

Welcome!

Welcome to an exciting year at Red Bank Elementary School! As we begin the journey to prepare your children for their futures, the faculty, staff, and I feel we are very fortunate to have the opportunity to work with you. On behalf of our faculty and staff, I want to thank each of you for supporting the work we do with your children each day.

Our primary goal at Red Bank Elementary is to provide each student with the highest quality education. Our intent is to provide a safe and friendly atmosphere with the structure necessary to ensure that our high educational standards are met. 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 874-1917.

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.

I look forward to working together to give your child the best possible education!

Sincerely,

Haley Brown
Principal

Ways you can help

- Know the designated entrances and exits used by the children.
- Be on time for the beginning of the school day. This will help children recognize the importance of school and develop good habits of punctuality.
- Be on time to pick up your child and make every effort not to pick them up early.
- Read all the notes that are sent home by the school. Promptly return the ones that require a signature.
- Listen to what your child has to say about school. Do not force the conversation, but be attentive when your child is ready to share.
- Praise the work your child brings home.
- Volunteer at school when you can. This helps children realize the importance of education.
- Attend after school events. Children learn what is important to their parents by watching them and attending events with them.

Red Bank Elementary Faculty & Staff

Principal: Haley Brown
Assistant Principal: Valerie Smith

Secretary: Kathy McConnell
Office Assistant: Meaghan Humphrey
Nurse: Wanda Kell
School Counselor: Christie Crowe

Pre-K Teacher

- Deanna Sinor
 - Assistant: Stacey Thomas

Kindergarten Teachers

- Becky Cox
- Lauren Denton
- Rachel Dodson
- Samantha Eaton
- Jeanna Stewart

1st Grade Teachers

- Stacey Barton
- Luisa Baxley
- Linda Bittel
- Tiffany Brown
- Jessica Gravitt
- Kayla Toth
- Chandler Warren

2nd Grade Teachers

- Ally Brunner
- Tennille Guidry
- Amy Martin
- Onica Monroe
- Angie Oliver

3rd Grade Teachers

- Marissa Bayne
- Amanda Wagner
- Emily Warren
- Samantha Williams

4th Grade Teachers

- Brandi Adam
- Kayla Jones
- Jenna Sipula
- Masey Stubblefield
- Beth Wilson

5th Grade Teachers

- Erynn Cash
- Bridgette Cox
- Margaret Hall
- Jenny Kowalski
- Miranda Nunes

Exceptional Education Teachers

- Lowry Thielges (Pre-K)
 - Assistants: Jody Johnson, Elizabeth Kennedy
- Jinlin Baker (Multihandicap)
 - Assistants: Christina Perez-Church, Vickie Wilbanks
- David Jackson (Primary CDC)
 - Assistant: Shaena Arnold
- Erin Knight (Intermediate CDC)
 - Assistants: Kathy Bickford, Gary Long, Mitzie Stanfill
- Jordan Dupree (Direct Service)
- Anna Miles Garrett (Direct Service)
- Scott Fairchild (Direct Service)
- Bonnie Shirk (Speech & Language)
- Kelly Reynolds (Speech & Language)
- Danielle Crim (Gifted)
- Pat Goldsmith (School Psychologist)

English as a Second/Other Language (ESOL)

- Sharon Weir
- Pam Johnson
 - Translator: Silvia Cortes



Related Arts Teachers

- Phyllis Finney, Music
- Dudley Green, PE
- Lyndsey Cutler, STEAM Lab
- Cristol Kapp, Library
- Julia Mayo, Music
- Cindy Pointer, PE
- Claire Stockman, Music

Interventionists

- Penny King
- Laura Littlejohn
- Annette Longoria-Adams
- Candace Russell



Policies

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

School hours: 8:00 – 3:00

Breakfast begins: 7:35

Student drop off begins: 7:35

Students go to class: 7:55

Classes begin: 8:00

Classes dismissed: 3:00

Student car rider line begins: 2:55

Absence

An absence is recorded when a child misses more than one-half of a day of school (leaves before or arrives after 11:30).

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 reason. 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.

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. **Parents and 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.

Tardiness

Students are counted as tardy if they arrive after 8:05am. Parents must bring tardy students to the main office to get a tardy pass. Excessive tardiness is reported to the Social Worker. 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 any 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.

Awards

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

- Lion List (grades 2-5): All A's in academic areas
- Honor Roll (grades 2-5): All A's or B's in academic areas
- Perfect Attendance (K-5): Present every day with no more than 2 tardies

Awards will be sent home with report cards.

Birthdays

Birthdays may be celebrated with a special snack in the cafeteria after students have finished their lunch. Please notify the teacher prior to celebrating your child's birthday in this manner. There will be no classroom parties to celebrate birthdays. Please do not send birthday invitations to be given out unless the entire class is invited.

Balloon, flower, cookie bouquets, fruit bouquets, etc. will not be accepted in the office for delivery to students in classrooms.

Bus

Behavior

Riding a bus is a privilege, not a right. Students' behavior on the bus can result in losing this privilege. It is the student's responsibility to behave in a way that does not disrupt others or take the attention of the driver away from the safety of the other children. Bus rules are



communicated and practiced often at school. Please support your child in following those rules. Student safety is the priority on buses.

Making Changes

Permission to ride a bus other than the one your child is assigned can only be granted by office staff. A parent or guardian must make this request in the form of a written note. Students should bring notes to the office early in the day (not as they are headed to the bus).

Cafeteria

All Hamilton County schools participate in the National School Lunch Program. However, all Red Bank Elementary School students are provided a standard breakfast and lunch at no cost.

Meal Prices for 2017-18

For the school year 2017-18, no student will be charged for breakfast or lunch at Red Bank Elementary.

Breakfast

Visitors: \$2.75

Lunch

Visitors: \$4.50

Holiday/special meal: \$5.00

Students may choose to bring their lunch to school. Please follow these guidelines:

- Lunch should be nutritious and well balanced.
- Carbonated beverages are not permitted during lunchtime.
- Fast food is not allowed in the school cafeteria.

Change of Address/Phone Number

Address or telephone changes should be reported to the school office immediately. The school must be able to get in touch with you in case of an emergency.

Communication

Teachers

Teachers at Red Bank Elementary encourage open communication, and will strive to respond to email communications from parents within 24 hours. The exception to this is any email received on a Friday or during a weekend will be responded to by the end of the day the following Monday.

Administration

Your input and feedback are very important to the administration at Red Bank Elementary. Please know that the principal and assistant principal are happy to discuss any questions or concerns you have. Please contact the school office in order to talk to one of us, or send an email



to brown_haley@hcde.org (Haley Brown, principal) or smith_valerie@hcde.org (Valerie Smith, assistant principal).

Discipline

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.

At Red Bank Elementary we see every child as a unique individual with varying needs and abilities. The faculty and staff are committed to meeting the unique needs of each student on an individual basis. For this reason, a list of infractions and consequences is inappropriate. Each disciplinary situation will be dealt with on an individual basis.

Following are the behavior expectations for RBES. The Lions' Pride is respectful, responsible, and safe!



Red Bank Elementary Lions' Pride



	Be RESPECTFUL	Be RESPONSIBLE	Be SAFE
Hallway Voice Level 0	STRONG Walking feet Treat hallway displays with care Follow directions Be courteous to others	SILENT Keep hallways clean Keep hands and feet to self	STRAIGHT Feet on a paw when stopped Stop at stopping points
Restroom Voice Level 0	Honor privacy Keep hands and feet to self	Keep classroom materials out Wash hands with soap and water Place paper towel in garbage can Flush toilet Keep restrooms clean Return to class promptly and quietly	Wait patiently Report messes and needed supplies Only four students a restroom at a time
Cafeteria Voice Level	Say please and thank you	Use restroom before lunch	Keep eyes forward Walking feet



2	Chew with your mouth closed Listen and follow adult requests	Pick up all trash around you Only EAT <i>your</i> food Know your lunch number	Stay seated until dismissed
Assembly Voice Level 0	STARS Listen and follow adult requests	Sit on bottom Keep hands and feet to self	Know the location of the adult in charge
Playground Voice Level 4	Be kind to peers while playing Respect nature Listen and follow adult requests	Use restroom before recess Line up silently when whistle is blown	Keep hands and feet to self at all times Stay in designated play area Use equipment appropriately Report problems to an adult immediately Know the location of the adult in charge
Classroom	Enter the classroom voice level 0 Follow procedures quickly Raise hand to speak Use kind language	STARS Be prepared Take care of school property Demonstrate self-control Use your time wisely	Keep hands, feet, and objects to yourself
Bus Voice Level 2	Listen and follow adult requests	Keep hands and feet to self Keep food and drink in backpack Keep backpack closed Follow bus driver's procedures	Face forward Stay on your bottom in your seat Keep aisle clear

The following infractions could result in a suspension of at least a calendar year:

- Possession of a firearm or an explosive or incendiary or poison gas device
- Striking a school employee
- Unlawfully possessing any controlled substance or drug
- Possession of a knife, any device with a sharp blade, or any device capable of injuring or disabling another individual
- Possessing, transferring, or receiving drug paraphernalia



- *Look-alike* drugs or non-prescription drugs

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

Bullying

We believe that a safe and civil environment in school is necessary for students to learn and achieve high academic and personal standards. Red Bank Elementary School defines bullying and harassment as any gesture or written, verbal, physical act, or electronic communication that has the effect of insulting or demeaning a student or group of students in such a way as to cause substantial interference with the orderly operation of the school, interference with the student or group of students' education, or creates a intimidating or threatening educational environment.

Should students become aware of a bullying situation, they are encouraged 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. A written statement detailing the incident to be delivered to any teacher, counselor, or administrator either in person or to that person's mailbox.
2. Verbal statement to any teacher, counselor, or administrator.

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

Parent Support

Your support of your child's conduct as well as the disciplinary actions that take place at school each day is of vital importance in your child's success in school and later in life. We will work with you and your child to help support their success in school. We depend on your support as well as we strive to emphasize positive behavior in all of our students.

Dress Code

Our dress code is designed to encourage modesty and to build an appropriate learning environment. Please ensure that your child dresses appropriately for school. If a student's dress becomes a distraction to the educational environment, it will be dealt with on an individual basis. Any item of dress that is not identified below, and creates a distraction in the educational environment, will be handled at the discretion of the teacher and administration.

Tops

- Shirts should be proper fitting and long enough to cover undergarments and stomachs.
- Spaghetti straps are not permitted.
- Items with inappropriate language or logos and/or items with tobacco, alcohol or drug advertisements are not allowed.

Pants

- Pants and jeans should be size appropriate, not baggy, oversized, tight, or expose undergarments.
- Pants must be worn at the waist.



Shorts and Skirts

- Length must reach the bottom of the fingertips when student is standing straight with hands at side.
- Mini-skirts and short shorts are not allowed.
- Skirts should have leggings, tights, or shorts underneath.

Shoes

- Only tennis shoes, with socks, should be worn.

Accessories

- Earrings should not be hoop or dangling.
- Make-up should not be worn to school.

Hats & Hair

- No hats or hoods in the building.

Upon violation of this dress code, the parent will be notified and may be expected to bring suitable dress for the child to change into. Continued violation may necessitate a conference with the child and parent, and could lead to an out-of-school suspension.

Clothing and grooming which are questionable in regard to modesty or appropriateness should be avoided. The administration serves as the final authority in these matters.

Early Dismissals

Please limit the number of times your take your child out of school early. Early dismissals can be as detrimental to the academic environment as tardies.

The school will not release your child to a stranger, or someone who is not listed on their information card, under any circumstances. If the need arises and it is necessary for someone who is not on the card to take your child out of school, you must fax or write a note naming the person to whom permission is given to pick up your child.

Electronic Devices

Please do not allow your child to bring electronic devices or toys (including cell phones) to school. Having one of these items at school not only potentially disrupts the classroom, but also risks having the item stolen or lost. If your child does bring an electronic device to school, the device will be collected and taken to the office. A parent or guardian will be required to retrieve the item from the office.

Red Bank Elementary has adopted the Hamilton County Department of Education's Cell Phone Policy. Violations of this policy shall include the following consequences:

1st Violation – phone confiscated for 10 school days

2nd Violation – phone confiscated for 20 school days



3rd Violation – phone confiscated for the remainder of the school year

If your child faces a situation that necessitates possession of a cell phone for before or after school hours, please talk with a member of the office staff. An agreement can be reached that will allow your child to follow these procedures while maintaining needed communication.

Emergencies

School Emergencies

In the event of a power or phone outage, important announcements will be posted on the Red Bank Elementary Facebook page. Please be sure to “friend” Red Bank Elementary on Facebook! If there is an unexpected early dismissal, often times a School Messenger phone call will go out with details on dismissal. It is very important that you maintain updated contact information with the school at all times.

Student Emergencies

In case of a serious accident or illness the school will follow these procedures:

1. Enlist the assistance of the school nurse.
2. Contact the parents or guardian of the student.
3. If a parent cannot be reached, the emergency contact listed on the child’s information card will be contacted.
4. If the emergency contact cannot be reached, the family physician will be notified.
5. If no other contact can be reached, the school will call emergency officials for assistance.

It is critically important that families maintain updated contact information with the school at all times.

Fees

Red Bank Elementary students pay an instructional fee of \$35.00 this year. This fee covers the cost of manipulatives and instructional materials for your child’s use. Please pay this fee as soon as possible after the beginning of the school year.

Health Problems

Should your child suffer from asthma, allergies, or any other potentially serious health condition, be sure to speak to the school nurse as soon as possible. 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 keep the school informed of any changes of address or phone numbers, either at work or home.

Medication

Medication will not be dispensed to students. The exception is for students requiring long-term prescription medications. Only in these cases will the school nurse or her designee, in



compliance with school district regulations, administer medication. Please see the school nurse for guidelines regarding administering medication at school. **Medication may not be sent to school with students at any time.**

Homework

Homework will be assigned in each class according to the teacher's design. It will be assigned for any of the following reasons:

1. Reinforcement of skills or concepts already taught in class
2. Enrichment
3. Completion of work not finished during the school day

As a rule, daily homework assignments should not exceed the given time limits:

Grades K-2	20 minutes per night
Grade 3	30 minutes per night
Grades 4-5	45 minutes per night

These time limits are additional to any nightly reading assignment.

Parents are encouraged to provide satisfactory homework conditions including a workspace, good lighting, supplies and materials, and a regularly scheduled study time.

Lost and Found

All clothing found at school, regardless of its value, is placed in the lost and found in the cafeteria. Money, jewelry or other articles of value are turned in to the office. Students may claim them after proper identification. At the end of each month all unclaimed items will be given to a local charity.

Messages

Please do not call the school to leave messages for students unless it is an absolute emergency. Please make arrangements for books, homework, money, and transportation before your child leaves for school each morning.

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.



Parties

As determined by the Hamilton County Department of Education, classrooms are allowed two parties each school year. Designated times are winter holiday and Valentine's under the direction of the teacher and homeroom parents. Look for announcements listing the details of these parties. Special events and activities, which correlate with classroom curriculum, may also be held at the discretion of the administration.

For more information on Birthday Parties, please see the heading, "Birthdays."

Reading

It is the goal of Red Bank Elementary for every student to read on grade level. To make sure students are progressing adequately in reading, we are utilizing small group instruction and guided reading. Texts are used with every small group that meet the needs of those particular students. These are known as "leveled books". Books are leveled using the alphabet – Level A is a beginning reader and Level Z is the most advanced. Please make reading at home a regular part of your child's day as literacy is a key indicator of a child's academic success.

Transportation

Due to bus traffic, no drop off or pick up is allowed in the front of the school during arrival or dismissal times (7:35-8:00am and 2:45-3:30pm). All car traffic will use the back of the building. This includes parking to walk your child into the building. This is a safety issue and is in the interest of every child and driver. The only exceptions are for students in special education classes who will be dropped off and picked up at the side of the building. These cars must enter through the front entrance to access the appropriate location and will be issued a pass for entry.

Car Riders

In order to ensure the safety of all children, it is imperative that each and every parent follow the same car rider procedures. By following these policies, parents set a good example for their child.

Morning Drop-Off Procedures

Before 7:35, students must be signed up for Child Care. Parents must park and walk children into the cafeteria to sign them in.

At 7:35, there are 2 options:

1. Car rider line in the back of the building
2. Park and walk your child in to the building – please park in the back lot to do this

Please do not:

1. Drop your child off in the front of the building at any time after 7:35
2. Park in the front of the building to walk your child in



After 8:00, you are late. You must:

1. Bring your child to the front of the building, and
2. Come in with them to sign them in

Morning Car Rider Procedures:

1. Use lanes 1 and 2 only.
 2. No parking in the car rider line or in the lane beside the sidewalk.
 3. Children must stay in the car until an adult signals for them to exit.
 4. Children will exit the car and use the sidewalk to get to the back door.
 5. Remain stopped until the adult alerts drivers it is safe to move.
- **DO NOT** drop children off without the presence of an adult!

Afternoon Pick-Up Procedures

There are 2 options if you wish to pick your child up from school:

1. Car riders in the back of the building at 2:55, OR
2. Walkers in the front of the building at 3:15 (or after all the buses clear the parking lot)

Please do not wait for your child in the lobby and take them out of line as they walk to car riders for child care.

Afternoon Car Rider Procedures:

1. Use lanes 1 and 2 only.
 2. Stay in your car and do not motion for your child to come to the car. An adult will signal the children to come to you as soon as it is safe.
 3. Remain stopped until the adult alerts drivers it is safe to move.
- Children are not allowed to go to cars parked by the side. Every child must follow these procedures for afternoon pick-up.
 - When all cars have been filled and the line is finished, any remaining students will be taken to SACC if they are registered. Students not signed up for SACC will be taken to the office. Please come inside to pick up your child at that time.

Changes in Transportation

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

Visitors

Parents are encouraged to visit school frequently and actively participate in the education of their child. Please avoid conferencing with teachers during these types of visits. Conferences should be scheduled ahead of time with both the teacher and parent agreeing to the time. All visitors must check in in the office before going to a classroom or other part of the building. **Please do not go directly to your child's room without coming to the office first.** Parents are especially



expected to attend Open House, PTA meetings, and other after hours events. A calendar with these dates will be distributed after the beginning of the school year.

