

# 2017 - 2018

## PARENT STUDENT HANDBOOK



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## LETTER FROM THE PRINCIPAL

Dear Parents,

I am excited that you and your children are members of the Lakeside Academy family. At Lakeside, we will educate and nurture your children to help them become their best.

The purpose of this handbook is to ensure that all members work collaboratively to make this a successful school year for our students. This handbook serves as a guide in an effort to provide parents and students with information, school policies and procedures. Please review this handbook with your children. If you have questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

We welcome your participation and support during the school year. We would enjoy you working in the parent room, going on learning journeys, baking cookies and cakes, and beautifying the campus. We need you! All of us working together will help Lakeside Academy become the BEST elementary school in Hamilton County.

Sincerely,

Mrs. Andrea Johnson, Principal  
Email: [johnson\\_andrea@hcde.org](mailto:johnson_andrea@hcde.org)

## **STUDENT AND PARENT HANDBOOK AGREEMENT**

We, at Lakeside Academy, are committed to working together to provide a quality education in which all children will learn and develop to their maximum potential.

### **PARENT/GUARDIAN AGREEMENT**

I want my child to be provided a quality education and develop to his/her maximum potential. Therefore, I will assist him/her by doing the following:

- Seeing that my child is punctual and attends school regularly.
- Signing agenda mates/folders daily and reading communications sent home.
- Providing and encouraging a quiet, well-lit place for study time.
- Scheduling and attending at least two conferences with my child's teacher.
- Encouraging my child's efforts and being available for assistance.
- Reading with my child and letting my child read to me daily.
- Supporting school procedures and policies.
- Being aware of what my child is learning.
- Keeping an open line of communication between home and school.
- Attending school meetings, programs, and family nights.
- Seeing that my child is prepared each day with paper, pencil, and books.
- Demonstrating a positive attitude toward the school environment.

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**I have received the Student/Parent Handbook. I have read and discussed the information in the handbook with my child.**

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

**Student** \_\_\_\_\_

**Teacher** \_\_\_\_\_

**Grade** \_\_\_\_\_

**PLEASE SIGN AND RETURN THE BOTTOM SECTION TO YOUR CHILD'S TEACHER BY AUGUST 31, 2017.**



*The Mission of Lakeside Academy of Math, Science and Technology is to:*

**Provide children with a rich and varied academic foundation the promotes critical thinking, collaboration, and creativity.**

*The Vision of Lakeside Academy of Math, Science and Technology is to:*

**Provide a safe, nurturing, and stimulating environment for students to realize and reach their fullest potential. Parents, teachers and students work together and everyone has an opportunity for success.**

*The Goals of Lakeside Academy of Math, Science and Technology are:*

- 1. Increase student achievement**
- 2. Build Relationships**
- 3. Revitalize the magnet theme.**

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### HAMILTON COUNTY SCHOOL CALENDAR 2016 - 2017

August 7	Registration Day
August 10	First Full Day of School
September 4	Labor Day -NO SCHOOL
September 8	Progress Reports go home
October 6	End of 1 <sup>st</sup> Quarter (41 days)
Oct. 9-Oct. 13	Fall Break-NO SCHOOL
October 16-December 1	Parent Teacher Conferences *(School will choose a date & time)
October 20	Report Cards go home
November 10	Progress Reports go home
November 22-24	Thanksgiving Holiday-NO SCHOOL
December 20	End of 2 <sup>nd</sup> Quarter (45 days)
December 20-January 5	Winter Break-NO SCHOOL for students
January 8	School re-opens & students return to school
January 12	Report Cards go home
January 15	Martin Luther King Day-NO SCHOOL
January 29- March 9	Parent Teacher Conferences *(School will choose a date & time)
February 9	Progress Reports go home
February 19	President's Day-NO SCHOOL
March 16	End of 3 <sup>rd</sup> Quarter (50 days)
March 23	Report Cards go home
March 30	Spring Holiday
April 2-6	Spring Break-NO SCHOOL
April 20	Progress Reports go home
April 11	Kindergarten Registration & Pre-K Application
May 25	Report Card Pickup: No buses will run!

#### Lakeside Academy School Day

8:25	Doors open to students
8:25-8:45	Breakfast served
8:50	Students dismissed to class
3:55	School dismissal begins

Message from the school board—The School Board cannot be responsible for students left at school earlier than five minutes prior to the first bus arrival time or for students who are not picked up by the time the last bus leaves. Therefore, PLEASE DO NOT SEND YOUR CHILD TO SCHOOL BEFORE 8:25 A.M. AND PLEASE PICK HIM/HER UP BY 4:15 P.M. After 4:20 PM, Child Protective Services may be contacted.

**STAFF:**

**Principal:** Mrs. Andrea Johnson

**Assistant Principal:** Mrs. Patricia Holder

**Pre K:** Mrs. D. Jones, Mrs. LaFevor

**Kindergarten:** Mrs. Knicely, Ms. Rossman, Mrs. White, Mrs. Rungruang

**First Grade:** Ms. Parker, Ms. Durham, Ms. Hodnett

**Second Grade:** Mrs. Lewis, Mrs. Bagli, Ms. Nix, Mrs. McClain

**Third Grade:** Ms. Dorsey, Ms. Dupree, Ms. Munson, Mrs. Swanson

**Fourth Grade:** Mr. Lewis, Ms. Beth Smith, Mrs. Brooke Smith

**Fifth Grade:** Mr. Higginbotham, Mrs. Tarver, Ms. Behler, Mr. Vinson

**STEM Lab:** Mr. Core, Ms. McBath

**Librarian:** Ms. Letbetter

**Music:** Mrs. Mullins

**P.E.:** Coach Eschette

**Parent Coordinator:** Mrs. Knox

**Magnet Facilitator:** Mrs. Garner

**Exceptional Education:** Mrs. Millard, Ms. R. Smith, Mrs. Moore

**Educational Assistants:** Ms. O. Arnold, Mrs. Ferguson, Ms. Hammonds

**Guidance Counselor:** Ms. Buckley

**Cafeteria Manager:** Mrs. Davis

**Literacy Coach:** Mrs. Ford

**Educational Technology:** Mr. Williams

**Bookkeeper:** Mrs. P. Arnold

**Secretary:** Mrs. Bollinger

**Attendance Clerk:** Mrs. Barrow

**Social Worker:** Ms. Graham

**Head Custodian:** Ms. Thomas

### **ENTRY REQUIREMENTS**

Students transferring from outside Hamilton County must have a Tennessee Certificate of Immunization on a yellow state form or a green/white state form (Kindergarten), physical examination, certified birth certificate, a social security card and two (2) proofs of residence.

Students transferring from another Hamilton County School must have two (2) proofs of residence. If all of the above listed items do not come with the records transferred from the previous school, parents are responsible for presenting them within 30 days.

**In-County Non-Zoned Lottery/Magnet students:** School Records will automatically be transferred from previous Hamilton County School attended.

**In-County Zoned Students:** Proof of Residence (two forms of proof such as, rent agreement or lease, mortgage statement, water bill, electric bill, etc.)

### **PARENT VOLUNTEER GUIDELINES**

- 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, two schools, nine hours each; three schools, six hours each.
- Hours should be completed by the student's parents, grandparents or guardians. Extended family is approved on a case by case basis, beginning with immediate caregivers.
- A minimum of half the required hours should be completed during the first semester of school.
- All hours must be completed AND recorded by **April 30th**.

**What qualifies for parent volunteer time?** Volunteer time that assists the school, teachers, and classes qualifies to earn parent volunteer hours. This includes: Completing tasks in the parent workroom, completing assigned tasks at home with specific instructions, (depending on availability), assisting a teacher in the classroom when requested, monitoring the hallways, cafeteria, car line, etc., chaperoning learning journeys (limit to 9 total hours only), attending parent classes, working at events (performances, auctions, candy sales, etc.), working to improve school building and grounds, bringing homemade food or approved store bought items for events (limit of 1/3 of hours).



**What does not qualify as volunteer time?** Time that is spent with only your child, at school or away from school, is not considered volunteer time for the school.

### **PARENTS' CONTACT INFORMATION**

The school office and your child's teacher must have a telephone number where parents can be reached during the school day. This is particularly important when emergencies occur. We also need emergency numbers of family members or family friends in case you are unable to be reached. Please notify your child's teacher and the office staff when changing address, telephone number or place of employment.

### **TEACHER CONFERENCES & COMMUNICATIONS**

Conferences with all teachers may be arranged at any time during the school year. Please call the office and leave a message for the teacher to call you or send a note with your child to arrange a conference. Because teachers' schedules are so full, it is very difficult for them to have an unscheduled conference. Scheduling conferences ahead of time is greatly appreciated and very helpful to all concerned. Hamilton County Department of Education also provides two scheduled opportunities for parent conferences. (*See Calendar*) **Parents are required to complete at least 2 conferences per year.** Teachers will communicate with parents by phone, email, notes, conferences and agenda mates. If your child loses his/her agenda mate, \$6 is required for a replacement. The \$6 may be given to the teacher or main office. **Parents will not be allowed to visit a classroom to meet with teachers during instructional time.**

### **NEWSLETTERS**

School newsletters are issued monthly on the school website, ([www.lakesideacademy.hcde.org](http://www.lakesideacademy.hcde.org)). Parents may request a paper copy of the newsletter. Each grade level will send home weekly communication to inform you of academic home support activities, projects, etc. Please read these communications carefully and take special note of important dates for your calendar.

### **SUPPLY FEES**

The supply fee for each grade level this year is \$35.00. This money is used to provide the children with materials and other supplies not furnished by the school system. It is very helpful if the entire supply fee is paid at the beginning of the year. If this is not possible, please set up payment installments with your child's teacher. Also, each grade level will have a list of supplies that your child must bring to school. **Please bring all supplies on the first day of school.**

## **FUNDRAISERS**

Lakeside Academy has several fundraisers each year. These include activities such as the Kids First Coupon Book Sale, Candy Sale, and Festivals. We encourage everyone to support these efforts. Many instructional materials, technology and services are provided to the students with the funds that are raised.

### **BOX TOPS FOR EDUCATION**

#### **1. Collect Box Tops**

*We encourage students, families, and other members of the community to clip and collect Box Tops logos on participating Box Tops for Education products. For example: General Mills, Betty Crocker, Yoplait, Lloyd's barbecue buckets, and other participating brands.*

#### **2. Send Your Box Tops to School**

*Please send in your Box Tops to your child's teacher.*

#### **3. Your School Gets a Check**

*With your Box Tops collections, the school can receive funds for needs such as, student materials. Please remember to send in your Box Tops!*

## **MONEY AT SCHOOL**

Payments that are made by check for school pictures, insurance, learning journeys, etc. should include your child's name somewhere on the check. Students who bring money/cash to school for specific purposes such as purchasing supplies or school fund-raisers, should have it placed in an envelope with the child's name written on it, the amount enclosed, and its purpose. Neither the teacher nor the school can be responsible for lost or misplaced money.

## **SCHOOL MEALS**

All students at Lakeside Academy will receive FREE breakfast and lunch for the 2017-2018 school year. Both breakfast and lunch are served daily in our cafeteria. Our cafeteria is automated and children are assigned a four-digit identification number to use as they go through the lunch line. **Please help your child memorize his/her number.** Menus can be accessed on the HCDE website, [www.hcde.org](http://www.hcde.org). If your child brings a lunch to school, please do not send any drinks in glass containers. These are not permitted at school. Parents are encouraged to join their children for lunch! Lunch for visitors is \$4.50 (subject to change).

### RECESS

Students will have supervised outdoor physical education, weather permitting. Students are expected to actively participate in the teacher-planned activities as well as free play. Parents must send a note if a child needs to stay inside on a temporary basis due to medical reasons.

### PARTIES

Classroom parties are scheduled for winter break and Valentine's Day under the direction of the homeroom parents. Watch for special announcements listing the details of these parties. **Birthday parties, special treats, and/or surprise parties will not take place at school in order to prevent disruption of other classes and daily activities. Parents are allowed to bring birthday cupcakes during the student's lunch time ONLY. There must be enough cupcakes for your child's entire class and cannot be shared with students in other classes. Please refrain from sending balloons, flowers and other deliveries for students.** Special events and activities, which correlate with subject material, may be held at the discretion of the staff.

### SAFETY

Safety is a concern for all of us. Please take time to review with your children safe practices when walking to and from school, riding on the bus, riding in the car or van, and playing on the playground. So that we know who's in our building at all times (which helps us to keep students safe), ALL visitors (parents and community members) must sign in and out in the office. You must get and wear either a VISTORS badge or a VOLUNTEER badge. Children succeed when we work together.

### MEDICATION

Medication will not be kept in classrooms or dispensed to students by classroom teachers. This includes, but is not limited to, aspirin, Tylenol, cough medicine, inhalers and antibiotics. An exception to this procedure is when children require long-term prescription medication. Only in this case will the medication be administered by the principal or his/her designee in compliance with the following regulations: A written permission form, signed by both parent and child's physician, is provided to the school and includes: ***child's name, name of medication, time to be administered, dosage, possible side effects.*** The permission form must be updated when there is a change in dosage or time of medication. **A new permission form must be provided to the school at the beginning of each new school year.**

Medication in the original prescription bottle must be brought to the school by a parent or guardian. Any refills of medication must be brought to the

**PERMISSIONS - INTERNET**  
**AND ACCEPTABLE USE GUIDELINES**

We are pleased to offer students access to a variety of websites through Internet. To gain access to the Internet, all students must obtain a parental permission form to have signed and returned. Students are responsible for good behavior on school computer networks, just as they would in a classroom. General school rules for behavior and communication apply. In accordance with procedure on student rights and responsibilities, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Damaging computers/technology, computer systems, or computer networks
- Violating copyright laws
- Trespassing in another student's or teacher's folders, work, or files
- Intentionally wasting limited resources
- Any action which violates existing Board Policy or public law

**Violations may result in loss of access as well as other disciplinary or legal action.**

**ABSENCE**

It is required by state law that school aged children must attend school regularly. HCDE has determined that **each child will be allowed 3 absences per school year that may be excused by a note from a parent/guardian.** These should only be used in cases when a child is sick but the parent/guardian determined that a doctor's visit was not needed. Any further absences must be excused by professional documentation.

**After 5 unexcused absences**, the school will send an Attendance Notification Letter to parent/guardian. **After 10 or more unexcused absences** the school will make a formal referral to the school Social Worker. If the child continues to accrue unexcused absences after the referral, a Legal Notice will be mailed to the parent/guardian indicating that their child has become truant. This notice shall serve as intent to file a petition with Hamilton County Juvenile Court unless proper documentation is provided to the school within 5 days of receipt of this notice.

Make-up work will be assigned when the child returns to school. Teachers need a 24 hour notice to prepare assignments to be sent home if the child is out for more than three days.

### **EXCUSE FOR ABSENCE**

There are legal reasons for excusing a child from attending school according to Hamilton County School Board policy:

- The child's personal illness (*A physician's statement will be required if absences exceed five days in a nine-week period.*)
- Death in the family (*Absence is not to exceed 3 days & documentation of family death required.*)
- Illness in the family requiring the child to give temporary help (*A physician's statement is required in this case.*)
- Children may be excused from school on special and recognized religious holidays regularly attended by persons of that particular faith.

### **EARLY DISMISSAL & TARDINESS**

Occasionally, a medical appointment or family emergency makes it necessary for children to be released before the regular dismissal time. If the need arises, and it is necessary for you to take your child out of school, a parent or guardian must come to the office and sign the child out of school. The school will not release your child to a stranger under any circumstances. **Those that are listed to pick up your children must present an appropriate picture ID to the office.** A student missing over 1/2 day by dismissal or tardy shall be counted absent on attendance reports. Early dismissals and tardies can prevent your child from perfect attendance certificates when the accumulated time exceeds 1/2 day. Early dismissal ends at **3:40 pm** & students will need to be picked up through car rider procedures. Tardiness (*and early dismissal for the sake of convenience*) will not be acceptable as it consistently distracts from the learning of your child and others.

### **EMERGENCY SCHOOL CLOSINGS**

School closings due to inclement weather, will be announced on major radio & TV stations and by School Messenger (phone system). Unscheduled and early closings because of equipment failure or weather may also be necessary. During 2 hour delays, due to inclement weather, school will start at 11:00 am and breakfast will NOT be served.

### **BUS TRANSPORTATION**

Riding a school bus is a privilege extended to students on condition of good behavior. All students being transported are under the authority of the bus driver and must obey his/her rules. Failure to comply will result in disciplinary action/consequences.

#### **BUS RULES**

- a. Follow directions of the driver.
- b. Walk to your seat, sit and stay seated while the bus is moving.
- c. Talk softly to those who are in the same seat as you.
- d. Respect other people and their property.
- e. Keep all parts of your body and all objects inside the bus & to yourself.

**CONSEQUENCES (Disciplinary Action for Minor Offenses)**

**First Referral-** Verbal Warning

**Second Referral-** Letter to parent and/or phone call

**Third Referral-** Three (3) days bus suspension and conference/phone call with parent(s)

**Fourth Referral-** Five (5) to Ten (10) days bus suspension and call/conference with parent(s)

**Fifth Referral-** Suspension of riding privileges for the remainder of the school semester or year.

**SEVERE OFFENSES**

**First Offense-** Five (5) days suspension and conference/phone call with parent(s)

**Second Offense-** Suspension of riding privileges for the remainder of the school year

Students, who endanger and/or harm other students while being transported, may warrant suspension of riding privileges for the remainder of the year on the first offense. Suspension from the bus does not excuse a student from attending school and does not constitute a suspension from school. Consequences are dependent on severity of offense and are determined at administrator's discretion.

**Bus transportation** may be provided for all students within Hamilton County. Check with the school and/or transportation to find the pick-up and drop-off locations and times for your child. **If there are any changes in your child's transportation, you must send a note to his/her teacher.**

**CAR TRANSPORTATION**

**Dropping off car riders**—please drop off your child on the sidewalk in front of the building. **NEVER DROP YOUR CHILD OFF IN THE PARKING LOT, unless you walk them across.** If you must park and get out of your car, please park in a designated parking space. **Never park your car at the curb.**

**Picking up car riders**—At 4:00 p.m. car riders will be dismissed to come to the gym. Families will be given a numbered card to place in their car's front window. Families retain the same number for as long as they have children at Lakeside. To pick up your child in the afternoon, make sure your numbered card is visible to the teacher on duty. If you need a duplicate card, stop in the Parent Room to obtain one. Because we use the cards to dismiss each child, the process is greatly slowed when we must ask to see the card. It is also very important that your child remembers his/her number for dismissal. Please assist him/her in learning their car rider number. **If there are any changes in your child's transportation, you must send a note to his/her teacher.** Teachers are released from car/bus duty by 4:20 each day. Please make sure that your child is picked up by this time. If not, Child Protective Service may be contacted.

## DRESS CODE FOR STUDENTS

The following dress code will be in effect for the 2017-2018 school year.

**Shirts:** Any solid color long/short sleeves shirt with a collar, and/or Lakeside Tee Shirts. **No** sleeveless shirts or hoods are allowed. Emblems can't be larger than a quarter. Solid colored T-shirts will be worn under collared shirts.

**Outerwear:** Solid sweatshirts/sweaters (*No Logos other than Lakeside Academy*), sweaters and sweater vests are to be worn over the collared shirt, and shirts are to be size appropriate. Jackets are considered outerwear and may not be worn in the main building. All outerwear is to be left in the classroom. No sweatbands or head scarves are allowed.

**Jewelry:** No necklaces with large or distracting medallions. (*Example: diamonds, dollar signs, etc.*)

**Head Coverings:** Winter head coverings may be worn, but must be removed upon entering the building. **No** hats, sunglasses, bandannas, head scarves (except for religious reasons) or headgear of any kind are allowed.

**Skirts/Skorts/Dresses:** Solid navy, black or khaki color skirts must be the longer style. Jumpers and dresses must be solid navy, black or khaki. **No** high slits or denim material are allowed. (*Because a set length may still cause some concern for some students, the administration reserves the right to address any items of clothing deemed to be too short or tight on an individual basis. A general rule of thumb is the fingertip test (length hits the finger tips). Administration will address any clothing, jewelry, etc. that they deem as taking away from the learning environment.*)

**Pants:** All pants must be size appropriate; not too loose or too tight. Solid navy, black or khaki pants must be worn at the waist & not sagging. Jeans will only be worn on specific days (*reward days*). **No** nylon, spandex, emblems or embroidery, patches/cut work/rips, writing, or sweatpants are allowed. **No leggings unless worn under skorts or skirts.**

**Shorts:** All shorts must be size appropriate; not too loose or too tight and the longer style. Solid navy, black or khaki color shorts must be worn at the waist & not sagging. **No** nylon, spandex, emblems or embroidery, patches/cut work/rips, and writing are allowed.

**Belts:** Required for any clothing with belt loops. Must be size appropriate for school. No buckles with diamonds/rhinestones, inappropriate symbols, or names (*safety issue*) are allowed.

**Shoes:** Students will not be allowed to change shoes before recess, so please send students in school appropriate shoes. Footwear must have enclosed heels and toes. (Athletic Shoes, casual dress shoes, and hiking boots.) **No** sandals, shower shoes, house slippers, thongs (flip-flops), or clogs are allowed.

### **ACHIEVEMENT TESTS**

Students will be monitored in reading and math achievement throughout the year using Fountas and Pinnell reading indicators, the Easy CBM Universal Screener, and various math assessments. Students in grades 3-5 will be given the TNReady standards based assessment during the school year.

### **CORE PROGRAMS**

In addition to your child's regular academic classes, Lakeside Academy offers each student regularly scheduled classes of the following: Music, Physical Education, Library, STEM Labs and Technology.

### **LEARNING JOURNEYS**

Educational learning journeys are planned to provide experiences correlated with subjects studied in the classroom. When your child is involved, a note will be sent home giving full details, including the place the class will be visiting, the method of transportation and any costs associated with the trip. Students are required to have written permission from a parent or guardian prior to going on learning journeys. All trips are chaperoned by school personnel who may be assisted by parent volunteers.

### **GRADING POLICY**

We, the educators at Lakeside Academy, are dedicated to the academic achievement of every student in terms of his/her ability. We ask for your support, as parents, who constitute an essential part of Lakeside's total program. Reporting of grades is done in nine-week intervals. Progress Reports are sent home during the mid-point of the nine-week reporting period. Report cards and progress reports should be reviewed and signed by a parent and returned to your child's teacher.

The grading scale for grades 3-5 is:

*A = 93-100 - Excellent, B = 85-92 - Good, C = 75 -84 - Average,  
D = 70-74 - Below Average, F = 0-69 - Failure*

Kindergarten through second grades utilize a standards based report card and is scaled 1-4 (See key on progress reports and report cards.).



- An A is “Consistently Exceeds grade level expectations”
- A B is “Frequently Meets grade level expectations”
- A C is “Approaching grade level expectations”
- A D is “Rarely meets grade level expectations”
- A F is “Does not meet grade level expectations”

Grades are for MASTERY. Every assignment recorded will be on grade level.

### **ACADEMIC HOME SUPPORT**

Additional academic practice and website recommendations will be sent home on a regular basis. The purpose is for students to practice taught skills.

### **EXCEPTIONAL EDUCATION**

State and federal laws require that local systems provide alternative programs for students with special needs and whose educational needs cannot be met with the regular classroom instructional program. Teachers will follow the proper protocol and adhere to IEPs to ensure that students receive the assistance they need.

### **SPEECH, HEARING, AND VISION TESTING**

Tests for speech, hearing and vision are conducted at the elementary level by professional district personnel according to guidelines prescribed by the Tennessee Department of Education.

### **DAMAGED OR LOST TEXTBOOKS**

Hamilton County Department of Education recognizes that good textbooks for every student are a major factor in upgrading education. If students lose or damage textbooks, the school will need to be reimbursed for the cost of the book. This applies to damage done to any school property as well. Failure to do this could result in holds being placed on report cards and records. If lost textbooks are recovered by the school or parent, and returned to the school, the parent’s money will then be reimbursed.

### **CELL PHONE/WIRELESS/DISRUPTIVE DEVICES**

Students shall not possess or have on their person a cell phone or any wireless, electronic device while attending school or a school sponsored activity. Students are prohibited from bringing the following items to school, as they are considered disruptive: radios/CD players, head sets, video games, any type of cards, magazines, toys, stuffed animals, cell phones, iPods, iPads, tablets, etc. Other items that may be considered disruptive are not to be brought to school. The consequences for violation of this type shall be determined by the administration and school board policy. **Disruptive items will be confiscated.**

### **LEOPARD LOOT 101**

#### **•What is leopard loot?**

Leopard loot is a reward system in which students are praised for modeling positive behavior. It is based on our school rules: **Be Respectful, Be Responsible, and Be Safe.**

#### **•How will students know why they are receiving loot?**

When we pass out loot to students, we engage with them as to why they are receiving the loot. Students should be aware of the reason that they are receiving the loot, as well as how it ties into the school rules: **Be Respectful, Be Responsible, and Be Safe.**

#### **•Is there a limit on how many leopard loot students can accumulate?**

There is no limit on how much loot you can accumulate.

#### **•What do students do with their loot once they receive it?**

Some teachers hold the loot until it is time to spend, some require the students to keep up with it themselves. It is important that students write their names on the back of their loot using a crayon, marker or ink pen.

#### **•How do students spend their leopard loot?**

Students may spend their loot at the Leopard Loot Store or other planned school activities. Students may only spend the loot they earn. If students are caught using someone else's loot they will not be able to purchase anything. Students may not give loot away. We want to encourage others to earn the loot themselves by displaying positive behavior.

### **DISCIPLINE/BEHAVIOR EXPECTATIONS**

The entire staff of Lakeside Academy believes that all of our students are capable of conducting themselves in a manner which will positively impact our school's learning environment. Each and every student is expected to respect the rights of others here at school. They can demonstrate this respect by following the school wide rules and by adhering to the rules established in their individual classrooms. No student will be allowed to interfere with the learning of fellow students.

**CODE OF CONDUCT:** Hamilton County students are expected to behave in a way that does not interrupt the education of other students, or endanger other students or themselves. Violence, non-attendance or tardiness, substance abuse, protests, and other unacceptable behaviors are not permitted.

The Code is designed to create a safe and secure environment on school campuses, school buses, and at school functions. The Code's objective is to establish an environment which encourages student interaction and school pride. It will support and recognize positive behavior.

**DISCIPLINE PLAN - SUSPENSION:** Because our objective is to establish an environment that encourages positive student interaction and school pride, certain incidents authorize the administration to suspend a student from school, school sponsored activities, or the school bus. Incidents resulting in suspension may include, but are not be limited to:

- Willful and persistent violation of the rules of the school
- Immoral or disreputable conduct, including language
- Violence or threatening violence against anyone attending or assigned to the school, including volunteers involved in school business
- Fighting or other physical contact
- Willful or malicious damage to school or personal property of the school or any person attending or assigned to the school. This includes marking, defacing, or destroying school/personal property.
- Inciting, advising or counseling others to engage in any acts previously mentioned
- Assaulting a school administrator, teacher or school staff with vulgar, obscene, or threatening language
- The use, sale of, or possession of alcohol or tobacco on school property, school bus, or at any school event or activity
- Any other conduct prejudicial to good order

**ZERO TOLERANCE OFFENSE (Resulting in Expulsion)**

The following can result in a suspension of at least a calendar year.

1. Possession of a firearm or an Explosive or Incendiary or Poison Gas device
2. Striking a School Employee
3. Unlawful possession of any controlled Substance or Drug
4. Possession of a knife, any device with a sharp blade or any device capable of injuring or disabling another individual
5. Possessing, transferring or receiving Drug Paraphernalia, "look-a-like" Drugs or Non-Prescription Drugs

The above includes possession on school property, a school bus, or a school sponsored activity. This may be reported to local law enforcement officials.

**SEARCHES:** School officials may search students, their possessions, and lockers if deemed necessary. This is not limited to school day, but also includes school activities away from school and school learning journeys/trips.

**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 connotation, which interferes with the student's work or creates an intimidating, hostile, or offensive learning environment.

**HAMILTON COUNTY BOARD OF EDUCATION**  
**DISCRIMINATION/HARASSMENT**  
**(SEXUAL, RACIAL, ETHNIC, RELIGIOUS)**

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities,  
or
2. Create an intimidating, hostile or offensive learning environment, or
3. Imply that submission to such conduct is made an explicit or implicit term  
or receiving grades or credit, or
4. Imply that submission to or rejection or such conduct will be used as a basis  
for determining the student's grades and/or participation in a student  
activity.

**BULLYING/INTIMIDATION**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. This includes cyber bullying! Bullying is defined as aggressive behavior that is intentional and that involves an imbalance of power. Most often, it is repeated over time. The 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 the bus and immediately following getting off the bus.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305).