

ORCHARD KNOB ELEMENTARY SCHOOL

PARENT & STUDENT Handbook
2021 – 2022



Vonetta Maston PRINCIPAL

**Dr. Megan Bray ASSISTANT
PRINCIPAL**

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

Leading and Inspiring Our Community and Youth Now

ORCHARD KNOB ELEMENTARY SCHOOL

VISION STATEMENT

Orchard Knob Elementary will empower students to acquire, demonstrate, articulate and value knowledge and skills that will support them, as life-long learners, to participate in and contribute to the global world.

MISSION STATEMENT

The **Mission** of Orchard Knob Elementary is to create a welcoming and structured environment that fosters curious minds, promotes academic, social, and emotional success.

BELIEFS

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

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

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

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

Academic Focus

Read Effectively

Think Creatively and Critically

Write Logically

Speak Convincingly

A MESSAGE FROM THE PRINCIPAL

Dear Orchard Knob Elementary Students and Families,

Welcome to Orchard Knob Elementary School. The faculty and staff are very proud of our school and the quality of education available for all students.

Please read the handbook with your child to become familiar with our operations and policies.

The learning environment is structured, so all children have an excellent opportunity to succeed. It is a nurturing and safe environment where the goal for our children is to become lifelong learners and to discover that education is the most powerful tool to improve the quality of their lives. The children are excited about learning because the curriculum is rigorous, relevant, and provides the best possible opportunity to succeed academically and socially.

By working together to build partnerships between home and school, children will be more successful academically, understand the value of working together, and have a sense of belonging and being part of a learning community.

We welcome your participation and support during the school year. We need you! All of us working together will help Orchard Knob Elementary become one of the BEST elementary schools in Hamilton County.

Sincerely,

Vonetta Maston, Principal

Email: maston_vonetta@hcde.org

WELCOME FROM THE STAFF

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

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

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

With your help, we can build a sound foundation for the 2021-2022 school year at Orchard Knob Elementary! Thank you in advance for your support.

ORCHARD KNOB ELEMENTARY STAFF

School Colors: Royal Blue and Gold

School Mascot: Orchard Knob Lions

School Motto: We Are Better Together! Creating Opportunities for all students and staff to expand their knowledge and achieve Excellence

SCHOOL DAY

School Hours for PreK – 5th

Classes begin: 8:00 a.m.

Tardy Bell: 8:05 a.m.

Dismissal: 3:00 p.m. (PreK-5th)

The building opens at 7:30 am. Breakfast is served in the cafeteria from 7:30 – 7:50 a.m. Teachers and students will assemble in the gymnasium at 7:50 am.

SCHOOL CLOSINGS

The district will announce emergency dismissals on local radio and television stations during inclement weather. Please turn on one of these or call 493-0385 if the weather becomes threatening.

ATTENDANCE

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

DOCUMENTATION OF ABSENCES

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

CHRONIC ABSENTEEISM

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

TRUANCY

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

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

AUTOMATED ATTENDANCE MESSAGE TO PARENTS

The parents of a student marked absent will receive an automated phone message from the school system by 10:00 a.m. regarding that absence.

ABSENCE

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

Excused Absence:

1. Personal illness of the student
2. Death in the family
3. Recognized religious holidays

4. Family illness is considered excused.
Other absences are reported as unexcused.

Although daily attendance is strongly encouraged, it is important that a child be kept home whenever he/she is ill. **Do not send your child back to school until he/she is fever-free for at least 24 hours.**

Unexcused Absence:

Absences that do not meet the state criteria for being considered 'excused' or for which there is no written statement from the parent are recorded and reported as an unexcused absence. Out-of-town trips are unexcused.

TARDINESS

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

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

EARLY DISMISSALS

Educational time is vital for students; therefore, we strongly discourage checking students out for early dismissal unless necessary. Parents or designated adults may check a student out during the school day by coming to the office and signing the logbook in the school office. **Parents may not enter classrooms without a visitor's pass from the office.** Please send a note with the student in the morning if they will be picked up early so that the teachers will know in advance. **Early dismissals will not be permitted after 2:30 p.m.**

MAKE-UP WORK

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

STUDENT ACCIDENTS OR ILLNESS

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

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

STUDENT HEALTH PROBLEMS

Should your child have asthma, allergies, diabetes, a heart condition, or any potentially severe health conditions, be sure to indicate this on the Emergency/Health section of the Registration Form. In addition, be sure to give your child's teacher a doctor's note describing the condition

and the appropriate steps to take in an emergency involving the condition. **Please be sure to complete the Health Information section during registration and keep the school informed of any address changes or phone numbers, either at work or home.**

MEDICATIONS

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

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

TRANSPORTATION

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

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

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

BUS CONDUCT

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

For any safety or driving concerns regarding independent contractor buses (buses numbered 1-199), please contact 1-833-432-8737.

For any safety or driving concerns regarding First Student buses (buses numbered 200 and above), please contact 423-498-5555 or visit www.firstfeedback.com.

FIELD TRIPS

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

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

Teachers will send permission forms home well in advance of the field trips to allow ample time for parents to sign and return them.

STUDENT ACCIDENT INSURANCE

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

CHARACTER TRAITS

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

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

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

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

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

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

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

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

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

Perseverance – Pursuing worthy objectives with determination and patience.

The goal is that instruction in these values is intended to achieve appropriate student conduct.

The development of positive productive behaviors requires the full cooperation of students, parents, and teachers. When a child develops the ability to exercise self-control, he/she is well on the way to success in school and later in life.

DISCIPLINE POLICY

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

- 1. Be Respectful.**
- 2. On Task.**

3. Always Ready.

4. Responsible

SCHOOL-WIDE 5-STEP BEHAVIOR MANAGEMENT PLAN

1. Step 1 – The teacher addresses the behavior with the student and provides opportunities to improve the behavior.
2. Step 2 – Teacher contacts parent via writing or phone call to notify and seek support with addressing the student’s behavior.
3. Step 3 – Teacher completes a Student Behavior Compact Form, with previous strategies included. The student meets with the Behavior Specialist to address the behavior.
4. Step 4 – Teacher completes a Disciplinary Referral with behavior and previous strategies outlined. Students meet with the Assistant Principal to address the behavior. Assistant Principal contacts parent or guardian regarding behavior.
5. Step 5 – Teacher, student, parent, and Behavior Specialist meet with the Principal to address student behavior and previous strategies implemented.

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

SUSPENSION/EXPULSION POLICY

School administrators will notify the parent or guardian. The Community Superintendent will be notified of all student suspensions that are more than ten days. A written notice is given to the parent or guardian of the suspension and their rights to appeal. The administrator will develop a behavior modification plan for all suspensions, which the Community Superintendent will review upon request.

DAMAGE TO SCHOOL PROPERTY

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

ZERO TOLERANCE OFFENSES

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

The following are zero-tolerance offenses:

1. Possession of a firearm, explosive, poison gas device, bomb or similar device.
2. Illegal possession of a controlled substance or drug.
3. Striking a teacher, administrator, or any other employee of Hamilton County Department of Education.

The following may result in at least a calendar suspension:

1. Possession of a knife or any device capable of inflicting injury to another individual.

2. Possessing, transferring, or receiving drug paraphernalia, non-prescription drugs, or “look-alike” drugs.

SEXUAL HARASSMENT POLICY

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

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

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

GUM, CANDY, TOYS, AND CELL PHONE POLICY

Students at Orchard Knob are prohibited from bringing candy, chewing gum, chips, kool-aid, other food items (except a full lunch), and toys to school. Any such items brought to school will be taken. On the rare occasion that students need to bring a cell phone to school, it must stay in their backpack and be turned off the entire day while at school. If students decide to use their cell phones during school, they will be taken, and parents will be notified.

DRESS CODE

ALL students are expected to be in uniform every day, starting August 12, 2021. When there is a nonuniform day, parents will be given notification ahead of time. The required uniform is as follows for grades PreK – 5. A belt must be worn with pants or shorts.

Shirt/Blouse:

Solid white, yellow, light blue, navy blue, black
long or short sleeve with collar

Pants/Skirts/Jumpers/Shorts (Knee)

Navy/Khaki
Belt required for boys
Shoes: Casual or athletic
(heels/toes enclosed)

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

HOMEWORK – Purpose

1. Reinforce what the student has been taught in school by:
 - providing practice of the learned skill

- extending interest
 - extending knowledge
 - providing drills in weak areas
 - providing practice in researching information
2. Developing positive attitudes toward school.
 3. Developing good work/study habits.
 4. Encouraging creative activities beyond basic requirements.
 5. Completing 9 weeks extension projects.

PARENTAL RESPONSIBILITY REGARDING HOMEWORK

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

PROGRESS REPORTS/REPORT CARDS

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

1st 9 weeks Mid-Term:

2nd 9 weeks Mid-Term:

3rd 9 weeks Mid-Term:

4th 9 weeks Mid-Term:

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

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

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

K-2 Grading Scale

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

3rd, 4th, 5th Grading Scale

- A= 93-100 (100 is the highest recordable grade)**
- B=85-92**
- C=75-84**
- D= 70-74**
- F=69 or below**
- I = Incomplete, must be removed by the end of the grading period.**

GENERAL INFORMATION

SCHOOL VISITS – PAXON SECURITY DOORS & RAPTURE VISITOR MANAGEMENT SYSTEM ARE NOW IN OPERATION.

***ALL PARENTS AND OTHER VISITORS MUST REPORT TO THE SCHOOL OFFICE WITH A STATE-ISSUED ID BEFORE GOING TO ANY OTHER AREA OF THE BUILDING.**

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

PTA

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

PARENT-TEACHER CONFERENCES:

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

SAFE SCHOOL

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

1. All parents and visitors must state the purpose of the visit by intercom process to gain admission into the building.
2. All parents and visitors must report immediately to the office, present a picture/state-issued ID to be issued a Visitor’s Pass before going to any other area in the building.

OFF LIMIT AREAS

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

SAFETY DRILLS

Orchard Knob will participate in the following safety drills as directed by the Hamilton County Board of Education.

Policy: a minimum of two fire drills within the first thirty days of school and one fire drill each month after that.

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

TELEPHONE

The school telephone is a business phone for use by the school staff. Students are not permitted to use the phone without the consent of the teacher.

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

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

MONEY

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

FEES/SUPPLY LIST

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

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