

Spring Creek Elementary

2019-2020

Parent and Student Handbook



My School Pledge:

I pledge today to do my best in reading, math, and all the rest.

I promise to obey the rules in my class and in my school.

I'll respect myself and others, too.

I'll expect the best in all I do.

I am here to learn all I can, to try my best and be all I am.

*Agendas are funded by Children's Dentistry of Chattanooga.
Please see their add on the back cover.*

***Please no early dismissals after 3:15.**

WELCOME

Welcome to Spring Creek Elementary, located in the Missionary Ridge learning community. The faculty and staff at Spring Creek look forward to the opportunity to get to know you and your family during this school year. We invite you to take an active role in our school.

This handbook is designed to give you important information concerning procedures, expectations, routines, and policies. It is a quick reference about several topics of interest to you. It will help to explain our instructional program and school activities. This information will also answer questions about arrival, dismissal, absences, and discipline.

Take time to share this information with your family members, so they can become aware of the many opportunities, educational offerings and challenging experiences you will encounter this school year.

Spring Creek Elementary, a **Title I school**, is committed to **excellence**. We are dedicated to making our school an outstanding educational academy by supporting our students and their families. The staff and I wish you a productive and successful school year.

Mrs. Kristy Dillard, Principal

TELEPHONE NUMBERS

Office (423) 855-6138

Fax (423) 855-6150

Cafeteria (423) 855-6140

SACC (423) 855-6165

OFFICE HOURS

8:45 A.M.—4:15 P.M.

HOMEWORK HOTLINE

Hamilton County Department Of Education

423-498-7020

www.hcde.org

CHARACTER EDUCATION TRAITS

September	Respect
October	Responsibility
November	Perseverance
December	Caring
January	Self-Discipline
February	Citizenship
March	Honesty
April	Courage
May	Fairness

MISSION STATEMENT

Spring Creek Elementary School is dedicated to excellence. We are committed to providing a learning environment that will allow all students to become productive citizens who are academically advanced. The vision of Spring Creek Elementary School is to be and do our best, therefore, becoming a high performing school by providing a rigorous learning environment for all students.

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CURRICULUM

Philosophy and Objectives

Recognizing our responsibility to provide each new generation with adequate skills to be independent and to be gainfully employed in an enriched learning environment which is conducive to the educational process. The Hamilton County Department of Education curriculum is designed to meet the following objectives for our students:

- To demonstrate competency in fundamentals of learning and communication
- To develop skills and attitudes which facilitate life-long learning
- To attain sufficient information to realize life goals
- To understand principles, habits and attitudes conducive to good physical and mental health
- To establish and maintain satisfactory relationships with others
- To practice the basic requirements of responsible citizenship
- To develop competence in the use of natural resources and in the maintenance of ecological balance
- To acquire career information and economic competence
- To appreciate cultural and aesthetic values
- To be aware of increasing interdependence among the peoples and nations of the work
- To maintain a high degree of intellectual curiosity
- To acquire the intellectual and social skills which enable each individual to live in world that accepts full inclusion of people with disabilities, and those with ethnic and racial differences
- To implement the goals of the Superintendent and Hamilton County School Board

CURRICULUM DESIGN

The curriculum shall consist of the programs listed in the State Rules, Regulations and Minimum Standards. These courses have been approved by the State Commissioner of Education, the Superintendent, and the Hamilton County Board of Education. TN Ready, and Hamilton County Content Standards will make up the performance network to ensure competence for all students.

ADMISSIONS

- Certified Birth Certificates are required of all students new in the school system. An official birth certificate must be presented at the time of enrollment. Students must be enrolled under the full legal name of the student.
- Immunization Record All students must have a complete record of immunizations; a Tennessee certificate of immunizations can be obtained from your medical provider.
- Physical Examination Students enrolling in Hamilton County Schools for the first time must present a recent physical examination (no earlier than January 1st of the year of enrollment) by a physician. This may be documented on the bottom of the immunization record (health examination).
- Social Security Card A copy of the student's social security card is needed for enrollment.
- *New kindergarten students must be five (5) years old on or before August 15, of the school year in which they are enrolling. New first grade students must have completed a kindergarten program certified by the State of Tennessee.*
- Two proofs of residence must be provided. Examples are title, registration, or bill of sale of property and expenses for the past 30-60 days residing at current address, rent/mortgage, utility expenses.
- Court Order: If there are any court orders concerning the custody, care, and educational decisions of a student, a copy of any court orders or restraining order must be kept on file in the school office.

NON-RESIDENT STUDENTS

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

ARRIVAL/DEPARTURE

Students are not supervised when arriving before 8:15 a.m. or after 4:00 p.m. unless the student is part of the School Age Child Care program. Children who arrive before 8:15 a.m. or remain at school after 4:00 p.m. are considered neglected with no adult supervision and will be placed in the SACC program at the parent/guardian's expense. If a child is not registered for the SACC program and a contact can not be made Local authorities may be called .

Parking

Any time your visit requires you to leave your car please park in a designated parking spot. Do Not park in the bus lane along the sidewalk in the front of the building. This lane must be kept clear for buses or emergency vehicles. Do Not park in a handicapped parking spot unless you have the appropriate license plate and tag.

CONFERENCES, OBSERVATIONS AND VISITORS

Only when a child feels there is understanding, appreciation, and active cooperation between home and school can he or she do his or her best in their school work. Through conferences, parents and teachers gain better insight into the child's needs, interests, potential, and growth, as well as, any particular difficulties he/she may have. Conference days are set aside during the school year. Notification will be sent home regarding conference appointments. Parent/teacher conferences must be scheduled so as not to conflict with the teacher's instruction time. If a date other than those designated is necessary, please send a note to your child's teacher or call the school and request your child's teacher and/or principal set a date and time that will accommodate all parties. School personnel will contact you as soon as possible. This permits time for all parties involved to organize thoughts and any necessary documents to make the conference more beneficial to all concerned. Parent involvement is strongly encouraged at Spring Creek. When parents ask to visit classrooms, the following guidelines have been established to minimize distractions and to maximize student learning:

- Approval must be obtained from the Principal or Principal Designee.
- **Parents must obtain a pass in the office before entering any other areas of the building. Photo Identification is required to obtain a pass.**
- In order to minimize distraction, parents are requested to do the following when visiting a classroom:
 - * Sit in the back of the room, away from students
 - * Refrain from interrupting instruction by talking to a student, teacher, student teacher, assistant, interpreter, or other school personnel

Visitors are always welcomed at Spring Creek. However, because class time is so valuable, it is necessary to follow a few reasonable guidelines to avoid the interruption of instructional time for our teachers and students. **All visitors must sign-in at the office and obtain a visitor's pass which must be worn to ensure the safety of our children and staff.**

If the pass is not visible, our personnel will consider you a trespasser and further steps will be taken to notify the police department. This procedure is important for the safety of all and being accountable by knowing who is in our building in case of any emergencies. Parents and visitors may not go directly to classrooms or meet with a teacher without a set conference date and time. Teacher's on duty in the mornings or afternoons are responsible for students in their area and interruptions distract from their assigned duty. Forgotten lunch boxes or homework, class snacks or treats, notes for a teacher, etc. should be left with the office personnel who will make sure these items are given to your child's teacher or other indicated personnel. Siblings are welcomed to visit during special programs, plays, Open House, etc. and should not attend regular class activities such as classroom parties, or field trips.

RETENTION

Any student with a majority of unsatisfactory grades in basic areas—math, reading, English, social studies, spelling and science—will be in danger of having to repeat the current grade. Each student will be dealt with as an individual. Parents will be informed of concerns and encouraged to take an active role in planning strategies to alleviate problems at an early stage.

The final decision will be made by the principal with teacher input.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice that reinforce classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet comfortable place for the student to work and by seeing that assignments are complete. Each student will have an Agenda mate. Parents will be required to sign daily.

ACCIDENTS/INJURIES

All accidents/injuries occurring on the way to school, at school or on the way home should be reported to the school office immediately. This includes students, teachers and patrons. Parents will be notified in case of accidents/injuries.

HEAD LICE

Please check your child's head occasionally for nits or head lice. Any student with nits or lice must be treated with recommended shampoo. If a student has been diagnosed as having head lice, the parent will be contacted at once, requesting the child to be taken home for treatment. All lice and nits must be completely removed from the hair before returning to school. Proof of treatment is required before a student may return to school.

TELEPHONE

The telephone at Spring Creek Elementary is a business phone and is not to be used to make arrangements to go home with friends. These plans are to be made at home, not at school. Such calls will not be made. Students will not be allowed to go home any way other than what you direct unless we have a note signed by the parent/guardian. This goes for scout meetings, car pool changes or bus changes.

Students are not allowed to use the telephone without written permission from the teacher to the office. A message can be delivered to your child by phoning the office. Please keep this to a minimum.

We do not interrupt (unless the call is an emergency) the learning environment by calling teachers to the phone. Messages taken by office personnel will be placed in the appropriate mailbox; we cannot guarantee that your message will be read by a particular individual before the end of the school day. Personnel will be asked to return calls at their earliest convenience.

CLASS TREATS

The Hamilton County Department of Education has approved two parties a year for our students. One in December before winter break and the other in February for Valentine's Day. Teachers may elect to reward their students for any number of reasons, (i.e.: good behavior, all students turning in homework, no absences for an extended period of time), with popcorn, ice cream, movies or even a pizza celebration.

For your child's birthday, please make arrangements with their teacher if you would like to bring refreshments for the class. These refreshments will be served during the class recess time or lunch. Please leave refreshments with office personnel for delivery to the teacher. Parents and family are encouraged not to attend classroom birthday celebrations. Clowns, flowers and balloon bouquets are not permitted in the classrooms and delivery should be to the student's home. Invitations to private birthday parties may be distributed in the classroom only if the entire class is invited. When only a portion of the class is involved, however, invitations should be mailed from home to avoid issues of inclusion/exclusion at school. Due to privacy issues, the office staff cannot release names and/or addresses of our students.

FIRST AID/MEDICATIONS- PRESCRIPTION MEDICATIONS ONLY

In case of illness or accident, parents will be contacted. Please include at least two current emergency phone numbers other than the parents' numbers on the student emergency card. Often a parent must be contacted in the work place. Parents are encouraged to respond as soon as possible. Medications should be limited to those required during school hours and necessary to maintain the child in school. Any child who is required to take medication during the school day must comply with the Hamilton County Department of Education Board medication Policy regulations. Please see *Authorization to Administer Medication* form for policy.

FOR THE SAFETY OF ALL STUDENTS, **NEVER SEND MEDICATION BY THE STUDENT.** PARENTS ARE ASKED TO LEAVE PRESCRIPTION BOTTLES WITH THE SCHOOL NURSE OR OFFICE PERSONNEL.

Spring Creek Elementary

DRESS CODE for 2019-2020

The major purpose of our school is to provide an atmosphere conducive to learning. Although there may be a difference of opinion as to what constitutes appropriate dress, the final decision will rest with the Principal or designee. Dress code is subject to revision.

SHOES

Socks and Tennis Shoes/Sneakers are to be worn at all times. These may be lace-up or Velcro. No other types of shoes are acceptable. All students participate in Physical Education P.E. Tennis Shoes/Sneakers are necessary for safety.

CAPS/HATS

No hats/caps, scarves or head coverings are allowed inside the building. Religion would be an exception .

PANTS

Pants must be solid color, navy, tan (khaki) or black. No jeans. If pants have Belt loops, a belt must be worn. Pants must be hemmed. **No pants with splits, tears or holes are allowed. Leggings are not to be worn as pants.**

SHORTS/ SKIRTS

Shorts and skirts can be worn but must be navy, tan (khaki) or black, finger-tip or knee length. Shorts or leggings may be worn **under** skirts.

SHIRTS

Golf or Polo style shirts are the only shirts allowed for students. These shirts must have a collar and buttons at the neck and **must be size appropriate.** A turtleneck or long-sleeve T-shirt may be worn under the golf/polo shirt.

No writing or pictures are allowed on the shirts with the exception of a very small name brand emblem, no larger than quarter, on one side at chest level.

All shirts must be long enough to be easily tucked and must stay tucked at all times. **Spring Creek T-shirts will be permitted.**

SWEATERS

Solid color button-up Cardigan, crew/V-neck sweaters or **school purchased Spring Creek hoodies** may be worn for cold weather or air-Conditioner comfort. Coats, Jackets, fleece, or wind-breakers may be worn to school, but must be removed upon entering the classroom at the beginning of the day.

HAIR/MAKE-UP JEWELRY

Visible piercing must be confined to the **ears** only. No large hoops or dangles. Hair must not disrupt the educational process in any way. Hair must not be distracting in color. No make-up. No visible body art, temporary tattoos, tattoos, or drawings are permitted.

The administration reserves the right to add to or delete from the above code in order to maintain a safe and orderly educational environment. In the event of heating or cooling problems, the administration reserves the right to alter the dress code.

***** The school will occasionally have “dress down” days, but that will be determined by administration.**

PARENT/TEACHER ASSOCIATION

PTA is made up of people strongly motivated to help the school. We are very fortunate to have this dedicated group working not only for Spring Creek Elementary but for better education throughout the Hamilton County community. PTA is an integral part of the school. We encourage participation in this valuable asset to our school community. More information will follow concerning membership and meetings.

“As a PTA member, you drive home more than kids. You drive home your concerns about their future. You’re doing more for your kids than you know.”

PTA

MORNING ARRIVAL

Buses will unload in the designated bus zone in the front of the building. **Students will not enter the building until 8:15 A.M.** under the direction of the duty teacher.

When entering, students will proceed to the right hallway past the Library and enter the cafeteria through the second set of doors on the left. Students who will be going through the breakfast line will follow directions from the duty teacher. Students not eating breakfast will report to the designated areas. Car riders will enter in the back of the building. Students will enter on the left of the portico and proceed to the cafeteria for breakfast or to their designed areas. Students must be in the breakfast line by 8:40 A.M, no student will be served after that time. These procedures are subject to change as necessary to accommodate a timely dismissal to classes. Parents will be notified when changes are necessary.

Parents, please remember our policy is not to accompany students to the cafeteria or classroom. We are teaching our students to be responsible and independent learners.

AFTERNOON DISMISSALS

Bus riders will be dismissed to the front of the building as buses arrive in the afternoon. Walkers and van riders will be called to their designated areas at the appropriate times. Car riders, along with a grade level teacher, will proceed to the back portico when dismissed and be seated in grade level areas. Once personnel is confident that no student is standing in the loading area, cars will advance in order to continue with loading the remaining students. Parents are discouraged from motioning for students to come to their cars as safety is our utmost concern during this time. Parents are also discouraged from playing loud music and/or getting out of their cars while in the car rider line during dismissal. Personnel will load cars as quickly as possible but the safety of our students will, as always, come first. We encourage our parents to **not arrive for afternoon dismissal until after 3:30 P.M. as the driveway gates will not be opened until that time** because of classes on the playground and P.E. classes on the back driveway. We appreciate your assistance in this procedure. Parents will be

notified of any changes we see that may be necessary in order to dismiss students in a timely manner.

Children who remain at school after 4:00 p.m. are considered neglected with no adult supervision and will be placed in the SACC program at the parent/guardian’s expense. If a child is not registered for the SACC program and a contact can not be made Local authorities may be called .

SCHOOL AGE CHILD CARE (SACC)

Before and after school child care is available to school age students (K-5) and only to students who attend Spring Creek Elementary. There is a registration fee and a charge for morning and afternoon care. The SACC program is open from 6:00 until 8:20 A.M. and 4:00 until 6:00 P.M. This program is usually available on certain holidays, in-service days, fall and spring breaks and under certain conditions during inclement weather. Please contact the SACC Director at **855-6165**.

EMERGENCY SCHOOL CLOSINGS

We will use normal procedure for dismissal of students. We will also send a School Messenger call; therefore, it is imperative that contact telephone numbers are current. Parents/guardians should listen to the radio and/or television for announcements regarding school closings.

REPORT CARDS/PROGRESS REPORTS

Report cards will be sent home four (4) times during the school year. Parents should review, sign and return the report cards to your child’s teacher by the next school day. Progress reports will be sent home midway through each grading period. The dates for report cards and progress reports are indicated on the school calendar at the front of this handbook. The grading scale will be as follows:

A 93-100	D 70-74
B 85-92	F 69 or below
C 75-84	I Incomplete-must be removed by

the end of the next grading period.

Star/Honor Roll for 3rd — 5th grade will be awarded as follows: Star Roll —All A’s, no N’s or U’s on report card; Honor Roll—A’s and B’s, no N’s or U’s on report card

3rd, 4th and 5th grade report grades may be viewed any time on-line through Parent Portal. Log-in information will be sent home at the beginning of each school year.

Quarterly awards will also be issued for Most Improved and Perfect Attendance—here everyday on time. Academic Achievement will be issued to students in Kindergarten—2nd grade for 3’s or 4’s, no N’s or U’s on report card; .

TEXTBOOKS, SUPPLY FEES

School textbooks and some workbooks are furnished by the Hamilton County Department of Education. Students are responsible for any lost or damaged books, including library books. The supply fee of \$TBA is used to purchase additional materials, workbooks, manipulatives and instructional materials for your child’s use as listed on the Supply List provided by your teacher. We encourage you to pay this fee as soon as possible the first week of school.

Of course you may choose to pay the fee in increments if this results in a financial hardship, please discuss arrangements with your child's teacher. These materials greatly enhance your child's learning process; however, these are not funded by the Department of Education.

STUDENT CONDUCT

Good behavior is essential to a positive learning environment. Although the State of Tennessee permits the administering of corporal punishment (paddling), Spring Creek Elementary has chosen to contact the parent or guardian and request the immediate intervention of their authority in lieu of paddling. Our faculty established a discipline policy requiring students to practice self-control, respect the personal space of others, and adhere to classroom rules. All students are expected to conduct themselves in a manner that is respectful to adults and other students, and adhere to the Spring Creek Elementary Discipline Code:

- Students are encouraged not to bring cell phones, games, toys or other technology devices to school. However, if brought to school, it must remain unused and unseen at all times while at school. If a such device is brought to school, used and/or seen it will be taken up and kept in the Main office until a parent comes to retrieve it. If special circumstances allow for such items to be brought to school parents will be notified in advance. The school is NOT responsible for lost, stolen or damaged items.
- Directions from school personnel will be respected and followed.
- Students are expected to keep hands, feet, and objects to themselves.
- Students must walk quietly in the school building.
- School property shall be treated with care.
- Interference which restricts teachers from instructing and keeps students from learning will not be tolerated.

When students are referred to the principal, a discipline report will document the incident. In extreme incidences a report will be sent to the parents outlining disciplinary actions taken. Students will always be given the opportunity to explain their situation. *A complete copy of Hamilton County Department of Education Board Policies is available online at www.hcde.org.*

STUDENT SUSPENSION AND DISCIPLINE POLICIES

Any threat, including cyber threat to do harm to another student or School employee or self will be taken seriously by the school Administration.

The Hamilton County Department of Education Code of Acceptable behavior and discipline conforms to Federal and Tennessee State law and Hamilton County School board Policy.

A student may be suspended if he/she:

- Willfully and continually refuses to cooperate with school or classroom procedures and thereby causes frequent or continued disruptions for other members of the class

- Immoral or disreputable conduct or vulgar or profane language, violence or threatened violence against the person of any personnel attending or assigned to the school (including fighting or other offensive physical contact)
- Or if behavior is dangerous to the school community—drugs, alcohol, firearms, knives, fighting, verbal abuse, etc.
- Willful or malicious damage to real or personal property of the school (parents/guardian of a student under eighteen years shall be responsible for all damage intentionally, willfully, or negligently inflicted on school property by the student), or the property of any person attending or assigned to any other school
- Inciting, advertising, or counseling others to engage in any of the acts listed above
- Marking, defacing, or destroying school property; possession of a knife or other edged weapon(s), or any other weapon as defined in TCA 39-17-1301, on school property, a school bus, or at any school event or activity; possession of a chemical, such as tear gas or mace, which has the capacity to injure or make an individual defenseless
- Assaulting a school administrator, teacher or other school personnel with vulgar obscene or threatening language
- Unlawful use or possession of any illegal or prescription drug or drug paraphernalia on school property, a school bus, or at any school event or activity; use, sale or possession of alcohol on school property, a school bus, or at any school event or activity, and any other conduct, prejudicial to good order or discipline in the school

The principal is authorized to suspend a pupil from attendance at school, including sponsored activities, both at school and away from the school campus, or from riding the school bus, for good and sufficient reasons. The suspension may be for a specific number of days or “pending a parent conference”. In addition, a policy report may be filed with the local police department when a violation of the law has been committed.

“ZERO TOLERANCE” OFFENSES

Long-Term Suspension of More than Ten (10) days

- Possession of weapons on school property, a school bus or at school sponsored events—*If the weapon is a firearm or an explosive, incendiary or poison gas device, any student who is found to have violated this policy shall be expelled for a period of not less than one (1) calendar year.*
- Unlawful possession, use or sale or narcotics, stimulant drugs or drug paraphernalia; this includes prescription, non-prescription and “look-alike” drugs on school property, a school bus or at school sponsored events—*A student having unlawful possession, using or selling a narcotic or stimulant drug or drug paraphernalia on school property, a school bus or at a school sponsored event or activity shall be reported to local law enforcement officials and shall be expelled for a period of not less than one (1) calendar year. This includes marijuana.*
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- Battery upon any teacher, principal, administrator, or any other employee of the Hamilton County Department of Education.—*A student who commits battery upon any teacher, principal, administrator, or any other school system employee shall be reported to local law enforcement officials and shall be expelled for a period of not less than one (1) calendar year.*

OTHER SUSPENSIONS AND OFFENSES

Other suspensions may include student fighting culminating in battery; assault/threatened assault; unlawful possession, use or sale of alcohol on school property, a school bus or at school sponsored events; other associated matters involving drug/alcohol and other controlled substances; rape, etc. (see board policy); sexual harassment, robbery, stealing, injuring or defacing property, criminal trespass/trespass in a school building (disorderly conduct), interference with government operations (false reports), threats/intimidation, extortion, gang related activity involving acts in violation of the law, or other acts prejudicial to discipline, law and order within the school, possession or use of tobacco products, misconduct on a school bus, etc.

HARASSMENT POLICY

Harassment/Bullying shall be considered the repeated act of annoying, pestering, teasing, worrying or troubling either verbally or in written form. In addition, behavior such as physical advances, gestures, verbal or written remarks of a sexual nature are considered totally inappropriate and will be not tolerated.

Harassment/Bullying will have occurred when:

1. It interferes with a student’s work or the educational process.
2. It creates an intimidating, hostile, or offensive learning environment (all school related activities, school age child care, conduct on the bus or at the bus stop)

Steps for intervention:

1. Report incident to an adult in authority Confidentiality will be maintained and no reprisals/retaliation will occur as a result of good faith reporting
2. Investigate incident—all reported incidents will be investigated.
3. Notify/conference with parent/student as needed.
4. Administration of Consequences:
 - A. Offenders are subject to suspension or a recommendation for expulsion from school.
 - B. Consequences will be administered dependent upon the decision of the principal and teacher in conjunction with all parties involved.
 - C. If satisfactory resolution is not reached, the parent of the student may appeal.

ATTENDANCE

Please review the following policy:

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 successful academic career culminating in a high school diploma and is an essential concept to teach for the job market.

Note: *In accordance with state compulsory attendance law, the parent, guardian, or other responsible person for a child is held responsible for the child’s school attendance. Penalty is provided for the parents/guardians who fail to abide by this law. TCA 49-6-3009.*

The law requires that school officials report to the court any parents, guardian, or other person in parental relationships with children who are unlawfully absent from school for any five days during the school year. The parent, guardian, or other person having charge and control of a child is held strictly responsible for the child’s school attendance. Penalty is provided for those parents or guardians who fail to observe the law. Each student is required to bring a written excuse for the absence, signed by the parent/guardian, or doctor as it applies, and given to the teacher when the student returns to school.

The policy establishes the following conditions under which student absences are acceptable:

1. Personal illness
2. Death in immediate family
3. Family illness (physician’s statement giving the necessity of the student’s services required)
4. Religious Holiday (prior approval required)
5. Personal (Doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc. Prior approval required)
6. School-sponsored activities

TARDIES AND EARLY DISMISSALS

Hamilton County Board Policy states, “Tardiness will not be tolerated as it consistently detracts from the time spent on task. Each interruption (arriving late or leaving early) takes away from the class concentration.

Class begins at 8:50 AM. Students will be counted tardy at 9:00 AM. Students arriving after 9:00 AM will need to be signed in at the office by a parent/guardian. To be eligible for a perfect attendance award, students should arrive on time every day. A student dismissed before 12:30 PM is counted absent for the day. If the student is dismissed before the school dismissal time, parents must sign students out in the office. **Photo identification is required for dismissals made from the office.**

A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. **On the spot early dismissals may not be honored past 3:15**

When the parent/guardian, or designee, picks up a student at school, this person must report to the office and will sign/complete information on the dismissal card. **The only persons able to sign a student out for dismissal are those listed on the dismissal card. The custodial parent or guardian will be responsible for letting the office personnel know if there are restrictions, a copy of legal documentation given to the school, etc.**

The custodial parent or guardian may request that the school deny a specific individual(s) access to a student with legal proof of the parent/guardian's right to access.

Expect one of the school personnel to ask for identification.

A student missing over half (1/2) day by dismissal or tardy shall not be counted as present on attendance reports. Board Policy 435-G:

End of year celebrations, trips, events—including 5th grade promotion may be forfeited due to poor attendance and/or behavior.

The teacher will not release the student without the proper dismissal procedures being followed through the school office.

For the safety of all students and staff, expect the school personnel to ask for valid identification of any visitor who is on the school premises.

HAMILTON COUNTY DEPARTMENT OF EDUCATION POLICY

Any person who trespasses in the building of any public school and who engages in any disorderly conduct is guilty of a misdemeanor. For all purposes, the phrase "disorderly conduct" shall include the following actions:

- Defacing, damaging or destroying property;
- Drinking intoxicating beverages or being in a drunken condition;
- Engaging in any action which constitutes a breach of the peace;
- Refusing to comply with lawful directions of school personnel, including a request to leave the school premises;
- Disrupting the school day by interrupting classes or loitering in the halls.

TRANSPORTATION

(Special Instructions)

Special transportation instructions must be written. In cases of emergencies, a parent may call the school.

Office personnel have been asked not to interrupt classes for "reminders" as to transportation changes. If the child does not have a note from the parent, he/she will be sent home by regular method. Please realize that changes in transportation are extremely hard to keep up with for

over 700 children! **Visitation arrangements should be completed after the child arrives at his/her home.** Bus drivers have instructions to require the children to ride the regular bus.

Instructions given to young children as they leave the house are rarely remembered. Please have a standard, set policy which your child understands. Should a change require alternate transportation provisions, please send a written note to the teacher stating the change and the day/days it will be in effect.

Students, who are not in child care, are not to be on the school grounds before school begins. There are no adults available to care for the child before or after school. THIS IS CONSIDERED DESERTING A CHILD AND LEAVING A CHILD WITHOUT ADULT SUPERVISION; THIS IS CONSIDERED NEGLECT. If a student is consistently on the school grounds before school begins and after all bells have rang and buses have left in the afternoon, they will be sent to SACC. We will attempt to notify the parents and the parent will be billed for the service. If not registered for child care local authorities may be called.

Changes to transportation must be submitted in writing through the Agenda.

WALKERS

All walkers will be dismissed from the lower hall exit area before cars/buses leave in the afternoon. The walkers are to leave the school property immediately and not return to the premises.

BUS TRANSPORTATION

The bus driver will not tolerate any misconduct on the bus. Any misconduct will be reported to the principal's office by the driver. Any continuation of any such actions will result in a bus suspension.

Policy: "A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys state or local regulations pertaining to pupil transportations."

Some bus violations are as follows:

- getting out of seat
 - destruction of property
 - fighting
 - pushing
 - tripping
 - excessive mischief
 - smoking/use of tobacco
 - eating/drinking
 - littering
 - rude/discourteous
 - unacceptable language
 - disobedience
 - throwing objects in or out of the bus
 - sticking hands/head out of window
- Bus transportation is a privilege and is conditioned on good behavior and observance of the rules.

OUR BUS TRANSPORTATION GUIDELINES

1. Be on time at the designated school bus stop. Help keep the bus on schedule, as buses will not wait for late arriving passengers.
2. Do not stand in roadway while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Do not extend arms or head out of the bus window.
5. Stay in your seat and do not attempt to move about while the bus is in motion.
6. Loud talking or yelling is prohibited as this could divert the driver's attention and cause a serious accident. Classroom conduct should be observed.
7. Profane, offensive, immoral language, improper conduct, and smoking are ALL prohibited.
8. Keep books, packages, coats, and all other objects out of the aisles.
9. Do not throw any objects on or from the bus.
10. Be absolutely quiet when approaching or crossing railroad tracks.
11. Do not in any way damage seats or the inside/outside of the bus. **Persons responsible for damage will be required to pay for the cost of repairs.**
12. Help look out for the safety and comfort of small children.
13. Drivers are in full charge of the bus and must be obeyed at all times.
14. Students must not cross the road in back of bus; always cross in front.
15. In case of an emergency, remain on the bus until instructions are given by the driver.

FIELD TRIPS

There are some special programs and local places of interest that fit into our curriculum and are educationally expanding. All field trips are optional for each student. The cost of field trips varies depending on the admission and transportation. If cost is a factor in your child's attendance, please notify the teacher. A parent or student decision to not attend a field trip needs no explanation; however, participation is strongly encouraged due to the educational benefits derived. The student will report to school as usual and a day of instruction will be provided.

All field trip information will be provided to parents prior to the trip. **Permission slips and monies must be signed and returned promptly to the teacher by designated date and time on permission slip, no exceptions.** Children will not be allowed to leave the school grounds without a signed Parent Permission Form. Normally students will have several days in which to obtain permission.

CHAPERONE GUIDELINES

The purpose of a chaperone is to be responsible for a group of children from the beginning of a field trip to the end. This includes keeping the students in sight and making them follow rules throughout the field trip. Even though the teacher is ultimately responsible for the welfare of these children, we are counting on the chaperone to help make our job a little easier.

Please note the following:

-In most situations the chaperone must pay.

-No other children are allowed to go on the field trip (example-other siblings, etc.)

-If the teacher is counting on you to chaperone a trip, please let her/him know as soon as possible if you see that you will not be able to go; then, the teacher will have time to find a replacement.

-Children must ride on the school bus to and from the field trip.

-Please follow the requests stated for the whole group. For example, if the plan is to bring a sack lunch, don't plan to stop by McDonald's and get your child a meal.

-When chaperoning a group of students, you need to supervise those students at all times. We want you to enjoy the trip; however, socializing with the other chaperones/teachers is not a priority. Watching the students and their safety is the utmost priority.

-Please help our trip run smoothly by not deviating from the "plan" and fulfilling your responsibilities as a chaperone.

CAFETERIA

The cafeteria will offer two entrée choices each day. A variety of milk choices will be offered with all lunches. Lunch boxes and sacks lunches, as always, are fine if "home prepared". Students will proceed through the line and enter their six-digit account number and then will be directed to their seat by monitors.

The cafeteria is a place where good food can be found and is a place where good human relations can be developed. Here, each student is expected to practice the general rules of good manners that one should find at home.

Some simple rules of courteous behavior that make the lunch period pleasant and relaxed are:

1. NO FAST FOOD IS ALLOWED.
2. No glass containers are to be brought to school.
3. No soft drinks are allowed.
4. No metal pop top containers, i.e. pudding, fruit, etc. are allowed.
5. Saving seats is permitted only for parents/guests.
6. Leaving the cafeteria is allowed only in an emergency situation and with permission from the cafeteria monitor.
7. Students are to stay in their seats until their teacher arrives to dismiss them. Students should raise their hands for the cafeteria monitor if they need assistance.
8. Loud talking is unacceptable, use an inside voice.
9. Sharing food is discouraged due to allergy concerns.

10. Throwing or flipping food, paper, spoons, etc. is not allowed.
11. Keep food and paper off the floor
12. Keep eating area clean for the next student who will be eating at the table.

Any student not following the cafeteria rules will be reported to the teacher. The teacher will determine the consequences for students who do not abide by the rules.

SICK CHILDREN

Sick children need to be at home. An early return to school generally aggravates the problem. Students should be diarrhea, vomit, fever free without medication before returning to school.

CHANGES IN CUSTODY, ADDRESS, PHONE NUMBER, ETC.

It is very important that the school maintains current and accurate information on each student. Please be sure to notify the school office and teacher if there are any changes for custodial, address, telephone numbers for your child. We can only contact you or your designee if our information is current and correct.

LIBRARY

Students are encouraged to use the library for research and to check out books. Each class has a regular circulation time and the library can be made available at other times as well for students to do research as assigned by their teacher. Book Fairs are scheduled at least twice a year so our students have the opportunity to purchase books for them to read on their free time. Profits from these book fairs are used to purchase new books, materials and equipment for use in the Library.

INTERNET/PERSONAL DEVICE USE

The Internet provides invaluable resources. Students accessing the Internet are representing the Hamilton County School System and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution.

The goal is to provide Internet access to facilitate resource sharing, innovation, and communication as a tool to promote educational excellence. As a condition of using Hamilton County Department of Education's telecommunications equipment, I understand that access to telecommunication networks (e.g., e-mail, the internet) is a privilege, and agree to abide by the Technology Acceptable Use Agreement or any of the Terms and Conditions for Bring Your Own Device (BYOD) agreement: located on -line at www.hcde.org

The use of technology is an essential component of the school program and the educational process. The Hamilton County Department of Education will allow, with appropriate permission, students access to HCDE's wireless network using personally owned devices. The use of HCDE's network is a privilege not a right and may be revoked at the discretion of the administration.

LOST AND FOUND ITEMS

Lost articles that are found will be kept for a limited time due to storage constraints. Teachers are encouraged to allow students to check for items that may belong to them. Please ask your child(ren) to make sure that they bring home their sweaters, coats, jackets, hats, etc. daily. We have a large amount of items that are never claimed. We donate these unclaimed items to local charities several times a year which in turn benefit other children.

MAKE-UP WORK

Hamilton County Board Policy 342.5:

Excused absences (those meeting State attendance rules) shall entitle students to make up work missed. After an excused absence, make-up work is the responsibility of the student. Make-up work shall receive up to 100 percent credit after an excused absence. Any work completed after an unexcused absence may be made up for reduced credit. Unexcused absences may result in homework assignments as make-up work which will receive credit a maximum of 70 percent. Students must make up work at the teacher's convenience. Extenuating circumstances may warrant additional time. Request for make-up work becomes the responsibility of the student.

MONEY FOR LUNCH, SUPPLY FEES, FIELD TRIPS, SACC, PTA, Lifetouch, ETC.

All money sent for a particular reason should be placed in envelopes indicating on the front the student's name, teacher's name and stating the specific area of payment. Checks for lunch, SACC, PTA and Lifetouch must be made payable to them. These are separate accounts and one check **CANNOT** be written to cover all areas. Checks for supply fees, field trips or school events must be made payable to Spring Creek Elementary unless otherwise indicated. Any checks received combining two or more payment areas will be returned to the parent to be re-issued. If you send cash, please be aware that any money sent for supply fees, fund raisers, field trips, etc. must be exact change as we are not allowed to make change for overpayment of fees. Parents or the party issuing a check that is returned as insufficient will be contacted to clear up this account.

PHOTOGRAPING OR VIDEOTAPING

We want to keep Important Messages About Good Education — IMAGE— before the public, especially good messages about our students. Therefore, your student may be involved in programs and/or events that could result in the image being published in the newspaper or on the evening news hour. If for any reason you object to your child's picture being published or aired, please be sure that you have completed the Permission to Videotape or Photograph A Minor form in your child's registration packet. These forms are kept on file by your teacher for reference during the school year.

Spring Creek Elementary is a Smoke-Free Vapor-Free E-Cigarette, Tobacco Free Campus