



East Ridge Elementary School

“Where Learners & Leaders Shine”

Parent and Student Handbook

Principal – Gail Huffstutler

Assistant Principal – Joe Galletta
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1014 John Ross Road
Chattanooga, TN 37412
(423) 493-9296 – fax (423) 493-9298

WELCOME!

Welcome to another exciting year at ***East Ridge Elementary School...the school where learners and leaders shine!*** As a Leader in Me School, our primary goal is to create an environment where all students feel valued, safe, and inspired to dream and do amazing things. This handbook is our effort to inform you of our expectations and requirements. If you have any questions concerning this material, please contact me at 493-9296.

I encourage you to take an active role in our school. We welcome your assistance and active participation! The positive support you extend to your child's teacher is critical to the success of our school. Our PTA is active and happy to help you get involved through volunteering and partnership. Additionally, we have a Parent Volunteer Coordinator, Michelle Larson, who would love to connect you to many ways that you can support your child and our school this year.

We look forward to working together to give our children the best possible education and to find ways to live out the genius that exists with them!

Sincerely,

Gail Huffstutler

Gail Huffstutler
Principal

Hamilton County Department of Education Calendar 2016-2017

August 8 th	Registration Day
August 11 th	First Day of School
September 7 th	Labor Day (No School)
October 7 th -14 th	Fall Break
October 21 th	Report Card Day
November 23 rd -25 th	Thanksgiving Break
December 16 th	Last Day of Classes before Winter Holidays
December 19 th -January 3 rd	Winter Break
January 4 th	School Reopens for Students
January 6 th	Report Card Day
January 16 th	Martin Luther King Day (No School)
February 20 th	President's Day (No School)
March 17 th -24 th	Spring Break
March 31 st	Report Card Day
April 6 th	Pre-K & Kindergarten Pre-Registration
April 14 th	Spring Holiday
May 25 th	Last Day of School for Students/Report Card Day

OFFICE STAFF CONTACT INFORMATION

Karen Reynolds, Secretary	423-493-9296, ext. 222
Dana Martin, PowerSchool Clerk	423-493-9296, ext. 231
Amanda Ezell, Receptionist	423-493-9296, ext. 221

SCHOOL COLORS

Orange, white, & navy

ACCIDENT AND ILLNESS

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

1. Contact the student's parents or guardians. If unable to reach them:
 - a. Contact the other person(s) listed on the student's emergency card.
 - b. If necessary, notify the family physician or any local physician.
 - c. If necessary, transport the child to the Emergency Room.

ATTENDANCE

Attendance policies established by the Hamilton County Board of Education are based on state law and Rules and Regulations established by the Tennessee Department of Education. Children need to be in school every day possible in order for them to achieve to the best of their abilities. The importance of daily attendance cannot be overemphasized.

School Day Schedule

- 7:30am Pre-K Classrooms begin their instructional day (Pre-K dismissal time is 2:30pm)
- 7:40am Building opens for students in Grades K-5/ Breakfast begins
- 8:10am Students report to classrooms
- 8:15am Tardy bell
- 3:15pm Dismissal

*School doors do not open for students in grades K-5 before 7:40am. **(Only students attending Pre-K or School-Age Child Care should arrive at school prior to 7:40am.)** Students who eat breakfast should report *directly to the cafeteria upon arrival* between 7:40am and 8:05am. Other students should report to the designated areas to wait for school to begin at 8:15am. Students who arrive in classrooms after 8:15am will be considered tardy.

*The school day ends at 3:15pm. Any student who must be dismissed prior to 2:45pm must be signed out in the office. Only those persons listed on the registration card are authorized to sign out a student.

STUDENTS WILL NOT BE DISMISSED AFTER 2:45PM DUE TO SAFETY AND TRAFFIC CONCERNS. Because of the difficulties of safely dismissing such a large student body during the last 30 minutes of school, no student will be dismissed unless it is prearranged or in case of an extreme emergency.

Absence

An absence is recorded whenever a child misses more than one-half day of school.

As important as daily attendance is, it is important that a child be kept home whenever he/she is ill. Do not send your child back to school until he/she is fever-free for **at least 24 hours**. It is not acceptable to send a child to school if he/she wakes up with a fever, **even if you bring down the fever with Tylenol!**

Excused absences: Personal illness of student, death in the immediate family, and recognized religious holidays are considered excused. Other absences are reported as unexcused. Up to three absences may be excused with a note from the parent explaining the nature of the illness. A doctor's note is necessary for all other absences to be excused. Written excuses stating the reason for absences must be signed and dated by the parent or guardian and filed with the school the first day the student returns. Excuses may be turned in by the end of each marking period. **Excuses turned in after the marking period will not be accepted.**

Unexcused absences: Absences that do not meet the stated criteria for being considered "excused" or for which there is not a written statement from the parent are recorded and reported as unexcused. **Out of town trips are unexcused.**

IMPORTANT: State Law [TCA 49-6-3007 (e) (1)] requires that schools notify the Social Worker / Attendance Officer when a child is absent for any 5 or more days (not necessarily consecutive) of unexcused absences.

Early Dismissals

Educational time is important for students. Please do not check a student out early unless absolutely necessary. Parents or designated persons may check a student out during the school day by coming to the office and signing a logbook in the school office. **School Visitors are not to go to the classroom without permission from the office.** Please send a note with the student in the morning if he or she will be picked up early so that the teachers will know in advance. Also, it is important to note that any students dismissed before 11:45am will be counted absent for that school day.

Tardiness

Students are counted as tardy if they arrive after 8:15am. Tardy students must come through the main office with a parent/adult to get a tardy pass. Excessive tardiness is reported to the Social Worker/Attendance Officer. Students who are tardy due to a doctor or dentist appointment may show proof of the appointment to be excused.

Make Up Work

Excused absences entitle students to make up work missed. Work for unexcused absences may be given upon the student's return to school. Please do not ask your child's teacher to prepare specific assignments prior to absence. Requesting make-up work is the student's responsibility. They must make up the work at the teacher's convenience.

AWARDS

Students will be eligible for the following awards at the end of each nine weeks:

- * Academic Achievement (Pre-K-2): Outstanding Academic Achievement Shown
- * Star Roll (Grades 3-5): All A's in academic subjects & satisfactory conduct
- * Outstanding Effort (Pre-K-2): Most Improved in Academic Progress
- * Honor Roll (Grades 2-5): All A's and/or B's in academic subjects & satisfactory conduct
- * Perfect Attendance: for the Quarter
- * Pioneer Pride: Consistently Demonstrates Good Character & Leadership Behaviors

BUS BEHAVIOR AND RESPONSIBILITIES

Riding the bus is a privilege, not a right. Behavior on the bus should be the same as in the classroom. Students are expected to remain seated, face the front, keep hands and feet to themselves, treat others respectfully, and talk quietly. Misbehavior on the bus will be handled according to the offense. Repeat offenders will be removed from the bus, and that privilege will be revoked for a day, week, or the remainder of the school year. (See Disciplinary Actions below.) Remember that the driver wants to deliver all students safely. No student will be allowed to endanger others with inappropriate bus behavior. Video surveillance may be used on the bus.

Students will be expected to get on and off the bus at their determined bus stop unless other arrangements have been made with the driver. In the event that a parent needs to make a change in bus transportation, a written request must be given to the driver and sent to the school office. Please do not call the school to request a last minute change unless it is an emergency.

Disciplinary Actions for MAJOR offenses:

- First Offense- 5 Day Suspension and Mandatory Parent Conference
- Second Offense- Suspension of Bus Riding Privileges for the Remainder of the Year

Disciplinary Actions for MINOR offenses:

- First Referral- Verbal Warning
- Second Referral- Contact Parent & possible 1 day suspension from bus
- Third Referral- 3 Day Suspension from the bus
- Fourth Referral- 10 Day Suspension from the Bus
- Fifth Referral- Suspension of Bus Riding Privileges for the Remainder of the Year

Students suspended through the end of the school year will be required to attend a meeting with the principal, the bus driver, and the Director of Transportation before being re-admitted onto the bus for the next school year.

If at any time a bus driver is required to return to the school for disciplinary reasons, or if they driver is forced to request help over the radio or by any other means, the offense will be considered a MAJOR offense and subject to the suspension of all parties involved.

CAFETERIA

All Hamilton County schools participate in the National School Lunch Program. Due to a recent grant secured by the Hamilton County School Nutrition Department, for the 2014-2015 school year, all students at East Ridge Elementary School will be eligible to receive school breakfast and lunch every day at no charge to their families.

Parent/Visitor prices for 2015-2016:
\$2.50 Breakfast
\$4.50 Lunch

<p>Breakfast is offered beginning at 7:40am</p> <hr/> <p>Breakfast line closes at 8:05am</p>
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Make checks payable to:
Hamilton County Food Services

Your child will need to know the last 6 digits of their SS # to register their meals in the cafeteria.

A parent who wishes to eat lunch with a child is always welcome unless the parent visit is disruptive to the typical school day routine or is upsetting to any student. Please sign in the office before meeting your child for lunch. Students may not leave the campus for lunch.

Lunch Boxes

Some children prefer to bring lunch from home. Please follow these guidelines:

- Lunch should be nutritious and have low sugar content.
- Canned or glass bottled soft drinks, or other sugary drinks are not permitted.
- All lunch boxes should be clearly marked with the student’s first and last name.
- Because we are a Title I School, students are not allowed to bring Fast Food items to school. Additionally, lunch visitors may not bring in Fast Food meals for themselves or for the student with whom they are eating.

CAR RIDERS

Parents picking up students are encouraged to arrive at staggered times. Those cars arriving at 3:30pm will probably have a much shorter wait. All cars must pick up students through the car rider line. **No parents are allowed to pick up car riders from inside the building during dismissal times.**

Parents with limited time should arrive early, arrive toward the end of dismissal (3:35pm), or sign-up for aftercare. All car riders are encouraged to sign-up for aftercare as an emergency provision.

Each family will receive (2) ERE Car Tags per school year. ERE Car Tags must be presented every time the child is picked up through the car rider line. In the event that an ERE Car Tag is not present, the driver will need to park in our parking lot and come inside to get one. There will be a charge of \$1 for a new car tag. Tags will only be issued to persons listed on Registration Card as authorized to dismiss that child. **Please be prepared to show appropriate identification in order to receive a new tag.** Once a new tag is issued, the driver will need to return to his/her car in the parking lot and enter the car rider line before their child is dismissed.

In order to maintain the highest safety standards, students will not be dismissed to parents other than through the car rider line after 2:45pm.

CHARACTER EDUCATION

East Ridge Elementary, in conjunction with the Hamilton County Department of Education, has expectations for student behavior. The character traits of respect, responsibility, perseverance, caring, honesty, courage, fairness, citizenship, and self-discipline will be expected of all students and staff. Parents and visitors to the building will be expected to be role models of these behaviors. These behaviors will be taught through literature in the curriculum and reinforced as students learn to work together.

COMMUNICATION

Teachers and administrators at East Ridge Elementary encourage open communication, and will strive to respond to communications from parents within twenty-four hours. The exception to this rule would be that any communications received on a Friday will be responded to by the end of the day the following Monday. Newsletters and monthly menus will be coming home to make you aware of upcoming events, activities, opportunities, etc. Please watch for information to come home from the school on Mondays of each week. Teachers in grades K - 2 will use weekly folders. Teachers in grades 3-5 will use agendas. Connect-Ed messages will be sent weekly by phone.

CONTACT INFORMATION

It is most important that we have up-to-date emergency contact information and phone numbers in the office for all students. We must have a correct home address and at least two (2) telephone numbers where parents or relatives can be reached in case of an emergency. Please notify the office if you have changes throughout the year. **Students will only be released to persons listed on the Registration Card who are authorized to dismiss them.** Please make sure that this information, including contact numbers for those authorized to dismiss a child, is kept current in the office. Parents are required to come into the office to make changes and/or additions to persons authorized or not authorized to dismiss their children.

SCHOOL AGED CHILD CARE (Hamilton County Department of Education Program)

Child care is available for students from 6:00 a.m. until 6:00 p.m. at an additional charge. All children enrolled in the School Age Child Care Program must attend Hamilton County Schools. The SACC provides games, arts/crafts, music, homework time, story time, and nutritional snacks. Day care fees must be up to date for report cards to be issued.

East Ridge Elementary School Parent & Student Handbook 2016 – 2017

DISCIPLINE

East Ridge Elementary uses a positive behavior management program in which students are taught appropriate school behaviors and expectations. The development of positive, productive behaviors requires the full cooperation of students, parents, and teachers. When a child develops good character and conduct, he/she is well on the way to success in school and later in life. If a student chooses to be continually disruptive, and neither the positive rewards, character education program, nor disciplinary consequences have an effect, the teacher will call the parents and arrange a conference with the student, the teacher, and the parent. The student may be subject to restriction of privileges, or suspension.

Fighting on the school property, on field trips, or on the school bus will result in suspension. If a student is involved in an offense that is considered criminal, such as drug use, weapons, school vandalism, fighting that involves injury, or any other serious offense, the school will contact the parents and may call the police. The student will face long-term suspension.

Recent changes in federal law require school systems to have in place a procedure to facilitate the transfer of disciplinary records. Students that are suspended or expelled will have copies of the suspension/expulsion action placed in the student's permanent record.

Bullying

We believe that a safe and civil environment in school is necessary for students to learn and achieve high academic and personal standards. Harassment or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate in a safe and disciplined environment. East Ridge Elementary defines bullying and harassment 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."

Should students become aware of a bullying situation, they are encouraged to report the incident to a teacher, counselor, or administrator. The privacy and anonymity of all parties and witnesses will be respected. Students may report in the following ways:

1. Written statement detailing the incident
2. Verbal statement to any teacher, counselor, or administrator

Such complaints will be investigated and handled appropriately by a teacher, counselor, or administrator.

Damages 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.

General Code of Conduct

- Be truthful and respectful in all situations and toward all people
- Refrain from fighting and other disruptive behaviors
- Use appropriate language at all times
- Respect the property and work of others and the school
- Meet or exceed all classroom, playground, cafeteria, and bus expectations
- Be a good example for others at school & while on outings away from school
- Use playground equipment safely and appropriately
- Leave all toys, candy, cell phones, and other electronic devices at home
- Use or possession of weapons, tobacco products, alcoholic beverages, or illegal or look-alike drugs while on school premises is prohibited

DRESS CODE

Students are expected to arrive at school clean and neatly dressed. Choice of clothing rests primarily with parents and child, and should in no way interfere with learning. Parents are asked to see that their children are dressed properly for prevailing weather conditions.

However, in cases in which the health, safety, and disruption of the educational process results from a student's clothing, the school administration reserves the right to require that a student obey the standards that contribute to a safe, orderly school.

As a result, a student shall not dress, or by appearance present himself or herself, in a manner which poses a threat to the health or safety of that student or other persons, in a manner which causes interference with schoolwork or which creates a threat to property or persons, or causes the disruption of a classroom or the operation of the overall education process of the school. Clothing should be clean and properly fitted. The following guidelines should be followed when dressing for school:

- * All shirts must have sleeves. Therefore, tank tops or spaghetti strap shirts are not allowed. Examples of appropriate shirts include button down shirts, crew neck pull-over shirts, polo shirts, turtleneck shirts, etc. Shirts may not be sheer or see-through, backless, or have holes in them.
- *Pants, including jeans, may be worn on any day. However, pants must not have holes in them. Additionally, pants that are excessively tight are not appropriate. Yoga pants, spandex exercise pants, leggings, etc. are prohibited unless worn under a skirt or shorts of appropriate length. Sagging is prohibited.
- *Shorts, skirts, and dresses must be at least fingertip (mid-thigh) length. Shorts that are excessively short or tight, such as but not limited to, physical education type shorts, spandex or leotard type shorts, cut-offs, etc. are not appropriate.
- *Tennis shoes must be worn in the building. However, footwear with attached wheels, "heelies" is prohibited.
- *Hats may not be worn in the building. However, students may wear toboggans or beanie hats outside at recess during the colder months. Any messages on these head coverings must be appropriate and must not contain any offensive or suggestive language.
- *Students may wear pull over sweatshirts or cardigan sweaters during the school day. However, hooded sweatshirts, coats, and jackets must be removed during the school day, being worn only during outdoor/recess activities. All advertisements and/or messages displayed on outerwear should be non-offensive and appropriate for a school setting.
- *No undergarments or other tight clothing shall be worn as outer garments. This includes, but is not limited to tank/tube/halter tops, spandex/leotard garments, mesh shirts, or midriff tops which cause inappropriate exposure of the skin of the student.
- *Clothing which advocates negative advertisements is prohibited, as is the wearing of clothing or accessories which are offensive and could cause the destruction of the operation of the school. Items, such as t-shirts, may fall in this category if they contain indecent or suggestive language.

Children should be appropriately dressed for school; school administration shall have final authority in determining what is appropriate. The administration reserves the right to add or delete from the above dress code in order to maintain a safe educational environment.

DRUGS/ALCOHOL

Any student who shall possess, sell, or transfer to another student or receive upon school grounds, the school bus, or at any school-sponsored activity any legally controlled drug, prescription drug, look-alike drug, or alcohol, shall be suspended from school for a period of up to one calendar year. (District Policy) The Zero Tolerance policy may also apply which subjects the student to a one calendar year suspension from school.

ELECTRONIC DEVICES

Cell phones and other electronic devices (iPods, hand-held games, etc.) should not be visible or heard at any point of the school day. They should be turned off and either stored in a book bag or given to a teacher. It is recommended that students leave electronic devices at home as the school cannot be responsible if they are lost or damaged while at school. Devices that are heard or seen during the day will be taken from the student and turned in to the office. If a student has an electronic device taken during the school day, a parent will have to pick it up from the office. Parents should not text or call students during the school day.

EMERGENCY SCHOOL CLOSING

When inclement weather occurs, district administrators will decide, if possible, by 5:00am if school will open. The decision will be broadcast on local radio and television stations. Parents can also get information on school closings on the Times Free Press Info-line at 209-1100, code 7002. Each teacher and the office should have on file for every student an emergency dismissal plan to be used if a decision is made to close school during the school day. This form will show where a student should go in the event of an unexpected school closing. Students will not be allowed to call parents and parents should not attempt to call the school. Our phone lines should stay open for incoming emergency information from the district office or local law enforcement.

FIELD TRIPS

Teachers carefully plan field trips to enhance our core curriculum. When a field trip is planned, a note will be sent home giving full details including; the destination, the method of transportation, what the children need to bring, and the cost associated with the trip. Hamilton County Board of Education Policies require written permission, in advance, for students to be permitted to leave the school on a field trip. Teachers will send permission forms home well in advance of the field trips to allow ample time for parents to sign and return them. **Students who do not return their signed permission slips for field trips will not be allowed to telephone home for permission to travel.**

Field Trip Expectations for Students

1. Always walk when entering and exiting the bus
2. Fill the back seats of the bus first, and do not skip seats
3. Sit with your back against the seat, on your bottom, and face forward at all times
4. Talk only in quiet voices with the person/people on your seat, so the driver can stay focused
5. Keep hands, feet, and objects to yourself
6. If you have a problem, please raise your hand and wait for an adult to notice you
7. When exiting the bus, wait for your teacher's directions and for the people in the seats in front of you to exit first
8. Thank the bus driver when exiting

Field Trip Expectations for Parents

1. If you are assigned a group of students, introduce yourself to the students
2. While on the bus, help monitor behavior
3. Stay with your group and remind them to stay with you (if they can't see you at all times, then they aren't making a good choice)
4. Keep students engaged and focused on the purpose of the trip by completing tasks assigned by the teachers and asking questions
5. Remind the students of appropriate East Ridge Elementary School behavior
6. Wear clothing appropriate for the trip location
7. Please refrain from smoking on Field Trips
8. Younger siblings are not allowed on Field Trips

HARASSMENT

Harassment is considered the continued bothering of one student by another, either with name calling, sexual innuendo, or bullying.

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party to use the report form available from the principal of each school or available from the central office locations.

In Each School- The school principal is the person responsible for receiving oral or written reports of harassment at the school level. Upon receipt of a report, the principal must notify the Assistant Superintendent for Personnel and the Assistant Superintendent for School Operations immediately without screening or investigating the report.

Student to student complaints should be reported to the Assistant Superintendent of Student Services and the Assistant Superintendent for School Operations immediately. A written report will be forwarded simultaneously to the Deputy Superintendent. If a complaint made by a student is given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Superintendent and Assistant Superintendent of School Operations under a confidential cover.

System-Wide - The HCDE School Board hereby designates the Superintendent, and/or his designee, to receive harassment reports or complaints of sexual harassment from any student, employee, or individual that states he/she is a victim of harassment or sexual harassment. The complaint shall be filed directly with the Superintendent of Schools and/or his designee.

Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades, or work assignments. Use of formal reporting forms is not mandatory.

The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible; consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

HEALTH PROBLEMS

Should your child suffer from asthma, allergies, a heart condition or any other potentially serious health condition, be sure to indicate this on the health form. In addition, make it a point to give your child's teacher a note describing the condition and the appropriate steps to take in an emergency involving the condition.

Please be sure to complete the Health Information Card during registration and keep the school informed of any changes of address or phone numbers, either at work or home.

HOMEWORK

- All teachers will send home a Monday Memo that lists the homework for the week.
- All teachers will send home a progress folder each Monday that contains work and grades from the previous week.
- Homework shall be an extension of the classroom curriculum.
- Homework is assigned with the concept explained by the teacher.
- Assignments typically should not exceed 30 minutes a night in grades K-2 or 45 minutes a night in grades 3-5, not including nightly required reading.
- Students maintain an Agenda Mate in the upper grades containing assignments, tests, and other important academic information.
- Parents are encouraged to provide satisfactory homework conditions, including workspace, materials, good lighting, and a regularly scheduled study time.

INJURIES

Although dangerous or rough activity is not permitted, injuries do occur. That is why it is so important that the school have a reliable phone number for contacting each parent. If an injury occurs, the parent will be notified as quickly as possible. The school is not allowed to act in a parent's place in case of injury. Only in the case of a life-threatening

emergency can the school step in. Please be certain the school knows how to reach you in case of emergency. Update your emergency information as needed.

LEADER IN ME

We are a Leader in Me School. Using the language and principles of The 7 Habits of Highly Effective People, we address the social-emotional needs of our students, encourage students to take ownership of their learning, and teach personal responsibility and teamwork strategies. Opportunities are provided throughout the year for parents to learn more about our Leader in Me process. We invite you to join us to learn more about this initiative and its impact on our school community.

LOST AND FOUND

“Lost and found” areas are designated throughout the school. Students should check periodically for misplaced articles. Students’ names should be in all workbooks, textbooks, and notebooks. All personal property, such as sweaters, hats, coats, book bags, and lunch boxes should be labeled with students’ names. Items not claimed will be disposed of after a reasonable length of time.

MAKE-UP WORK

Excused absences entitle students to make up work for full credit. Unexcused absences may result in homework for make-up work, reduced credit, or zeros given for missed work. Note that vacations and family trips are unexcused absences. Students must make up work at the teacher’s convenience and within five days of the absence. It is the student’s responsibility to request make-up work when he/she returns from an absence. If a child is to be absent for illness more than two days, a parent may request assignments by phone, giving at least 24 hours notice to the teacher before picking up assignments in the office. The assignments will be in the office after 3:15pm.

MEDICATIONS

The only medications given at school will be for those students who require long-term prescriptions, such as Ritalin. If a child is on this type of medication, the following procedures must be followed:

- A written permission form, signed by the parent and physician, is provided to the school and includes the child’s name, type of medication, time and dose to be given, and side effects. These forms are available at the school.
- The medication must be delivered to and from school by the parent or guardian. The child is not to handle medication.
- The medication must be in the original prescription bottle.
- No change in administration can be made without written direction from the physician.
- A new prescription form is required at the beginning of each school year.
- Medications are only given at lunch times in the school system. Please remind your pediatrician of this fact when the prescription is written.

The school nurse, or her designee, will administer medication that is given at school. All medication will be kept under lock and key, and administration will be documented in a daily log.

The school cannot give short term or non-prescription medications to students at school. Students are not allowed to keep medications on their person. This includes, but is not limited to aspirin, Tylenol, cough medicines, or antibiotics, etc. Students found possessing drugs at school will be disciplined under the Zero Tolerance Policy. Please remember that antibiotics cannot be given at school. Doctors can usually prescribe one that can be given before and after the school day.

MONEY

Anytime you send money to school with your child, please 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 one has a separate account for our auditing and accounting purposes.

OUTDOOR ACTIVITIES

Recess and physical education are part of the health program required by the State Department of Education. Teachers will take students outside when the weather permits. Students should dress appropriately. Only in case of illness will arrangements be made to keep a child indoors. If a child has been ill, the parent should send a note requesting the child remain indoors. The school provides playground and physical education equipment, so students are not allowed to bring toys to school for recess.

PARENT PARTICIPATION

Conferences

There are two designated conference dates set for the school year (October and February). However, parents are encouraged to request a conference any time there is a question or concern. Conferences with teachers or the principal must be scheduled so as not to conflict with the teacher's instruction of children. If you call the school to request a conference, the principal, secretary, or teacher will call back as soon as possible to confirm a time that will be convenient to all.

Fund Raising at East Ridge Elementary

The school and the PTA will have several fundraisers. The success of these fund raising efforts is tied directly to family participation. Your support and active participation are greatly appreciated.

Parent-Teacher Association

East Ridge Elementary has a very active PTA that assists the faculty and staff in maintaining a quality education for our students. Every parent or guardian is encouraged to become involved in PTA activities. Our PTA Officers for the 2015-2016 school year are:

Ken Miller, President
David Webster, 1st Vice President
Rhonda Miller, 2nd Vice President
Kayla Little, Secretary
Sherrie Daniels, Treasurer

Volunteers

There will be many volunteer opportunities for parents. Please contact our Parent Volunteer Coordinator, Michelle Larson, at the school to schedule volunteer times. Be sure to record your volunteer time on our school log which is located in the office.

Website

Please visit our website at ere.hcde.org for updated school information.

PARTIES

Each class will have parties for the Winter Holidays and Valentine's Day. Homeroom parents will assume responsibility for these parties and will contact other parents to help with each party.

Birthday parties will not be held at school. However, if you would like to send a special treat for the class on your child's birthday, please coordinate this snack with your child's teacher in advance. Also, please remember that some students suffer from food allergies. Teachers can suggest snack options for you, if necessary.

Any gifts, flowers, balloons, and special visitors for birthdays are to be handled through the office. Instruction will not be interrupted for these surprises. They will be held until the end of the school day. Also, please keep in mind that these items cannot be sent home on the bus.

If you plan a party outside of the school day and invite students, every student in the class must receive an invitation. You may not invite only select students from the class. When only a portion of the class is invited, invitations should be mailed from home to avoid issues of inclusion/exclusion.

PETS – NO PETS ARE ALLOWED ON OUR CAMPUS!

In order to minimize disruptions and to ensure sanitary conditions on our campus, please leave pets at home. Special permission may be granted for particular classroom lessons.

SUPPLY FEE

The Hamilton County Department of Education furnishes basic textbooks and workbooks, but does not furnish supplementary texts, or any other general teaching supplies. These things are provided through the fees paid by parents. East Ridge Elementary fees are \$30.00 and are due at registration. This money is used to purchase workbooks, art supplies, copy paper, PE equipment, music materials, technology equipment, and other teaching materials for all students. School fees are necessary for effective program operation. They make possible the consumable educational supplies that are not provided through the regular school budget.

TARDINESS/ DISMISSALS

Hamilton County Board Policy states, "Tardiness will not be tolerated as it consistently detracts from the time spent on task. Each interruption takes away from the class concentration." Remember that the school day begins promptly at 8:15am and ends at 3:15pm.

NO DISMISSALS WILL TAKE PLACE AFTER 2:45PM.

Dismissals from school before the end of the school day tend to disrupt the regular learning environment and are discouraged. They may be granted for doctor or dental appointments, or extreme emergencies. Prior notification of these appointments is requested. Parents must come to the office to sign out students. From there, students will be called on the intercom or the parent will be given a pink slip to take to the teacher. Teachers will not dismiss children without a pink slip. The only persons allowed to sign out a student for dismissal are those adults listed on the dismissal card.

Expect school personnel to ask for identification. This procedure is for the safety of your child.

A student missing over half (1/2) day by early dismissal or being tardy shall not be counted as present on attendance reports. A student who is tardy more than 3 times per grading period or dismissed early more than 3 times will not be considered for awarding perfect attendance that grading period.

If there is to be a change in a student's usual dismissal procedure, the parent must notify the teacher in writing. No transportation changes can be made after 2:45pm. If an emergency arises and warrants school contact, a parent/guardian must call or come to the school office. The school will not be responsible for changes left on a teacher's voice mail. This includes information about someone new or different picking up the student. We will not allow a student to go with someone not listed on his or her registration card unless notified by the custodial parent

or guardian in writing. Children will not be allowed to call home to find out where they are to go at dismissal, nor to get permission to go home with a friend.

TECHNOLOGY

Technology is part of the dynamic engaging curriculum at East Ridge Elementary. The use of technology by students is allowed under the guidelines of Acceptable Use mandated through the Hamilton County Department of Education, a copy of which parents receive during the registration process. Should a student violate appropriate, applicable, allowable use standards with school technology, their access to school-based technology will be severely limited, and in some instances suspended indefinitely.

TELEPHONE

The school telephone is a business phone for use by the school staff. Students are not permitted to use the phone without consent of the teacher and the office staff. Children must make arrangements to go home with friends before coming to school and must have a note from a parent. Students will not be allowed to use the phone for forgotten items that should have been brought to school, nor will they be allowed to phone home to get permission to travel on field trips. The school nurse or teacher will call parents if a student is ill. **Messages will be delivered to students only in emergencies.**

TEXTBOOKS

Textbooks are issued and used as support to our curriculum. Some normal wear and tear is to be expected. However, if the average yearly wear and tear of a textbook is exceeded, replacement cost will be assessed against the student according to the guidelines of the Hamilton County Department of Education. The cost of replacing a textbook is 100% the cost for the first year. All other years, the cost will be 75% of the textbook. Please discuss this with your child.

TITLE I

East Ridge Elementary is a Title I school. Title I is the largest federal assistance program for our nation's schools. The goal of Title I is a high-quality education for every child. Because of Title I funding, our students will enjoy the benefits of additional materials, instruction, and support. Our Title I Open House Nights are held in August of each year at 6:30pm. Dates for this year's Title I Open Houses are:

Grades Pre-K, Kgtn., & 3rd...Monday, August 22nd

Grades 1st & 4th...Tuesday, August 23rd

Grades 2nd & 5th...Thursday, August 25th

TRANSPORTATION CHANGES

In the morning before school starts, please discuss with your child how they will be going home. In the event of a need to change the regular way a child goes home, a written request from the parent or guardian **must be sent to school** so we are aware of the change. Transportation changes include changing from bus to car rider (and vice versa), taking a different bus, getting off at a different stop other than that regularly designated for the student, going home with a friend, etc. **Please do not call the school during the day to change your child's method of going home. For the safety of all students, changes in transportation will not be made over the phone.**

TOYS, GAMES, and ELECTRONICS

Students are not to bring toys of any type to school. If brought to school, these items will be confiscated and held for a parent to retrieve or until the last day of school. PLEASE, if the school does not require it, leave it at home.

VERIFICATION OF ADDRESS

Falsifying an address for a child to enroll in an out-of-zone school will not be permitted. If falsification occurs, the parent/guardian will be notified and the child will be disenrolled five days from the date of notice.

VISITORS

Parents are invited to visit the school at any time, but especially during Open House, PTA meetings and Family Nights. There are many volunteer opportunities available for you in your child's classroom and on campus.

To maintain the best learning conditions and make maximum use of instructional time, all parents and visitors must report to the office before going to other areas of the building. **Please do not go directly to your child's room without coming to the office first.**

If a parent's or visitor's visit is disruptive in any way, or if a parent refuses to follow school policies and rules while on campus, the parent or visitor will be asked to leave campus. If a parent refuses to comply with the directive of an administrator, the parent will be banned from campus for a period of time to be determined by the principal.

WALKERS

The only students that are permitted to be dismissed as "walkers" should have an address that is in the school walk zone (within one mile of the school property). Students are not permitted to walk to their car in the parking lot.

WITHDRAWALS

Students needing to withdraw from school must report to the office accompanied by a parent or guardian to receive a withdrawal form that must be signed by the teacher and an administrator. All textbooks and library books must be returned, and debts must be paid before the withdrawal form will be signed. This signed withdrawal form will be needed to enroll in another school. Permanent records will be sent to the receiving school when we are notified that the student has enrolled.

ZERO TOLERANCE

In order to ensure a safe and secure learning environment, free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one calendar year. Zero tolerance acts include:

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

Policies and procedures in this handbook are subject to changes, additions, or revisions. Parents will be notified of any changes that occur throughout the school year.

NOTICE OF NONDISCRIMINATION

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. Mrs. Sheryl Randolph is the Title VI and Title IX coordinator for Hamilton County Schools. She may be reached by calling (423) 209-8654.

DISCRIMINATION IS AGAINST THE LAW

TITLE VI	TITLE IX	SECTION 504	TITLE II
Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all programs or activities receiving Federal financial assistance. <i>34 C.F.R. Part 100</i>	Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all programs or activities that receive Federal financial assistance. <i>34 C.F.R. Part 106</i>	Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance. <i>34 C.F.R. Part 104</i>	Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability by public entities. <i>28 C.F.R. Part 35</i>

Inquiries regarding grievances or compliance with Title VI, Title IX, Section 504 and Title II should be directed to:

- 1. Hamilton County Department of Education
Marsha Drake
3074 Hickory Valley Road
Chattanooga, TN 37421
Telephone: 423-209-8654
Email: drake_marsha@hcde.org*

OR

- 2. Tennessee Department of Education
Office for Civil Rights
710 James Robertson Parkway
Andrew Johnson Tower, 6th Floor
Nashville, TN 37243
Telephone: 615-741-2731
Email: Lesley.Farmer@state.tn.us
Web: <http://www.tennessee.gov/education/civilrights.shtml>*

OR

- 3. Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T70
Atlanta, GA 30303-3104
Telephone: 404-562-6350; TDD: 404-331-7236
Email: OCR.Atlanta@ed.gov*

The Leader's Promise

I'm in charge of me.

I have goals.

I make sure everyone succeeds.

I work before I play.

I listen before I speak.

I collaborate with others.

I make time to take care of me.

I am smart, confident, loved, kind,
happy, peaceful, ready, obedient,
unique, and determined!

We are PROUD PIONEERS
at East Ridge Elementary
*the school where
learners and leaders shine!*