.....	Administrative In-Service #3 (School-Based)	NO STUDENTS
August 7, Tuesday	.....	Administrative In-Service #4 (School-Based)	NO STUDENTS
August 8, Wednesday	.....	First Full Day of School	
September 3, Monday	.....	Labor Day (Paid Holiday #1)	
October 8 – 12	.....	Fall Break (5 Non-Paid Days)	
October 15, Monday	.....	Teacher Professional Development #1 (School-Based)	NO STUDENTS
		End of 1 <sup>st</sup> Quarter (43 days)	
October 19, Friday	.....	Report Cards	

**2<sup>nd</sup> TERM – 93 DAYS**

November 21-23	.....	Thanksgiving Holiday (1 Non-Paid, Paid Holiday #2 and #3)	
December 19, Wednesday	.....	End of 2 <sup>nd</sup> Quarter (44 days)	
December 20 – January 2	.....	Winter Break (10 Paid Days)	
January 3, Thursday	.....	Teacher Professional Development #2 (School-Based)	NO STUDENTS
January 4, Friday	.....	Teacher Professional Development #3 (System-wide)	NO STUDENTS
January 7, Monday	.....	School Reopens	
January 11, Friday	.....	Report Cards	
January 21, Monday	.....	Martin Luther King Day (Paid Holiday #4)	
February 18, Monday	.....	Presidents' Day (Non-Paid Holiday)	
March 15, Friday	.....	End of 3 <sup>rd</sup> Quarter (50 days)	
March 29, Friday	.....	Report Cards	
March 18 – 22	.....	Spring Break (5 Non-Paid Days)	
March 25, Monday	.....	Teacher Professional Development #4 (school-Based)	NO STUDENTS
April 19, Friday	.....	Spring Holiday (Paid Holiday #5)	
May 23, Thursday	.....	Last Day of School – Report Cards - End of 4 <sup>th</sup> Quarter (43 Days)	
		BUSES WILL NOT RUN ON THURSDAY, MAY 23	
May 24, Friday	.....	Administrative In-Service #5 (School-Based)	NO STUDENTS

**ADMINISTRATIVE IN-SERVICE 2018-19 (6 DAYS)\*\*** *Students do not attend classes.*

August 2-3, 6-7, May 24

(\*\*The 6th in-service day is an additional half-day added within a six-week window each semester. These extended days are for Parent-Teacher Conferences.)

**PAID VACATION – (10 days)**

December 20 – January 2

**TEACHER PROFESSIONAL DEVELOPMENT (4 DAYS)** *Students do not attend classes.*

October 15, January 3-4, March 25

**PAID HOLIDAYS – (5 days)**

September 3, 2018  
November 22-23, 2018  
January 21, 2019  
April 19, 2019

**DAYS TO BE COUNTED EACH GRADING PERIOD**

**1<sup>st</sup> Term**

1 <sup>st</sup> Quarter: 8/2 – 10/15	Elem. Mid-Term 9/10	Report Cards 10/19	43
2 <sup>nd</sup> Quarter: 10/16 – 12/19	Elem. Mid-Term 11/14	Report Cards 1/11	44

**2<sup>nd</sup> Term**

3 <sup>rd</sup> Quarter: 1/3 – 3/15	Elem. Mid-Term 2/8	Report Cards 3/29	50
4 <sup>th</sup> Quarter: 3/18 – 5/23	Elem. Mid-Term 4/24	Report Cards 5/23	43
		TOTAL	180



# Hamilton County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Student Discrimination/Harassment/ Hazing and Bullying/Intimidation</b>	Descriptor Code: <b>6.304</b>  Rescinds: <b>6.304</b>	Issued Date: <b>11/15/12</b>  Issued: <b>4/21/16</b>
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**Hamilton County Board of Education’s Expectation of Student Conduct**

The Hamilton County Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. Hamilton County students are expected to behave in a way that does not interrupt the education of other students.

This policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.<sup>1</sup> This policy also addresses any conduct taking place off of school property or outside of the school sponsored activity if this conduct is directed at a specific student or students and has the effect of either creating a hostile educational environment or substantially disrupting the educational environment or learning process.

**Hamilton County Board of Education’s Commitment**

The Hamilton County Board of Education is fully committed to providing a safe and orderly learning environment for all students in order for them to achieve academic success. This environment shall be free from discrimination, harassment, sexual harassment, hazing, bullying or cyber-bullying.

The Hamilton County Board of Education will not tolerate acts of discrimination, harassment, sexual harassment, hazing, bullying, or cyber-bullying toward students by other students or staff. In addition, the Board of Education will not tolerate conduct aimed at defining a student in a sexual manner, and conduct impugning the character of a student based on allegations of sexual promiscuity.

**Discrimination and Harassment**

It shall be a violation of this policy for any employee or any student to discriminate against or harass another student on the basis of sex, gender identity, race, ethnicity, disability, or religion.<sup>2</sup> Discrimination and harassment will not be tolerated.<sup>3</sup>

For purposes of this policy, discrimination and harassment include words, gestures, threats, or any other conduct that is severe or pervasive and that creates a hostile environment that substantially interferes with or limits a student’s ability to participate in or benefit from services, activities, or opportunities offered by a school.

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5 Examples of discrimination and harassment include any act that, alone or in combination with other  
6 acts, has the effect of:

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- 8 1. Unreasonably interfering with the student's work or educational opportunities; or
- 9 2. Creating an intimidating, hostile or offensive learning environment; or
- 10 3. Implying that submission to such conduct is made an explicit or implicit term of
- 11 receiving grades or credit; or
- 12 4. Implying that submission to or rejection of such conduct will be used as a basis for
- 13 determining the student's grades and/or participation in a student activity; or
- 14 5. Defining a student in a sexual manner; or
- 15 6. Impugning the character of a student based on allegations of sexual promiscuity.
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### 17 **Bullying, Cyber-Bullying, and Hazing**

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19 It shall be a violation of this policy for any student to bully or haze another student whether directly,  
20 through a third party, or through the use of electronic devices such as text messages or posts on social  
21 media sites.

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23 For purposes of this policy, bullying includes any act that substantially interferes with a student's  
24 educational benefits, opportunities or performance. If the act occurs on school grounds, on a school  
25 sponsored activity, on school sponsored transportation or at a school designated bus stop, it is bullying  
26 if it has the effect of harming a student or damaging his or her property; knowingly placing a student in  
27 reasonable fear of harm to the student or to his or her property; causing emotional distress to the student;  
28 or creating a hostile educational environment. If the act occurs off school property or outside of any  
29 school sponsored activity, it is nevertheless bullying if it is directed at a specific student or students and  
30 has the effect of creating a hostile educational environment or a substantial disruption to the educational  
31 environment or the learning process.

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33 Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes  
34 devices and equipment such as cell phones, computers, and tablets, as well as communication tools  
35 including social media sites, text messages, chat, and websites. Examples may include inappropriate text  
36 messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures,  
37 videos, websites, or fake profiles.

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39 Hazing is any act intended or reasonably expected to endanger the physical or mental health of a  
40 student or students, or to humiliate, intimidate or demean a student or students in connection with joining  
41 or maintaining membership in any team or organization affiliated with any school or school program.

### 42 **Procedures**

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45 Victims of or witnesses to discrimination, harassment, bullying, cyber-bullying, or hazing shall report  
46 these incidents immediately to a teacher, counselor, building administrator, or anonymously on the Quick  
47 Tip link located on the Hamilton County Department of Education website.<sup>4</sup> The willful filing of a false  
48 report will itself be considered harassment and/or bullying and will be treated as such.

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Any staff member who witnesses any action that may be a violation of this policy or who receives any report of any alleged conduct that would constitute a violation of this policy must report to the principal/designee as quickly as possible, but in no event more than 24 hours after receiving the report.

If the principal is involved in the incident or if the adult/student is uncomfortable reporting the incident to the principal/designee of the school, the following reporting options can be used:

- Title VI Coordinator, Title VI of the Civil Rights Act of 1964 (race, color, national origin) 423-209-8654
- Title IX Coordinator, Title IX of the Education Act of 1972 (sex) 423-209-8654
- 504 Coordinator, Section 504 of the Rehabilitation Act of 1973 (disability) 423-209-8593

All allegations shall be fully investigated by a building administrator and/or school official. Every building administrator shall record complaints of discrimination, harassment, bullying, cyber-bullying, and hazing and shall document how the administrator or other school officials responded to each complaint and the final disposition of each complaint. Administrators may not take disciplinary action based solely upon anonymous complaints.

At the end of each school quarter, each building administrator shall send a report summarizing complaints of discrimination, harassment, bullying, cyber-bullying, and hazing to the Director of Schools. Each building administrator is expected to be aware of trends in his or her school and to investigate and respond accordingly.

Even when a complaint has not been reported anonymously, the confidentiality of all parties and witnesses will be respected. However, because confidentiality must be balanced against the school system's obligation to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses, when known by school system officials, may be disclosed in appropriate circumstances to agencies and persons with a need to know.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action.

Building administrators are responsible for educating and training their respective staff and students as to the terms of this policy and the procedures for reporting discrimination, harassment, bullying, cyber-bullying, and hazing.

At the start of every school year, as part of opening his or her Power School account, students shall be required to review this policy and acknowledge having read it.

**Consequences**

For students, a substantiated charge of discrimination, harassment, bullying, cyber-bullying, and hazing may result in consequences ranging from behavioral interventions to suspension or expulsion. Additionally, acts of discrimination, harassment, bullying, cyber-bullying, and hazing may also be prosecuted as criminal acts under the laws of the State of Tennessee.

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The following factors will be considered in determining the consequences and appropriate remedial action:

- The developmental level and maturity levels of the parties involved;
- The levels of harm as determined by the student’s ability to be educated in a safe and orderly environment;
- The surrounding circumstances;
- The nature of the behavior(s)
- Past incidences or continuing patterns of behavior;
- The relationships between the parties involved; and
- The context in which the alleged incidents occurred.

For employees, a substantiated charge shall result in disciplinary action up to and including termination. Additionally, acts of discrimination, harassment, bullying, cyber-bullying, and hazing may also be prosecuted as criminal acts under the laws of the State of Tennessee.

1. TCA § 49-6-4501-4506
2. TCA § 49-6-3109
3. Title VII; 29 CFR §1604.11;  
Davis v. Monroe County Board of Education,  
No. 97-843 Board 1.404  
(U.S. Sup. Ct. May 24, 1999)
4. Title IX (20 U.S.C §§1681-1686)

Cross References:  
Appeals To & Appearances Before the

