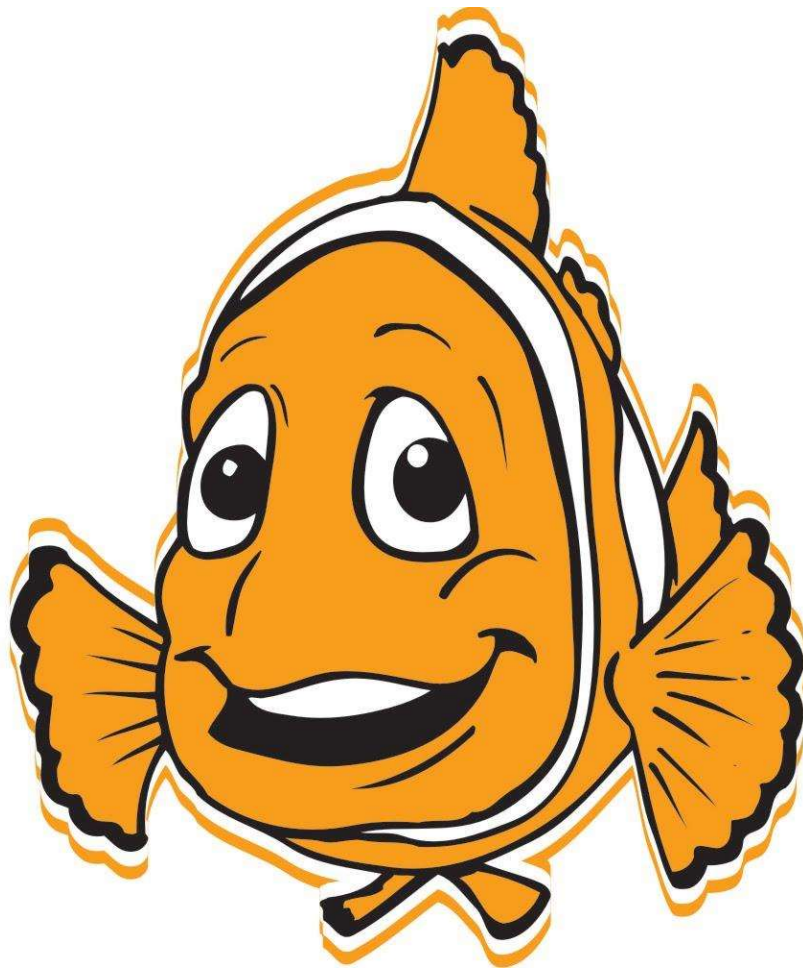


Student Handbook 2017-2018



Soddy Elementary School

260 School Street Soddy Daisy, TN 37379
Office (423) 332-8823 Fax (423) 332-8843
Kim Roden, Principal roden_kimberly@hcde.org

The Soddy Elementary School
Community is a respectful, accepting and
safe learning environment where
engagement and knowledge lead to
success.

Soddy Lakers

Learning
Accepting
Knowing
Engaging
Respecting
Succeeding

Character Counts at Soddy Elementary

September – Respect

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

October – Responsibility

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

November – Perseverance

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

December – Caring

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

January – Self-Discipline

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

February – Citizenship

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

March – Honesty

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

April – Courage

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

May – Fairness

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

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**Soddy Elementary Faculty and Staff
2017 - 2018**

Office

Kim Roden – Principal
Caroline Carpenter – Secretary
Karen Pierce – Clerical Assistant
Janet Bryant – Nurse
Jennifer Bearden – Bookkeeper
Michelle Graham – Assigned Substitute

Pre-K

Elsea, Patricia - Teacher
Alexander, Emily – Parapro

Pre-K CDC

Lang, Danielle - Teacher
Actkinson, Lindsey – Parapro
Eames, Kimberly - Parapro

Kindergarten

Booher, Kylene
Clem, Ashley
Hudson, Danielle
Burdine, Cristina
Allen, Kelli

First Grade

Chandler, Mildred
Heslin, Kerri
Moates, Lindsay
Turner, Katie

Second Grade

Mercer, Tonia
Olive, Jamie
Roberts, Misty
Varner, Cindy

Third Grade

Campbell, Kate
Leeseberg, Sarah
James, Jessica

Fourth Grade

Karpinko, Andrew
Silvers, Tiffany
Wofford, Amanda

Fifth Grade

Cook, Tina
King, Abby
Leech, Katie
Lillie, Scott

Related Arts

Croft, Kevin – PE
Murphy, Phyllis – Library
Pleace, Sarah – Music
Wood, Amber - Art

Exceptional Education

Antones, Ashley K-2 CDC
Butts, Hannah K-5 DCC
Harmer, Sarah 3-5 CDC
Lynch, Morgan DS/Gifted
Phillips, Emily DS/Gifted
Schoolfield, Ellen DS/Gifted
Strauss, Brian CALMM

Ex. Ed. Assistants

Cate, Chad
Degeer, Kris
Dufour, Angie
Ellis, Suzanna
Hendrix, Marti
Johnson, Kathy
Schaublin, Katie
Vandergriff, Jerri
Wainscott, Heather

Educational Assistant

Burchard, Angie
Vetter, Angie

Interventionist

Pickett, Debbie
Fulton, Jan

Literacy Coach

Payne, Sarah

STEM Teacher

Phillips, Julia

Itinerate Staff

Blakely, Lisa – Guidance Counselor
King, Lisa – SLP Assistant
Long, Susan – School Psychologist
Nottis, Kyle – SLP
Rainey, Ryan – SLP
Spangler, Vickie – Social Worker
Weems, Melinda - SLP

Head Custodian

Millier, Janie – Day
Hobbs, Dave – Night

Attendance

The Hamilton County Board of Education believes in the establishment of a tradition of regular school attendance for each student. This establishes the first step toward a successful academic career culminating in a high school diploma and this is an essential concept to learn for the job market.

Excused Absences

1. **Personal Illness:** Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required. Three parent notes are allowed per year.
2. **Death in Immediate Family:** Students may be excused for three (3) days in the event of a death in their immediate families including mother, father, stepparent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
3. **Family Illness:** Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.
4. **Religious Holiday:** Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
5. **Personal:** Students who are absent for a good cause such as a doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc. may be excused upon proof of appointment. Prior approval by parent or guardian and the principal or designee is required.
6. **Approved School Sponsored Activities:** Students shall be marked present when participating in a school sponsored activity away from the school building.

Excessive Absences

The law requires that school officials report to the court any parent/guardian of a child who is unlawfully absent from school for any five (5) days during the school year (this means an aggregate of five (5) days) without adequate excuse. When a student reaches five (5) unexcused absences, the school will notify the parent/guardian that their child must attend school on a regular basis by mailing the Attendance Notification Letter. After ten (10) days absence without adequate excuse, a student is referred to the school social worker. If the child continues to accrue unexcused absences after the referral, a legal notice will be mailed by the school social worker.

Balloons

Balloons can be hazardous to the health of children. They are not allowed on school property. Balloons are not to be delivered to students at school. If delivered, the parent will be called to pick up the balloons.

Before and After Care (School Aged Child Care)

The Hamilton County Department of Education provides before and after school child care. Parents may register at any time during the school year. It is good to go ahead and register during school registration in case there is an emergency and you need to use this service. The hours of operation for this program are from 6:00 am until 8:00 am and from 3:30 pm until 6:00 pm. All day child care service is available on days school is not in session (in-service days, snow days, fall, winter, spring and summer breaks, etc.) A registration form and fee of \$10 are due the first day of attendance. For more information contact Miss Kaitlin, SACC Director, 332-8823.

Bell Schedule

8:00 First bell, doors open, breakfast begins

Students report to breakfast or the gym.

Car Riders must arrive no later than 8:15 to be served breakfast.

3:30 Dismiss for the day

Bus Transportation

Bus service is provided for Hamilton County students. Riding the bus is a privilege and should be treated as such. For a safe and enjoyable ride to and from school, children should be reminded frequently about good behavior on the bus. A student will become ineligible for bus transportation when the student's behavior physically or emotionally endangers other riders, causes dissension on the school bus or when the student disobeys the HCDE Rules of Conduct for bus riders. Bus drivers are authorized to enforce these rules. Any student referred to the principal for disciplinary action may lose bus transportation privileges. All parents will receive a copy of the Rules of Conduct and consequences during registration.

Car Drop Off and Pick Up

The goal of Soddy Elementary is to create arrival and dismissal procedures that ensure safety for all. For the safety of students and staff we ask that all procedures be followed on a daily basis. All drivers must follow the directions of staff on duty.

Morning Drop-Off 8:00 – 8:30

All cars will use one lane (D-Next to the fire lane) for student drop off. When cars come to a stop, students should exit immediately and go straight to the sidewalk. Then walk to doors and enter the building. Please have students exit on the school side of the car. This will alleviate walking between cars. Staff will give a signal when cars can move to the exit.

Parents should drop students off in the car line and not walk students into the building after the first week of school. See the Visitor and Volunteer section for specific dates. This helps to build student independence and there will be adults supervising them in the building.

Afternoon Pick-Up 3:30 – 3:50

All cars must enter the parking lot by turning right off of Oak Street in the afternoons. Cars cannot turn left into the lot from School St. This blocks cars from leaving after picking up students.

Parents who are late picking up students must park and come in to the office to sign them out. **Refer to the Car Arrival and Dismissal notice given at registration for details regarding student pick up procedures. They must be followed to ensure student safety.**

Conferences

School –wide parent conferences will be planned once each semester. The exact date and times will be sent home at a later time. Please plan to meet with your child's teacher on that day. The teacher or parent can request other conferences throughout the year to discuss successes and challenges for the students. Teachers are with students from 8:20 – 3:40. These are not times for an unscheduled conference. Conferences must be scheduled with the teacher ahead of time.

Connect Ed Messages

Hamilton County Schools has implemented a messaging service. It enables the system or school to communicate with parents about emergency situations, school events and important issues impacting students. It allows us to send messages to your home phone, cell phone, text and email. It is very important that we have correct updated numbers in the office. The school or district number will be displayed when we send messages. You can push the star * key to listen to the message again if needed.

Dress Code

The major purpose of our school is to provide an atmosphere conducive to learning. Any manner of dress that attracts an unusual amount of attention is unacceptable. We rely on the parent to monitor the appropriate dress of the child before he or she comes to school. Students are encouraged to dress in a manner that reflects pride in themselves and their school. Students are expected to use good taste in hairstyles, jewelry, etc., so that a school atmosphere of neatness, cleanliness, and self-respect is generated. All clothing should fit properly and follow the dress code policy.

- Use good judgment in student dress.
 - Pants and shorts must fit at the waist.
 - Shorts, skirts and dresses must be longer than fingertips when arms are at your side.
 - Spaghetti straps should not be worn unless they are covered by a sweater or shirt at all times. Straps must be three fingers wide.
 - If there is a design or writing on the t-shirt, it must be appropriate. It should not be scary or offensive.
 - Holes should not be cut in jeans.
 - At no time should under garments be showing.
 - Tennis shoes or closed toe shoes with tennis shoe type soles must be worn at all times. Sandals and/or open toe shoes are not allowed. Rollers on tennis shoes are not allowed. If rain boots are worn to school, tennis shoes should be brought to wear upon arrival.
- ***The parent of a student not in dress code may be contacted to bring proper attire.

Early Dismissals:

There will be no early dismissals after 3:00 p.m. unless prearranged with the principal or in the case of an emergency.

Our school day ends at 3:30. Any student who is dismissed early is missing instruction. We are very protective of our instruction time and want to make every moment count. Early dismissals interrupt the routines and instruction at the end of the day.

Procedures to follow:

- Write a note to your child's teacher indicating reason for the early dismissal and the approximate time you will arrive.
- Come to the office to check your child out of school. A child will not be dismissed to anyone not listed on the registration/dismissal card. Identification is required for dismissal. Staff will call the child when you arrive and not before.
- Wait in the office for your child. Do not go to classrooms.

Field Trips

Field trips are planned for the educational value and enrichment of the curriculum. It is important for each child to participate and learn from the experience. When a trip is planned students will bring home a permission slip. All permission slips and money must be returned by the date due on the form. There will be no exceptions to this timeline. Students will not be able to attend if permission slips and money are not returned on time. No phone calls will be accepted for permission to attend. If enough money is not collected the trip could be cancelled.

If parent chaperones are requested, I hope you will volunteer to attend. Because chaperones are responsible for the safety and supervision of students, younger siblings cannot attend the field trip with the parent. We ask that all students return to school after the field trip. This is a learning day, and they will be asked to complete activities as they reflect on their learning from the trip. Students who are dismissed will complete the activities during recess on the day they return.

Food Services

Breakfast and lunch are served on a daily basis. Through the Healthy, Hunger Free Kids Act of 2010, our school is one of several in Hamilton County that has been approved to provide **free** breakfast and lunch to **EVERY** child for the 2017 - 2018 school year. A la carte items will be available for a cost. Extra milk is \$.50. Visitors pay \$2.75 for breakfast and \$4.50 for lunch. Students are not allowed to bring carbonated drinks to lunch. If one is brought, students will be given a cup of water instead. If a child has a milk allergy water will be provided as approved by the nurse. Each student will be expected to memorize their lunch number. Practice at home. Any money sent for extra items should be in an envelope with the student and teacher names on the front.

Grades

K – 2 are graded based on standards. Parents will receive a standards-based report card to show progress made on each specific standard. Teachers will work to help you understand what this means and how to help your child.

3-5 are given number grades. All students will be working to master state standards for appropriate grade levels. Teachers for grades 3 – 5 will post grades on Power Teacher. Parents will have access in order to monitor students' grades and completion of work. Teachers will give out user names and passwords after school begins. A – 93-100 B – 85 -92 C – 75 – 84 D – 70 – 74 U – 69 or below

Homework

All students should read at least 20 minutes each night and practice math facts and younger grades should practice sight words. Other homework will be kept to a minimum. Teachers will send more information at the beginning of the year.

Make-up Work

Excused absences (those meeting State attendance rules) will entitle students to make up missed work. Unexcused absences may result in receiving reduced credit. For each day missed the child will have 5 days to complete make-up work. Parents must call before 10:00 am on the day of the absence in order to pick up work after 2:00 that day.

Medicine

Students needing medicine administered at school will need to submit a signed doctor's order. The nurse will supply you with this form. All medication should be brought to school by an adult and given to the nurse. Students are not to transport any medicine to and from school.

Parties

There are two school parties per year: Christmas and Valentine's Day. Unless the entire class is invited, private party invitations should not be distributed at school. If you want to send a small birthday treat for the class, do so in the morning and notification will be given to the teacher. The teacher will give out the treat during recess or right after lunch. Please make prior arrangements with the teacher.

Possession or use of Tobacco

Any student who uses or possesses tobacco product on school property will receive disciplinary measures that could include a citation from law enforcement that would force them to appear in Juvenile Court.

All persons should refrain from smoking on school grounds. This includes the parking lot as parents are waiting for students.

Registration and Emergency Forms

Occasionally it may be necessary to contact parents quickly due to illness or emergencies. Emergency information is kept in the office and classroom. It is the responsibility of the parent to provide the school with accurate and up-to-date information and phone numbers. Copies of restraining orders and custody documents that may affect dismissal of your child must be supplied and put on file in the school office.

School Payments

Separate checks for each child and event (supply fees, field trips, coupon books, etc) should be made payable to Soddy Elementary School and given to the homeroom teacher. Different checks must be written for each of your children who are in different classrooms. Be sure the child's full name is on all checks. Cafeteria payments are made out to Hamilton County Food Services (HCFS). Child Care payments are made to School Age Child Care Program (SACC).

School-wide Discipline Plan

All Hamilton County parents and students must review the *Hamilton County Code of Acceptable Behavior and Discipline* brochure each year. The signature portion must be returned to the classroom teacher. We will keep you informed of any changes in the school-wide discipline plan.

We will have three main school-wide expectations for behavior: Be Safe, Be Respectful, and Be Responsible. Students will practice what these expectations look like in each area of the school.

All classroom teachers will have a discipline plan and procedures posted in the classroom. Copies will be sent to parents by the end of August. For severe and/or multiple instances of misbehavior any teacher, faculty member, substitute or the principal will issue a Disciplinary Referral. When a referral is made, the principal and teacher will work with the child to correct the behavior and help the child make better future choices. Referrals will be sent home at the time of conference, by mail or by the student. In the rare event that it becomes necessary for a student to be suspended from school, a parent conference will be required before the student is readmitted to school. Conduct can have an impact on Star or Honor roll, field trips eligibility and extracurricular activities.

Any threat to do harm to another student, school employee, school system employee or self will be taken seriously by the school administration.

Searches

To protect the health and safety of any member of the student body, students and their possessions may be searched by school officials if illegal articles or activities are suspected.

Star/Honor Roll and Perfect Attendance

Grades 3 – 5 will have the opportunity to attain Star/Honor Roll each quarter. All grades can attain Perfect Attendance awards for each quarter. An awards presentation will be scheduled each quarter. Look for dates in the PTA Newsletter.

*Star Roll: Students must have an average of 93% or higher in all academic areas and an S in conduct.

*Honor Roll: Students must have an average of 85% or higher in all academic areas and an S in conduct.

*Perfect Attendance: To attain this award students must be on time and attend all day. Students who have 3 or more tardies and/or early dismissals will be ineligible for perfect attendance. Three tardies and/or early dismissals are equal to one absence for award purposes.

Student Electronics

Possession of a cell phone or other electronic device must be approved by the principal. If permission is not given, the device will be confiscated and held for parent pick-up in the office. With permission all devices should be turned off and kept in the backpack or with the teacher or office for safe keeping during the school day. Damage or loss of the item will not be the responsibility of the school.

Student Transfers

If a student transfers to another school parents must notify the office and teacher as soon as it is known that the student will be leaving. Library books and textbooks must be returned before leaving. All money owed to Soddy Elementary must be paid before records can be transferred to another school. This includes library books, fund-raisers, pictures, Child Care fees, and lunch charges. Please contact the office to complete a transfer form and sign a records release so that office staff may forward the records to the receiving school.

Tardiness

It is important that students arrive at school on time in order to begin the day on a good note. Instruction begins at 8:30 am. Students must be in the classroom by 8:30 to be on time for school. Car riders who are still eating breakfast at 8:30 will be counted tardy even if they arrived earlier. Car Riders need to get here close to 8:00 to eat and have time to get to classrooms. After 8:30 am, students will be considered tardy. They need to be brought to the office by a parent or guardian and signed in. Students cannot enter the classroom without a tardy slip after 8:30.

Excessive tardiness or early dismissals will result in a social worker referral.

If a student arrives after 12:00 or leaves before 12:00, an official absence for the day is recorded.

Transportation Changes

Students must bring a note from a parent or guardian if they are not going home the way the parent indicated on the registration form. If a student is going to leave with another student, both students must bring a note from each parent. When the request involves bus transportation, the note must be sent to the office for approval. Teachers will not allow students to ride home with another child without a note. Students may not make transportation changes during the school day. Be sure to give possible drivers a car tag with your child's name on it.

When calling the school office for a transportation change, the request must come in before 3:00. We will make announcements by 3:15. Please use agendas and notes to make these changes. **Transportation changes over the phone must be used sparingly.** Making announcements to classes interrupts instruction and can cause confusion at the end of the day. Our goal is to keep students safe. These procedures must be followed to ensure students arrive home safely.

Vandalism

Vandalism inside or outside will not be tolerated. The school system will require parents of students who commit vandalism to pay for damages.

Visitors and Volunteers

Parent involvement is an important and vital part of the academic success of students. We welcome volunteers to help throughout the day. For the safety of your children and the protection of instructional time, there is a specific classroom visitation policy. *Visitors to our school may not go to any classroom unless (#1) they have permission from the administration or (#2) the teacher is aware and has informed the office staff the visitor is coming.*

All volunteers must sign in (and out) in the office and obtain a visitor's pass from office personnel.

***We would like to limit the amount of visitors eating lunch with students. In an effort to improve safety, we ask that only parents who are volunteering in the building eat lunch with students.

Parents of students in grades 1 – 5 may walk students to the classroom before 8:30 without a pass until August 18. Parents of kindergarten students may walk children to the classroom until August 25. Parents must leave students at the classroom door as instruction begins at 8:30. After these dates, students should walk to class with their teacher. Students will be in the gym until 8:20. Teachers will then escort them to classrooms.

Weapons on School Property

It is unlawful for any student to possess or carry a weapon on the bus, school property or any other property owned, used or operated by any board of education or school or public educational institution.

Zero Tolerance/Discipline Violations

According to state and federal law, a student who commits a zero tolerance offense will be expelled for one calendar year, unless modified by the superintendent. This includes offenses on school properties, including buses and at school-sponsored activities. The following is considered zero tolerance offenses:

*Possession of a firearm, explosive, poison gas device, bomb or similar device

*Illegal possession of a controlled substance or drug

*Striking a teacher, principal, administrator or any other employee of the Hamilton County Department of Education or an SRO

*Transmitting by 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.

Refer to the 2017-2018 Code of Conduct brochure for further updated information.