

ORCHARD KNOB ELEMENTARY SCHOOL

<http://orchardknoelementary.wix.com/okes>

STUDENT/PARENT HANDBOOK 2017 – 2018

**LAFREDERICK THIRKILL
PRINCIPAL**

**JENNIFER BROWNLEE
ASSISTANT PRINCIPAL**

**2000 E. 3RD STREET
CHATTANOOGA, TN 37404**

NAME: _____

ADDRESS: _____

CITY/STATE: _____ **ZIP CODE:** _____

PHONE: _____

HOMEROOM TEACHER: _____

ORCHARD KNOB ELEMENTARY SCHOOL

VISION STATEMENT

Orchard Knob Elementary is committed to providing rigorous, data driven instruction based on best practices to ensure that all students are academically proficient and or advanced in meeting and exceeding Common Core State Standards.

MISSION STATEMENT

The **Mission** of Orchard Knob Elementary is to provide a positive, pleasant, and purposeful learning culture and climate to enable all students the opportunity to succeed in life by:

- Reading Effectively
- Thinking Creatively and Critically
- Writing Intelligently
- Speaking Convincingly

BELIEFS

*To lead productive lives, all students must be prepared academically, socially, and emotionally.

*Our students must have the skills and knowledge to become life-long learners and participants in our society.

*Parents and Community Stakeholders are essential partners of teachers and students at Orchard Knob Elementary.

*Every student deserves the right to receive high quality, data driven instruction delivered by highly effective teachers who apply best practices that are grounded in research.

MESSAGE FROM THE PRINCIPAL

As principal, I would like to welcome you and your child to Orchard Knob Elementary School. As the instructional leader, I want to guide our teachers in planning and implementing an instructional program that will meet the needs of the students at Orchard Knob Elementary academically, emotionally, and socially.

Each parent is encouraged to become involved in their child's learning by joining the P.T.A., volunteering in the school, and attending parent events throughout the school year. Research has shown that consistent parental support and parents volunteering in the school increases student achievement. As you are your child's first teacher, I strongly encourage you to join with Orchard Knob Elementary School to continue to provide the best quality education for your child.

The student planner is designed to be used by the teacher, student and parent to enhance the home/school connection. The student planner is used to record upcoming school events such as P.T.A., Family Math and Literacy Nights, and awards programs. It is also used to copy homework assignments and record daily behavior.

I look forward to working with you and your child this year as we strive for excellence in attendance, attitude, and achievement.

Sincerely,

LaFrederick Thirkill
Principal

WELCOME FROM THE STAFF

On behalf of the Orchard Knob Elementary Staff, we would like to welcome each of you and your children to an exciting new school year.

We encourage parents, grandparents, and relatives to take advantage of the many volunteer opportunities available. From volunteering in the classrooms, your children will be the direct enriched beneficiaries of your time and involvement. Your participation will ensure that we instill a nurturing environment for your children and that we pursue our goal for academic excellence

Throughout this school year, meetings, memorandums, and newsletters will provide a necessary bridge to distribute information about your children, school activities, and exchange ideas with you and your family. Please help us build a successful year by attending all meetings.

With your help, we can build a sound foundation for the 2017-2018 school year at Orchard Knob Elementary! Thank you in advance for your support.

ORCHARD KNOB ELEMENTARY STAFF

School Colors: Royal Blue and Gold

School Mascot: Orchard Knob Lions

School Motto: Creating Opportunities for all students and staff to expand their Knowledge and achieve Excellence

This handbook was written to provide helpful information for Orchard Knob Elementary students and parents. We have included important information, rules, and guidelines. If you require further information, assistance, or clarification of anything included in this handbook, please call the school office at 493-0385. We look forward to working with you and your child this year.

**ORCHARD KNOB
ELEMENTARY
FACULTY & STAFF**

Principal: LaFrederick Thirkill

Assistant Principal:

Jennifer Brownlee

Secretary: Vanessa Twitty

Office Assistant:

LaChandra Bailey-Brooks

Family Partnership Specialist:

E'tienne Easley

Cafeteria Manager

April Burkhart

Head Custodian:

Anthony Sanders

Pre-K Teachers

Foster, Pamela

Jones, Elizabeth

Young, Tracey, CDC

Kindergarten Teachers

Charlton, Trinity

Edwards, Ellisann

Erwin, Marlene

Evers, Eileen

Tarleton, Leslie

Grade 1 Teachers

Brown, Katie

Foster, Catherine

Means, Glenda

Nance, Christina

Sibley, Bria

Grade 2 Teachers

DiQuattro, Bianca

Horner, Katelynn

McEntee, Katherine

Taylor, Sydney

Thornton, Sonia

Grade 3 Teachers

Frederick, Larisa

Neese, Laura

Tiller, Rosalyn

Wachtveitl, Erin

Wilson, George

Grade 4 Teachers

Daniels, Andrew

Dillard, Robbie

Ellison, Christen

Farlett, Tara

Jefferson-Perry, Yolanda

Grade 5 Teachers

Beasley, Felix

Durham, Samuel

Johnson, Kara

Meadows, Jennifer

New, Jennifer

Exceptional Education

Cleveland, Lori

Davis, Tracy

Carter, Carolyn – SLP

Smith, Lee – Gifted Program

Martin, Laura - Vision

Collins, Angela- School Psych.

Kirkland, Susan – Speech

Physical Education

Hendricks, Mary

Music

Poke, Melody

Guidance Counselor

Frazier, Jessica

Librarian

Tracy Tucker

Interventionist (Part-Time)

Lester, Curtis – Computer Lab

Swafford, Sharon - Literacy

Behavior Specialist

Gilmore, Reginald

RN

Hickman, Regina

ESOL

Lewis, Diana

Computer Tech

Yancey, Takeisha

Literacy Coach

Jackson, Kimberly

Reading Instrutor

Pleva, S.

Truancy

Smith, Phyllis

Education Assistants

Meadows, Angela – PRE-K, HS

Rutledge, Lakeva – PRE-K

Nelson, Eric – Grades 3-5

Orsburn, Kelly – Grades K-2

White, Frances – CDC

Walker, Jacquisha – CDC

Permanent Substitute

Marble, Glynnis

SCHOOL DAY

School Hours: PreK – 5th

Classes begin: 8:00 a.m.

Tardy Bell: 8:05 a.m.

Dismissal: 3:00 p.m. (PreK – 5th)

Car riders and walkers should not arrive before 7:20 a.m. Breakfast is served in the cafeteria promptly from 7:20 – 7:50 a.m. Teachers and students assemble in the gymnasium at **7:50 a.m.** All instruction begins no later than **8:05 am.**

SCHOOL CLOSINGS

A school calendar for Hamilton County Schools for the **2017-2018** school year is located in the following pages of this agenda. Emergency dismissals during inclement weather will be announced by the district, on local radio and television stations. Please turn on one of these or call 493-0385 if the weather becomes threatening.

ATTENDANCE

Compulsory and excused absences are clearly defined in the Tennessee Code and State Rules and Regulations. Hamilton County Board of Education and Orchard Knob Elementary firmly believe in regular daily school attendance and achievement.

DOCUMENTATION OF ABSENCES

A written statement of reason for absence, signed by a parent, guardian, or doctor must be sent to school when a student returns from an absence.

CHRONIC ABSENTEEIS

Chronic absence is missing so much school for any reason that a student is academically at risk. Defined as student missing 10% or more of school for any reason. It is different from truancy (unexcused absences only) or average daily attendance (how many students show up to school each day).

TRUANCY

State Law (TCA 49-6-3007 (e) (1))

Requires that the schools notify the Social Worker/Attendance Officer when a child is absent for 10 or more days (not necessarily consecutive) of unexcused absences.

AUTOMATED ATTENDANCE MESSAGE TO PARENTS

The parents of a student that has been marked absent will receive an automated phone message from the school system by **10:00 a.m.** in regards to that absence.

ABSENCE

An absence is recorded whenever a child misses more than one-half day (3.5 hrs.) of school.

Excused Absence:

1. Personal illness of student
2. Death in the family
3. Recognized religious holidays
4. Family illness is considered excused.

Other absences are reported as unexcused.

Although daily attendance is strongly encouraged, 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.

Unexcused Absence:

Absences which do not meet the state criteria for being considered 'excused' or for which there is not a written statement from the parent, are recorded and reported as an unexcused absence. **Out-of-town trips are unexcused.**

TARDINESS

The tardy bell rings at **8:05 a.m.** Students reporting to school after such time, must report to the Attendance Office and obtain a tardy pass before entering the classroom. In keeping with **Hamilton County Board Policy 345.8, three unexcused tardies will be counted as an absence on the report card.**

Excessive tardiness is reported to the Social Worker/Attendance Officer. Students who are tardy due to a doctor or dentist appointment are excused with proof of that appointment.

EARLY DISMISSALS

Educational time is important for students, therefore we strongly discourage checking students out for early dismissal unless absolutely necessary. Parents or designated adults may check a student out during the school day by coming to the office and signing the logbook in the school office. **Parents may not enter classrooms without a Visitor's Pass 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. **Early dismissals will not be permitted after 2:30 p.m.**

MAKE-UP WORK

Absent students may make up work missed. Work for absences may be given upon the student's return to school. Students must make up work at the teacher's convenience and have five school days to complete the assignments.

STUDENT ACCIDENTS OR ILLNESS

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

1. Contact the student's parents or guardians.
2. If unable to reach the parents contact the emergency person listed on the registration form.
(Indicating other persons to contact is critical for treatment of normal injuries).
3. Notify the family physician. If no response:
4. Call any local physician.
5. Medical emergency may result in a call for an ambulance.

STUDENT HEALTH PROBLEMS

Should your child suffer from asthma, allergies, diabetes, a heart condition or any potentially serious health conditions, be sure to indicate this on the Emergency/Health section of the Registration Form. In addition, be sure to give your child's teacher a doctor's note describing the condition and the appropriate steps to take in an emergency involving the condition. **Please be sure to complete the Health Information section during registration and keep the school informed of any changes of address or phone numbers, either at work or home.**

MEDICATIONS

Hamilton County Board of Education's policy does not allow medications to be dispensed to students. This includes, but is not limited to aspirin, Tylenol, cough medicine, and antibiotics. The exception is for students requiring long-term prescription medications such as Ritalin, Asthma inhalers, insulin or migraine relievers. **Parents are advised to give medication at home and on a schedule other than during school hours. If it is necessary that a prescription medicine be given during school hours, the following guidelines must be adhered to:**

1. Present a completed "Authorization to Assist with Self Medication" form that has been signed by the physician and parent or legal guardian.

2. The above form must be updated when there is a change in dosage or time of medication.
3. Medication must be brought to the school nurse by a parent or guardian in the original prescription bottle and refilled in the like manner. **No medication is to be brought to or from school by an elementary student.**
4. The parent or legal guardian at the end of the school year must pick up any unused medication. Unused medication that is not picked up on or before the last day of school or medication that has expired will be properly disposed of by the school.
5. All medications will be given in accordance with the above guidelines.
6. Prescribed **asthma inhalers must be kept with the students at all times and readily accessible for self-administration with parental authorization.**
7. The administration of all medication will be documented on the medication log with the initials of the person dispensing the medicine.
8. Medication will be kept in a locked area designated by the Principal.

TRANSPORTATION

Hamilton County provides school bus service to students who reside within a 1.5 mile radius of the school they are zoned to attend. Each must follow a predetermined route with designated pick-up and drop-off stops to most safely and efficiently transport children.

Students must ride their designated bus and get off at their designated stop.

Send a Note!

In the event of a need to change the way a child is to go home, a **written request** from the parent or guardian **must be sent to school** so that we are aware of the change. **This includes taking a different bus, getting off at a different stop than the regularly designated place, or going home with a friend.**

BUS CONDUCT -

RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT. Students are expected to behave on the school bus. For the safety and welfare of all students, the bus driver cannot tolerate any misconduct on the bus. It is the driver's responsibility to report unacceptable behavior on the bus to the Principal. The Principal is responsible for applying the Hamilton County and Durham policies regarding such behavior, which can be as severe as suspending the offending student(s) from riding the bus.

FIELD TRIPS

There are some special programs and local places of interest that fit into the school's curriculum and are educationally expanding. When your child is involved in the field trip, a note will be sent home giving full details including destination, the method of transportation, what the child needs to bring, and the cost.

Hamilton County Board of Education Policies require written permission, in advance, for students to be permitted to leave the school on a field trip. Verbal permission cannot be accepted to permit a child to participate.

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 ACCIDENT INSURANCE

Student accident insurance coverage is available during the first few weeks of each school year. Enrollment is for one year.

CHARACTER TRAITS

Character Education is taught to help students learn both social and academic skills in order to model positive character. These traits are based on values that are shared within our community. These character traits include:

Respect – An appreciation for the person, feelings, and property of others.

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

Responsibility – The exercise of reasoned behavior including the ability to tell right from wrong through the increasing development of self-control.

Self-Discipline – Demonstrating hard work. Controlling your emotions, words, actions, impulses and desires.

Honesty – The development of characters that value trustworthiness in all behaviors.

Cooperation and Fairness – The ability to work effectively with others for mutual benefit.

Citizenship – The development of behaviors of contributing members of this society.

Courage – Doing the right thing in the face of difficulty.

Perseverance – Pursuing worthy objectives with determination and patience.

The goal is that instruction in these values is intended to achieve appropriate student conduct. Development of positive productive behaviors requires the full cooperation of students, parents, and teachers. When a child develops the ability to exercise self-control, he/she is well on the way to success in school and later in life.

DISCIPLINE POLICY

All students have the right to learn in a safe and orderly environment.

- 1. Think Before You Act.**
- 2. Think Before You Speak.**
- 3. Treat Others the Way You Want to Be Treated.**

SCHOOLWIDE 5-STEP BEHAVIOR MANAGEMENT PLAN

- Step 1** – Teacher addresses the behavior with student and provides opportunities to improve the behavior.
- Step 2** – Teacher contacts parent via writing or phone call to notify and seek support with addressing the student's behavior.
- Step 3** – Teacher completes a Student Behavior Compact form, with previous strategies included. Student meets with the Behavior Specialist to address behavior.
- Step 4** – Teacher completes a disciplinary referral with behavior and previous strategies outlined. Student meets with the Assistant Principal to address behavior. Assistant Principal contacts parent or guardian regarding behavior.
- Step 5** – Teacher, student, parent, and Behavior Specialist meet with the Principal to address student behavior and previous strategies implemented.

Note: Student behavior may result in immediate suspension or other consequences based on the nature of behavior at any step of the plan.

CORPORAL PUNISHMENT POLICY

Procedures for corporal punishment are provided in State Regulations and Hamilton County Department of Education Student Code of Acceptable Behavior and Discipline Manual. Corporal punishment is defined as physical discipline and must be approved as policy for the school by the Principal, and can be used after other methods have been used to modify student behavior. Another school official or teacher must witness corporal punishment.

SUSPENSION/EXPULSION POLICY

School administrators will notify the parent or guardian. The Superintendent will be notified of all student suspensions that are more than ten days. The administrator will give written notice to the parent or guardian of the suspension and their rights to appeal. The notice will be sent by mail or be hand delivered. The administrator will develop a behavior modification plan for all suspensions, which will be reviewed by the superintendent upon request.

DAMAGE TO SCHOOL PROPERTY

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

ZERO TOLERANCE OFFENSES

According to state and federal law, a student who commits a zero tolerance offense is expelled for one calendar year, unless modified by the Superintendent. This includes offenses on school properties, including buses and at school-sponsored activities. All violations will be reported to local law enforcement officials.

The following are zero tolerance offenses:

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, administrator or any other employee of Hamilton County Department of Education.

The following may result in at least a calendar suspension:

1. Possession of a knife or any device capable of inflicting injury to another individual.
2. Possessing, transferring, or receiving drug paraphernalia, non-prescription drugs or "look-alike" drugs.

SEXUAL HARRASSMENT POLICY

The Hamilton County School system is committed to making the educational environment for students free from sexual harassment. The district prohibits sexual harassment as defined in the Board Policy to mean unwelcome sexual favors, and other verbal, visual, or physical contact of a sexual nature from student to student, adult to student, student to adult, or adult to adult, while participating in any school activity.

The district prohibits conduct that has a negative impact upon the individual's work or academic performance, or creates an intimidating, hostile, offensive, educational environment. The district further prohibits sexual harassment that affects a student's academic status, progress, benefits, services, honors, programs, or activities based upon submission to such conduct.

Students should report any sexual harassment to their school principal who will then follow the HCDE investigation and reporting procedures. Persons who commit a sexual harassment offense shall be disciplined appropriately including suspension or possible expulsion.

GUM, CANDY, AND TOY POLICY

Students at Orchard Knob are prohibited from bringing candy, chewing gum, chips, kool-aid, other food items (except a full lunch) and toys to school. Any such items brought to school will be taken.

DRESS CODE

ALL students are expected to be in uniform everyday starting August. When there is a non-uniform day, parents will be given notification ahead of time. The required uniform is as follows for grades Pre-K – 5. A belt must be worn with pants or shorts.

Shirt/Blouse: solid white, yellow, light-blue, navy blue
Long or short sleeve with collar

Pants/Skirts/Jumpers/Shorts (Knee)
Navy/Khaki
Belt required for boys
Shoes: Casual or athletic (**heels/toes enclosed**)

***No writing advertisement, or symbols will be allowed on any item of clothing. No leggings.**

HOMEWORK – Purpose

1. Reinforce what the student has been taught in school by:
 - providing practice of learned skill
 - extending interest
 - extending knowledge
 - providing drill in weak areas
 - providing practice in researching information
2. Developing positive attitudes towards school.
3. Developing good work/study habits.
4. Encouraging creative activities beyond basic requirements.
5. Completing 9 weeks extension projects.

PARENTAL RESPONSIBILITY REGARDING HOMEWORK

1. Check homework daily
2. Confer with teacher if child is unclear about an assignment
3. Show interest
4. Treat assignment as a serious matter
5. Assist in planning time
6. Provide proper study atmosphere
7. Remove distractions: i.e. radio/tv/music
8. Look at finished assignments for:
 - ❖ Neatness
 - ❖ Accuracy
 - ❖ Completeness
9. Listen to your children read

PROGRESS REPORTS/REPORT CARDS

Progress reports will be issued at 4-5 week intervals:

1st 9 weeks Mid-Term: 09/08/17

2nd 9 weeks Mid-Term: 11/10/17

3rd 9 weeks Mid-Term: 02/09/18

4th 9 weeks Mid-Term: 04/20/18

Report Cards will be issued each nine weeks. Students are graded in all subject areas and earn grades on completed work, and individual social conduct. Parents are expected to sign and return the report card each nine weeks.

Report cards may be withheld if the student has incurred debts such as lunch charges, or damaged or lost textbooks.

Parents will be made aware of any subjects/classes in which the student is performing below grade level.

K-2 Grading Scale

- 4 = Advanced**
3 = Proficient
2 = Basic
1 = Below Basic

3rd, 4th, 5th Grading Scale

A = 93-100 (100 is the highest recordable grade)

B = 85-92

C = 75-84

D = 70-74

F = 69 or below

I = Incomplete, must be removed by the end of the grading period.

GENERAL INFORMATION

SCHOOL VISITS - PAXON SECURITY DOORS ARE NOW IN OPERATION.

***ALL PARENTS AND COMMUNITY VISITORS MUST PRESENT PICTURE ID AND STATE PURPOSE OF YOUR VISIT BY INTERCOM PROCESS TO GAIN ADMISSION INTO THE BUILDING. UPON ENTERING THE BUILDING, YOU WILL NEED TO REPORT TO THE MAIN OFFICE AND SIGN IN.**

Adults are always welcome to Orchard Knob. All visitors are encouraged to come with a **positive attitude**. Parents, the school, and staff are shaping young lives, and should model a respectful attitude for our children at all times. Visitors are not permitted to observe a class without permission from the Principal. Parents are invited to visit the school at any time, but especially during Open House, Parent Conference Night, Math and Literacy Nights, and Parent Training sessions. Parents who have concerns are to call the school office to set up an appointment and come to the school office to fill out a complaint form. The Principal, Assistant Principal, or appropriate teacher will gladly work with the parent to address the concern at the scheduled time. **All** parents must go through a “**Volunteer Training Session**” before serving in the classroom.

HAMILTON COUNTY BOARD POLICY 1.501 – Please see included at the end of this handbook.

PTA

Each family and each parent is strongly encouraged to join the Parent Teacher Association.

Parent-Teacher Conferences:

Will be held for 3.5 hours after the regular school day on one day each semester. Conferences will also be held on a Flex Schedule.

SAFE SCHOOL

Help us keep your child and all children safe while at school.

1. All parents and visitors must present picture ID and state purpose of visit by intercom process to gain admission into the building.
2. All parents and visitors must **report to the office to sign in and get a visitor’s pass** before going to any other area in the building.
3. Consistent with the State of Tennessee’s restrictions governing residency and employment, the Board of Education hereby declares that no registered sex offender whose victim was a minor may come on, about, or within 500 feet of any Hamilton County school. If a principal becomes aware that such a sex offender is on, about, or within 500 feet of school property, the principal shall direct the sex offender to leave the area immediately.

OFF LIMIT AREAS

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few **off-limit areas** where students are not allowed. These areas include the boiler room, storage areas, inner office, teacher’s lounge, and kitchen maintenance area. Students are expected to cooperate and refrain from playing or visiting in these areas.

SAFETY DRILLS

Orchard Knob will participate in the following safety drills as directed by Hamilton County Board of Education Policy: a minimum of two fire drills within the first thirty days of school, and one fire drill each month thereafter.

These additional emergency drills (tornado, safe school, etc.) will be conducted during the school year.

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.

Children must make arrangements to go home with friends or relatives before coming to school and bring a note from a parent to school. They may not call to have forgotten items brought to school.

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

MONEY

Whenever it is necessary to send **CASH** to school, it would be wise to put it in an envelope with your child's name, teacher, and purpose.

FEES/SUPPLY LIST

Each student is asked to pay a **\$10.00 school fee** and to purchase items on the classroom supply list. All fee money collected will be used to help pay the cost of duplicating student work, homework, and practice sheets, and to provide instructional materials for special class projects. The school appreciates parent help in this matter.

“The principal reserves the right to restrict any sex offender from the school property and school events to maintain the safety of all students and staff. Please contact the school office if you have questions.”

