

HARRISON



Science•Technology•Engineering•Art•Math

Harrison Elementary is a STEAM school that uses science, technology, engineering, art and math to focus learning experiences to maximize student achievement. We will provide learning opportunities that require teamwork and problem solving that that will create vital community members from five to fifty and beyond.

Our Vision: Learners will be confident problem solvers who can work collaboratively and reason strategically.

Our Mission: To connect, collaborate and create as a learning community.

1. Empower self initiating learners

- a. Students solve problems for themselves through facilitated purposeful learning
- b. Learners use their own curiosity to pursue learning
- c. Students will present their findings and facilitate other students' learning

2. Develop growth mindsets for our students, teachers and community

- a. Redefine failure as an opportunity to learn
- b. Exploration of interests
- c. Explicit instruction and study of the development of a growth mindset

3. Clarity of goals for quality work

- a. Rubric based projects with clear achievable expectations
- b. Switch from a language of grades to one of competence and skills
- c. Create with a specific audience/purpose in mind

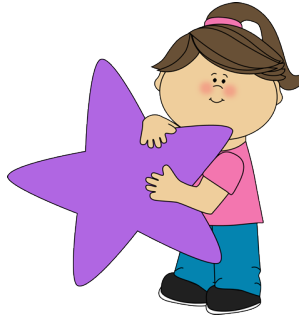
As Volunteers: Research shows students do better at school when parents take an active role in their child's education. Parents are able to assist teachers with art projects, special programs, field trips, tutoring, coaching during project based learning and many other tasks. Many of you have special talents that can be used to enhance the programs and facilities at Harrison Elementary. Please consider becoming a **ROOM ENGINEER** who can mobilize and coordinate each grade level's parents.

PTA: Please plan to attend the first PTA meeting at Open House and as many after that as possible. Join the PTA and give them your support. We are happy to have you and your family at Harrison Elementary.

We are a growing school that provides a quality education. Our staff of teachers is dedicated to providing every child an opportunity to be successful. We look forward to working with you, and continuing a committed partnership to ensure success for your child.

Sincerely,

Wendy Jung, Principal
Jung_wendy@hcde.org



HES DRESS CODE

- Pants must be worn at the waist and should not have distressed holes.
- Our school colors are purple and grey but all colors are appropriate for school.
- Shirts must completely cover the abdomen, chest, back and shoulders. Shoulder straps should be the width of the palm of the hand. No tank tops or spaghetti straps.
- Head apparel, except for religious purposes, will not be worn inside the building.
- Skirts, dresses and shorts must be finger tip length
- Large chains and medallion jewelry are not appropriate for wearing during the school day.
- "Wheels" on shoes are a danger to self and others. They are to be removed during the school day.
- Shoes must cover the toes and protect the backs of the feet. Athletic shoes are to be worn daily with the exception of days with snow. Students may wear boots on these days and bring sneakers to change into when they get to school.
- Clothing, accessories, notebooks, backpacks, etc. will not display racial or ethnic slurs or symbols, gang affiliations, vulgar or sexually suggestive language nor language or images which promote drug usage.

Parents will be called to pick up the child or bring acceptable clothing if the dress code is not followed. We reserve the right to modify as needed and to use administrator discretion.

PARENT/VOLUNTEER GUIDELINES

Parents are a very important part of the success of Harrison Elementary School. There are many opportunities to support teachers both in and out of the classroom. We want to provide an attractive and well-kept building and grounds for our students. Parents and community members can support our goals in a variety of ways including running copies, hanging bulletin boards, painting, cleaning, planting and maintaining flowers and shrubs, and more. Room Engineers will offer many opportunities for you to get involved and make a difference here at Harrison. If you have any ideas of ways that you can be of service, please let her/him know. Together we can make Harrison Elementary the very best that it can be. YOU make a difference!

We ask that you sign in at the office and receive a visitor badge each time you come to volunteer. If you would like to be a chaperone on a trip, you must have a background check with the appropriate form from the main office. As a parent, you are welcome to observe in your child's classroom and we ask that you sign in and complete an observation guideline agreement.

Thank you for working to support Harrison Elementary School and helping MAKE HARRISON ITS VERY BEST.

PARENT/TEACHER ASSOCIATION (PTA)

As a community, we believe in the power of parents and teachers. We need a team of parents who will lead our PTA. If you are interested, please email Mrs. Jung to have your name added to the nominee slate for the 2018-2019 school year.



Student Procedures

Early Dismissal

Early dismissal is discouraged to protect your child from missing valuable instructional time. There are **no dismissal changes by phone unless it is an emergency**. If it is an emergency, parents must call the front office directly. When necessary to check your child out early, please send a note to your child's teacher that morning. **We will not be able to dismiss students after 2:00 p.m. without a morning note.** You will need to sign your child out in the office. Teachers are not allowed to take changes through DOJO as they are encouraged to limit cell phone use during the day.

Tardiness

If a child is tardy (arrives after 8:00), the parent must come inside and sign their student in. The student is to pick up a tardy slip and take it to the teacher. A failure to do this could result in an incorrect absence.

Moving to Another School

Please call or send a note a few days before you plan to withdraw your child from school. All fees and lunch charges, as well as textbooks and library books must be returned before records will be transferred.

Student Fees

Harrison Elementary School fees are \$40.00. Please support our school by paying this fee early in the year. We will accept partial amounts prior to the end of the first semester.

Telephone

Please make arrangements each day with your child concerning after school plans and any changes must be in a note to the teacher for dismissal. Students are not permitted to use the telephone without permission from their teacher or the principal.

Lost and Found: Money, jewelry, or any other articles of value will be taken to the office. Coats and jackets will remain in the grade level area to be returned by the teacher.

Student Absences

Category of Excused Absences:

- Personal Illness
- Death in immediate family
- Family illness (physician's statement giving the necessity of the student's services required)
- Religious holiday
- Personal (doctor or dental appointment that cannot be scheduled at times other than school hours, court appearances, etc.)
- School Activities

Unexcused Absences:

- Excuses must be turned in to the appropriate school official within five (5) days of the student returning to school.
- After five (5) unexcused days, the school will notify the parent/guardian that their child must attend school on a regular basis. The principal or social worker may request an attendance meeting to support the family.
- A vacation during school days is not an excused absence.

- If a student acquires ten (10) or more unexcused days (no legal reason for absence) the school will make a formal referral to the School Social Worker.
- If the child continues to accrue unexcused absences after the referral, a Legal Notice will be mailed to the parent/guardian.

Excused Absences:

- The school will require a written note signed by the parent/legal guardian stating the reason for the child's absence. This will be submitted to the office by the parent.
- If your child will be out for more than 10 days due to a medical condition, please contact the office for procedures on homebound services.

Make-up Work:

- Excused absences (those meeting state attendance rules) shall entitle students to make up work missed.
- Unexcused absences may result in homework assignments issued as make-up work that receives reduced credit.
- Students may make-up work at the teacher's convenience and shall have five school days to complete these assignments.
- Extenuating circumstances may warrant additional time.
- Requests for make-up work become the responsibility of the students.
- Suspended students are to make up missed work, and it shall be evaluated by the end of the quarter.

Teacher Conferences: There are two scheduled calendar conference days with teachers (refer to calendar). **NOTE: PARENT/TEACHER CONFERENCES MUST BE COMPLETED WITHIN TWO WEEKS OF THE SCHOOL SCHEDULED CONFERENCE DATE. Please plan to attend both conferences.**



On-line Safety:

Electronic information research skills are becoming increasingly necessary to citizens during this age of information. Harrison teachers will provide guidance and instruction in the pertinent use of Internet resources. Students are responsible for exhibiting appropriate behavior on computer networks. The Internet software supplied by the State has a filter to keep out most unwanted material. However, the software cannot screen everything. At times an inappropriate site may appear. Students with access to the Internet must act responsibly. Access to the Internet is a privilege. The Internet is like the “real world”. There are both safe and unsafe places. Following Internet rules will help students stay safe on the *Information Superhighway*.

Rules for On-Line Safety:

- Students should never be on the Internet if the teacher is not in the room.
- Never give out personal information such as addresses, telephone numbers, or the name of your school without teacher permission.
- Tell your teacher if you come across information that is uncomfortable.
- If you contact a site you think is unfavorable, back out of it. Do not download applications or material without the teacher’s permission.
- Never send a person your picture, personal information or anything else without teacher permission.
- Do not respond to any messages that are mean or uncomfortable in any way. It is not your fault if you receive a message like that. Tell your teacher.

- Students must never agree to meet anyone in person that they have met on-line.
- Students must never send offensive or obscene messages or harass, insult or attack others on-line.
- Students must never use other people's passwords or trespass on the files of others; this will result in a suspension.
- Network storage areas may be treated as lockers. Network administrators, school administrators and teachers have the right to review student files, bookmarks and communications. These are not private.
- Individual teachers set classroom rules for going on-line. The rules must be followed.
- Students and parents must read the above rules as well as sign and follow the Computer Use Agreement and Parent Permission form before students are allowed to use the Internet. Rights may be revoked in the case of improper use .

DAILY OPERATIONS SCHOOL DAY

- Our school day begins at 8:00 AM.
- Children not riding buses should arrive at school no earlier than 7:30 AM. Parents may not leave students on school property unattended in the am.
- **Students arriving in the classroom after 8:00 AM are tardy. Parents must come into the building to sign their children in.**
- Our school day ends at 3:00 PM.
- No changes in dismissal plans can be made after 2:00 PM. We will not be able to dismiss students after 2:00 PM without a morning note.
- Car riders are dismissed at the painted "Loading Zone" at the south end of the building at 2:55 PM. A "traffic control" teacher will hold up a large sign indicating whether to STOP OR GO. All cars in the "Loading Zone" will be loaded before the sign is turned to GO, at which time, all cars in this area will move as a group. All cars must have a hanging tag with their child's name.

- No child will be dismissed to walk to a car outside of the loading zone.
- Parents who choose to park and walk to the car loading zone to pick up a child will need to carry the car rider tag so appropriate dismissal can occur.

DISMISSAL ARRANGEMENT AFTER 3:15 PM

STUDENTS REGISTERED WITH SCHOOL AGE CHILD CARE:

If a student is not picked up by 3:20 PM, that student will be taken to the School Age Child Care Director with their registration information. The director will then contact the parents and let them know that they have the child. Parents will be charged the current after school session fee which is payable to SACC.

STUDENTS NOT REGISTERED WITH SCHOOL AGE CHILD

CARE: If a student is not picked up by 3:20 PM, that student will come to the office. If a parent cannot be reached in a reasonable time period (4:00 PM), Chattanooga City Police or DCS will be called.



CEP SCHOOL - NO MEAL COST!

- Harrison Elementary School is one of many Hamilton County schools participating in the Community Eligibility Provision. This allows all students attending Harrison Elementary School to receive a breakfast and lunch at no charge each day. **YOU DO NOT** need to apply for any benefit for any children attending this school.
- Adult lunch is \$4.50. (This can be subject to change)
- A-la-carte: Parents are responsible for maintaining debt-free cafeteria accounts for their children. Charges are never to exceed \$3.00.

HEALTH PROCEDURES

Parents will be required to complete a Student Registration Form on line listing phone numbers and medical information. **If phone numbers change, it is necessary to contact the office immediately. These records are necessary for emergency contacts and could be used to admit your child for emergency services at a hospital.** While filling in this information, please keep in mind that this information is used to contact you in the event of an emergency or accident. Therefore, it is absolutely necessary an emergency contact person and phone number (other than you) be provided. Please make sure this person is permitted by both parents to pick up your child if needed. Note: Please inform the teacher and office of any condition your child has that is life threatening such as severe asthma, allergies, etc. We need you to complete a Health Plan with the nurse for any on going conditions or allergies. The school cafeteria has a separate form for allergies that must be completed with a doctor's statement to limit or specialize students' diets.

Medication Policy:

Please ask your doctor for medicine that can be given three times a day. Parents can then give doses in the morning, immediately after school, and at bedtime. This limits instructional interruptions. In the event your doctor does not recommend the above dosage schedule, please pick up an HCDE medication form from the elementary office. This must be completed and signed by your physician and co-signed by the parent or guardian in order for medication to be given at school.

Requirements for Administering Medication at School:

- Medication should be brought to the office by an adult in the original prescription bottle. No medication is to be brought to the school by the student.
- A new medication permission form must be provided to the school at the beginning of each school year. The permission form must be updated when there is a change in dosage or time of medication.

- The medication will be kept in the nurse's office in a locked place.
- All medications must be in the prescription bottle with the proper label on the bottle.
- No medications other than those prescribed by a physician are permitted and/or administered at school.
- Prescribed emergency medication to address life-threatening situations must be readily accessible to the student at all times. Examples of these medications include but are not limited to: asthma inhalers, epi-pens, glucose tablets, etc.

*The school system retains the right to reject requests for administering medications that are not in compliance with the above guidelines.

Head Lice Procedures:

Children with head lice may return to school as soon as appropriate treatment has begun. For lice, a receipt of purchase of lice medication is proof. Or, if you received your lice treatment kit from the school nurse, the box top returned to the front office, or to the school nurse is sufficient. Some children with lice will require a second treatment.

Fever Policy:

Students who have fevers are to remain at home. If we discover the child is running a fever of 100 degrees or above at school we will contact you to pick them up immediately.

Homework Provided During An Extended Illness:

Your child will be allowed to make up any missed work during absences due to illness. Please refer to the section listed as "Make-up Work." Some work is team based and may require an alternative assignment due to the loss of class time.

DISCIPLINE

Discipline:

Appropriate behavior is expected of students at all times in accordance with the Hamilton Code of Conduct and the school discipline plan. These plans are included in registration materials and are available on line at hcde.org. Disciplinary consequences are imposed at the discretion of the principal. Each student is expected to show respect for other students, the faculty and all other staff. This respect should also be shown in the care of the building, property and surrounding grounds.

Disciplinary Actions:

Various administrative consequences can happen AFTER the teacher has worked with the student through his/her individual consequences in the classroom. Referrals made to the office occur when:

- Students are out of control and are disrupting instruction for other students in the classroom.
- Fighting, profanity, sexual harassment, cheating, lying, theft, vandalism, assault, harassment, not complying to the dress code, disrespect, tobacco, truancy, weapons, bullying and drugs/alcohol are some offenses that can send students to an administrator and may result in suspension.
- If a suspension results from a disciplinary action, teachers will provide students with class work and homework.

Administrators discipline students based on the severity of the offense and use progressive discipline when possible to confer and counsel with increasing consequences if behavior does not change. The purpose of discipline is to try to get students to change inappropriate behaviors and to restore relationships with peers and teachers resulting in better self-discipline. . We establish behavior plans for students with repeated offenses with our guidance counselor as well as the classroom and related arts teachers. Teamwork is important to us, and it is our belief that if we work together, we can establish better behavior patterns for our students before they enter middle school. All students and teachers need to achieve an environment conducive to learning. We want to work with everyone to achieve this throughout the year.

ZERO TOLERANCE:

The three zero tolerance violations listed which occur on school property, a school bus, or at school-sponsored activities shall be reported to local law enforcement officials. Students can be expelled for a period of not less than one calendar year. This is School Board policy and State of Tennessee law. The following are considered zero tolerance offenses: Possessing a firearm, weapon, or an explosive device. It also includes assault on a staff member.

Bus Procedures for Discipline:

The right of pupils to ride on school buses is conditional on their good behavior and observance of the following rules and regulations on the bus and at the bus stop. Any pupil who violates any of these will be reported to the school principal with the recommendation that bus privileges be suspended.

- The bus driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly.
- Pupils shall obey and respect the order of monitors or patrols on duty.
- Pupils must be on time. The bus cannot wait for those who are not on time.
- It is absolutely forbidden for pupils to throw anything out of the bus.
- Pupils must wait on the sidewalk or side of the road, out of the way of traffic, while waiting for the bus. Do not play at the bus stop.
- Pupils may not change their seat once they are seated on the bus. They may not jump ahead of each other in line. They may not move about the bus while it is moving or at stops when they are not getting off the bus.
- There will be no eating or exchanging of food on the bus.

- Pupils who write or make any marks on the bus, windows, or seats will be suspended immediately.
- High noise levels are unacceptable and distracting to the bus driver.
- Any disruptive behavior or language toward students or the bus driver while on the bus can result in suspension.

MISCONDUCT ON A SCHOOL BUS

- Student transportation is a privilege and not a right. A student shall become ineligible for bus transportation when his/her behavior physically endangers other riders; causes dissension on the school bus, or when he/she disobeys State and/or Local Rules and Regulations pertaining to bus transportation.
- Each school bus driver must report any misconduct by students to the principal of the school that the student attends using a discipline referral.
- The principal can determine the disciplinary action and suspension of bus privileges, which may involve loss of student transportation for a period up to the balance of the school year. Extreme infractions may remove bus privileges permanently.

Board Policy for Suspension:

- Disrespect to a teacher, substitute, or other school employee.
- Indecent, vulgar, or obscene language.
- Not being at the appropriate place at the appropriate time or being at an off limits area.
- Forging an official note from the school.
- Improper boy/girl conduct.
- Any disruptive behavior that is prejudicial to an acceptable level of discipline within the school.

- Willful and persistent violation of the rules of the school or truancy.
- Immoral or disreputable conduct or vulgar or profane language.
- Violence or threatened violence against the person of any one attending or assigned to the school to include volunteers involved in school business (includes fighting or other offensive physical contact.)
- Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school. Parents or guardians of a student under eighteen years of age or a student eighteen years or older shall be responsible for all damage intentionally, willfully or negligently inflicted on school property by the student.
- Inciting, advising, or counseling others to engage in any of the acts herein enumerated.
- 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.
- Assaulting a school administrator or teacher with vulgar, obscene or threatening language.
- The 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.
- Any other conduct, prejudicial to good order or discipline in the school.
- Off-campus criminal behavior resulting in felony charges; when the student's presence in school poses a danger to persons or property, or disrupts the educational process.
- The use, sale or possession of alcohol on school property, a school bus, or at any school event or activity. Possession of any chemical, such as tear gas or mace, which has the capacity to injure or make an individual defenseless.
- A student who assaults or threatens to assault a teacher, principal, student, or other employee of the Hamilton County Department of Education, shall be reported to local law enforcement officials and shall be suspended for a period of time

determined by the principal or assistant principal. (The act may result in expulsion.)

- Harassment based on race, special needs, religion or gender.
- Sexual harassment shall be defined as conduct, advances, gestures, words of a specific sexual nature or words which are commonly accepted that have a sexual connotation which:
 - a. Interferes with another student's work or educational opportunities, or the performance of a school employee.
 - b. Creates an intimidating, hostile or offensive learning environment.
- In determining whether a student's alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated by school authorities. (The act may result in suspension or expulsion.)
- A student who takes surreptitiously or without permission the property of another may be referred to local law enforcement officials. (The act may result in suspension or expulsion.)
- A student who wantonly injures, defaces or disfigures any building or fixture attached thereto owned by the Hamilton County Department shall be reported to local law enforcement officials. (The act may result in suspension or expulsion.)
- A student who intentionally initiates or circulates a report of past, present, or impending bombing, fire or other emergency, knowing that the report is false or baseless shall be referred to local law enforcement officials. A student found guilty of filing a false report as indicated will be suspended or expelled.
- Any student who either verbally or in written form or printed communication maliciously threatens to accuse another of a crime, offense, or immoral act or to do any injury to the person, reputation or property of another with intent thereby to extort money, property or pecuniary advantage whatsoever or to compel the person so threatened to do any act against his will shall be reported to local law enforcement officials. (The act may result in suspension or expulsion.)
- Any threat to do harm to another individual or self will be taken seriously. Depending on the circumstances, a student who has

threatened harm to others or self may be referred to appropriate law enforcement authorities.