

**HILLCREST ELEMENTARY
PARENT AND STUDENT
HANDBOOK
2018 - 2019**

**VONETTA MASTON, PRINCIPAL
DR. MEGAN BRAY, ASSISTANT PRINCIPAL**

**4302 BONNY OAKS DRIVE
CHATTANOOGA, TN 37416**

**OFFICE: 423-855-2602
FAX: 423-855-2604
EXED: 423-855-2655**

<http://hillcrest.hcde.org>



Dear Hillcrest Elementary Students and Families,

Welcome to Hillcrest Elementary School. The students and staff are very proud of our school and the quality education that is available for all students.

Please take some time to read through this handbook with your child in order to become familiar with our rules and policies.

The learning environment is structured so all children have an excellent opportunity to be successful. 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.

If we work 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 Hillcrest Elementary become one of the BEST elementary schools in Hamilton County.

Sincerely,

Vonetta Maston, Principal
Email: maston_vonetta@hcde.org

MISSION STATEMENT

To create pathways to bright futures for all students by providing a rich and varied academic foundation that promotes critical thinking, collaboration, and creativity.

NOTICE OF NONDISCRIMINATION

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504; (2) Title VI of the Civil Rights Act of 1964; or (3) Title IX of the Educational Amendments of 1972. You may reach the Title VI and Title IX coordinator for Hamilton County Schools at (423) 209-8654.

TITLE I

Title I is a federal assistance program to schools that have students on free and reduced lunch. Title I provides funds for additional personnel, training materials, equipment and programs.

FACULTY & STAFF

Principal Vonetta Maston	Assistant Principal Dr. Megan Bray	Secretary Angela Keel
Clerical Elizabeth Woods	Nurse Yulandra Jones	Parent Coordinator Cassandra Richardson

Pre-K	Shemica Damron	Debbie Smith (Asst)	Brittany Maples	Beverly Jones (Asst)
Kindergarten	Hillery Davis	Nancy Dotson	Courtney Myers	Ocie Johnson (Asst)
1st Grade	Madison Davis	Kristal Peters	Karissa Stinson	
2nd Grade	Jenna Hicks	Bobbie Pierro	Marley Walker	
3rd Grade	Sydney Janysek	Heather Millard	Ashley Weimer	
4th Grade	Jami Burnes	Adam Grodek		
5th Grade	Sara Harston	Angela Sehstedt		
ExEd	Ann Chauvin	Mary Ellen Sokohl	Jacqui Patt	Rebecca Smith
Related Arts	Reginald Beechum	Luke Johnson	Robin Perry	
Bridge	Madeline Chandler	Enoushall Kilgore (Asst)		

Math Coach	Literacy Coach	Intervention	Social Worker	Substitute
Allison Corbett	Michelle Ford		Roberta LeWinter	Ballerie King
Custodians				
	Leon Harris (Head)	Samantha Oliver (Night)	Imogene Logan	

Cafeteria				
Pamela DeYoung (Mgr)	Tanika Whatley	Patricia Grady	Bonnie McKissic	

ARRIVAL

The school building will open at 8:15. Students go to breakfast or to the auditorium until 8:35. **Students arriving after 8:45 will be marked tardy. Parents are required to sign in their child to receive a tardy slip.**

Pre-K hours are 8:00-3:00. Parents must sign in/out Pre-K students.

Breakfast will be served from 8:15–8:30. If your child wants to eat breakfast he/she must be at school between 8:15–8:30. At 8:30 the cafeteria doors will be closed. All students will be sent to class at 8:45. All late buses will be served breakfast.

*****Message from the school board—The School Board cannot be responsible for students left at school earlier than five minutes prior to the first bus arrival time or for students who are not picked up by the time the last bus leaves. Therefore, PLEASE DO NOT SEND YOUR CHILD TO SCHOOL BEFORE 8:15 A.M. AND PLEASE PICK HIM/HER UP BY 3:55 P.M. After 4:00 PM, Child Protective Services may be contacted.*****

ATTENDANCE

Attendance policies established by the Hamilton County Board of Education are based on state law and Rules and Regulations established by the Tennessee Department of Education. Children need to be in school every day possible in order for them to achieve to the best of their abilities. The importance of daily attendance cannot be overemphasized.

School Day

School hours: 8:45 – 3:45
 Doors Open: 8:15
 Breakfast: 8:15 - 8:30
 Student drop off begins: 8:35
 Students go to class: 8:45
 Classes begin: 8:50
 Classes dismissed: 3:40
 Student car rider line begins: 3:45

Absence

An absence is recorded when a child misses more than one-half of a day of school (leaves before or arrives after 12:15).

As important as daily attendance is, it is important that a child be kept home whenever he/she is ill. Do not send your child back to school until he/she is fever-free for **at least 24 hours**. It is not acceptable to send a child to school if he/she wakes up with a fever, **even if you bring down the fever with Tylenol!**

Excused Absences:

Personal illness of student, death in the immediate family, and recognized religious holidays are considered excused. Other absences are reported as unexcused. Up to three absences may be excused with a note from the parent explaining the reason. A doctor's note is necessary for all other absences to be excused. Written excuses stating the reason for absences must be signed and dated by the parent or guardian and filed with the school the first day the student returns.

Unexcused Absences:

Absences that do not meet the stated criteria for being considered "excused" or for which there is not a written statement from the parent are recorded and reported as unexcused. Out of town trips are unexcused.

Important:

State Law [TCA 49-6-3007 (e) (1)] requires that schools notify the Social Worker / Attendance Officer when a child is absent for any 5 or more days (not necessarily consecutive) of unexcused absences.

DISMISSAL

Dismissal begins at 3:40 with the buses. Car riders and walkers will be dismissed shortly after. Parents are to remain in their cars for car rider pick up. All car riders will be issued hang tags with their child's name. When you come to pick up your child in the afternoon, please attach the hang tag to your rearview mirror and we will call your child by reading your name tag. This will ensure that your child is not picked up by someone who is not allowed and will speed up the car line. **If you do not have a hang tag in your rearview mirror, the teacher on duty will ask you to show identification. He/ She will then call the office to verify that the identified person is eligible to pick up the child. Homemade name tags will not be allowed.** You must have a hang tag issued by the school. Remember, this is for the safety of your child.

Bus transportation is provided for students living in our zone. **All buses will load and unload from the first lane.** If you have a bus transportation issue that we cannot resolve, you may call transportation at (423)498-7320.

Cars: Name Hang Tags will be issued to all car riders. Put your hang tag on your rear view mirror when picking up your child.

- Students are to get in and out of vehicles on the right side only.
- All traffic is ONE WAY. Please leave the extreme left lane open at all times.
- Drivers must follow the instructions of the school staff for the safety of our students.
- School buses have the right-of-way on campus and cars cannot block the bus-loading zone.
- All drivers **MUST** pick up their student at the front entrance.
- Please wait for your child in the designated lanes. Cars should never be left unattended in these lanes.
- Morning arrival- drop off all students in the first lane (same as buses). **DO NOT** drop off students in one of the outside lanes. If you pull into an outside lane in the morning, you must walk your child to the front door.
- Afternoon dismissal- cars will be loaded in the two outside lines. Your child will be brought to your car.

These procedures are for the safety of all of our students. We appreciate your cooperation.

Early Dismissals

Early dismissal from school is strongly discouraged as this causes students to miss important instructional time, but we know that it is sometimes necessary. Please try to keep early dismissals at a minimum. **We will not dismiss students after 3:00.**

Parents dismissing their child early must come by the office to sign their child out. **Anyone** dismissing a child may be asked to show identification. This will ensure the safety of your child. Minor siblings or persons not listed on the emergency card **will not be allowed to dismiss a student.**

CAFETERIA

As part of the Hunger Free Kids Act of 2010, **ALL Hillcrest students will receive free breakfast and lunch for the 2018-19 school year.**

Some students prefer to bring lunch from home. Please follow these guidelines: Lunch should be **nutritious** and have **low sugar content**. Canned or glass bottled soft drinks, or other sugary drinks are not permitted.

Please help your child memorize his/her lunch number. Menus can be accessed on the HCDE website, www.hcde.org.

Please send cash for A-la-Carte items (chips, ice cream, extra milk...). Change left over will be deposited in your child's account.

Meal prices for adults - \$5.00

Ice Cream - \$0.75 - \$1.50

Chips - \$0.75

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are not permitted to have cell phones or other electronic devices and toys in their possession in the classroom. **Cell phones must be turned off and kept in the student's backpack while on school property and on HCDE buses.** These items will be taken and only returned if the parent comes to school to pick up the item(s).

CHANGES IN ADDRESS, PHONE, ETC.

It is very important that the school have current addresses and phone numbers in order for parents to be contacted in case of an emergency. Please be sure to notify the school office and teacher if there are changes to your home address, phone number, and place of employment, babysitter or emergency numbers.

CLASSROOM PARTIES

Two parties per year are the maximum allowable by the Hamilton County Department of Education: Winter Break and Valentine's.

There will be no classroom parties to celebrate birthdays.

Birthday treats (cupcakes, punch) may be sent to school for students if prior arrangements have been made with the teacher. Treats will be given out during recess or lunch, not during instructional time. **PLEASE DO NOT SEND BIRTHDAY PARTY INVITATIONS TO BE GIVEN OUT UNLESS THE ENTIRE CLASS IS INVITED.** This will prevent others from getting their feelings hurt. **Balloons, flowers, cookie bouquets, fruit bouquets, etc. will not be accepted in the office for delivery to students in classrooms.**

CORPORAL PUNISHMENT

Hillcrest Elementary will administer corporal punishment by an administrator only with the written or verbal permission of the parent.

DRESS CODE

While Hillcrest does not have a required uniform, we expect students to be presentable at all times. Therefore, the following guidelines must be observed:

- No flip-flops or open toe shoes allowed.
- No T-shirts with profanity or suggestive logos.
- No cut off or mid drift tops allowed.
- No tops with string ties or skinny straps on boys or girls.
- Shorts are acceptable, but must be a reasonable length on both boys and girls; to the bottom tips of fingers when hands are by their side. Dresses and skirts must come to the knee.
- Baggy and/or low sagging pants or shorts are not allowed. All students must wear their pants or shorts at the waistline. A belt must be worn if pants are sagging.

Parents will be called to bring a change of clothes for any student not following dress code.

DAMAGES 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.

DISCIPLINE POLICY

We believe all students can behave appropriately in school. Preventing a teacher from teaching and/or a student from learning will not be tolerated. In order to provide your child and all students in our school the excellent learning climate they deserve, we follow a uniform school discipline plan. At the beginning of school, the teacher and students within each classroom will review the school wide rules. Consequences are at the discretion of the Administration. All fights will result in a five (5) day suspension from school.

DRUGS AND ALCOHOL

Drugs, look alike drugs or alcohol are prohibited from being used, possessed, received or transferred on the school campus.

FIELD TRIPS

Prior to any field trip, a note is sent home with each student describing the trip and explaining the fees involved. This note includes a permission slip that must be signed by the parent/guardian and returned along with the fee to the teacher. Parents chaperoning field trips should not bring any children on field trips who are not a member of the class involved.

Written permission and money for field trips are due prior to the day of the field trip. The smoke-free environment policy of the Hamilton County Department of Education extends to all field trips.

GENERAL RULES OF CONDUCT

- Be Respectful
- Be Responsible
- Be Safe

GRADING SCALE 3-5

A	93-100
B	85-92
C	75-84
D	70-74
F	69 or below
I	Incomplete - Must be removed by next grading period.

GRADING SCALE K-2

K-2 report cards are standards based with a 1-3 rating scale. Information on the rating scale will be provided by the classroom teacher.

HARASSMENT/ BULLYING

Harassment/ bullying will not be tolerated at Hillcrest. Harassment/ bullying is defined as intentional behavior toward a student or group of students whether directly, through a third party, or through the use of electronic devices or media, that places a student or groups of students in fear or creates a hostile educational environment.

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 as make-up work.

Students must make-up work at the teacher's convenience and shall have no more than five school days to complete these assignments for one day's absence. A request for make-up work becomes the responsibility of the student. A 24-hour notice is required for make-up work.

MEDICATION POLICY

Hamilton County Board of Education policy allows school personnel to administer only long-term maintenance prescriptions to children during school hours. The administration of this type of medication requires that a medication form, provided by the Board of Education, **be signed by the parent or guardian and physician and be kept on file at school.** An adult must bring all medication to school in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. If medication is not properly labeled it will not be given. Medications will be administered to students by the school nurse, principal, or the principal's designee.

NEWSLETTERS/SOCIAL MEDIA

School newsletters are issued monthly. Each grade level will send home weekly communication to inform you of academic home support activities, projects, etc. Please read these communications carefully and take special note of important dates for your calendar.

Hillcrest Elementary School is now on Facebook!
Find us at: <https://www.facebook.com/superhawks2602/>

PARENT/TEACHER CONFERENCES

Conferences must be scheduled to avoid conflict with the teacher's instructional time. If you call the school to request a conference, the principal, secretary, or teacher will call back as soon as possible to confirm a time that is convenient to all.

SEARCHES OF STUDENT LOCKERS, ETC.

Students and their possession, lockers, etc. may be searched by school officials at any time.

SUPPLY FEES

The supply fee for each grade level this year is \$20.00. This money is used to provide the children with materials and other supplies not furnished by the school system. It is very helpful if the entire supply fee is paid at the

beginning of the year. If this is not possible, please set up payment installments with your child's teacher. Also, each grade level will have a list of supplies that your child must bring to school. **Please bring all supplies on the first day of school.**

TRANSPORTATION CHANGES

Please notify the teacher in **writing** if there is a change in how your child will be going home. If notification is not received, your child will follow his/her regular method of getting home. **This will be strictly enforced. If an emergency occurs and a change is necessary, please notify the office by 3:00.** A student going to another student's home after school must furnish a note from both parents acknowledging this situation. Both students must come together to the office with the permission notes to be signed by the principal. These notes must be shown to the bus driver if they are to ride a bus home. We regret that permission cannot be taken by phone. If you forgot to send a note, you can fax a note to the school. 855-2604

BUS POLICY

Tennessee State Board of Education states: **"A pupil shall become ineligible for pupil transportation when his or her behavior is such as to cause dissension on a school bus."** There will be disciplinary action for minor offenses.

BUS CONDUCT

Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with the state laws and regulations.

Transportation is considered an extension of the regular school day and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on school premises.

It is the student's responsibility to behave in a way that does not disrupt others or take the attention of the driver away from the safety of the other children.

Written permission from the principal and parent to drop the student off at a bus stop, other than the student's home stop, will be honored in the afternoon if space allows.

RULES OF CONDUCT FOR STUDENTS RIDING SCHOOL BUSES

These rules of conduct have been developed to provide a safe and pleasant environment for students while being transported. Transportation is an elective provided by the Board, and failure to comply with any of the rules will be grounds for excluding a student from riding a bus.

Disciplinary Action for Minor Offenses:

First Referral	—	Verbal Warning
Second Referral	—	Letter to Parent
Third Referral	—	3-day Bus Suspension and Conference with Parent(s)
Fourth Referral	—	Suspension of riding privileges for ten (10) days, in addition to parent conference
Fifth Referral	—	Suspension of riding privileges for the remainder of the year

**Students suspended through the end of a school year will require a meeting with the Principal, driver, and Transportation Supervisor before being readmitted onto the bus.

Disciplinary Action for Major Offenses:

First Offense	—	5-day suspension and parent conference
Second Offense	—	Suspension of riding privileges for remainder of the year

NOTE: Students who endanger and/or harm other students while being transported may warrant suspension of riding privileges for the remainder of the year. Whenever a bus, for disciplinary reasons, is required to return back to school, or help is requested by the driver over the radio or by other means, the offense is considered major and subject to suspension of the offending party or parties.

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

For any complaints or concerns regarding Durham buses (buses numbered 200 and above), please contact 1-833-bus report or go to

Busreport.com.

VISITORS

Visitors must sign-in and receive a visitor's pass before entering classrooms. Visitors will be required to provide a driver's license or state issued identity card for permission to enter the school building. Visitors without a pass will be required to return to the office. Each visitor must return to the office to sign-out.

VOLUNTEERS

The Hillcrest staff encourages parents, grandparents, and guardians to volunteer their time at Hillcrest. There are many opportunities to support the school, and we hope you will consider helping at Hillcrest. If you would like to volunteer in the classroom, the library, or in some other area, please contact our Parent Coordinator or your child's teacher.

WEAPONS ON SCHOOL PROPERTY

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

ZERO TOLERANCE POLICY

The following zero tolerance offenses will result in an expulsion from school for up to one calendar year:

- Possession of a firearm, explosive, poison gas device, bomb or similar device.
- Illegal possession of a controlled substance or drug.
- Striking a teacher, principal, administrator, an SRO or any other employee of the Hamilton County Department of Education.
- Transmitting by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.

HAMILTON COUNTY SCHOOL CALENDAR 2018 - 2019

August 3	Registration Day
August 8	First Full Day of School
September 3	Labor Day -NO SCHOOL
September 10	Progress Reports go home
Oct. 8- Oct. 12	Fall Break- NO SCHOOL
October 15	End of 1st Quarter (41 days)

October 10-November 30 Parent Teacher Conferences *(School will choose a date & time)

October 19	Report Cards go home
November 14	Progress Reports go home
November 21-23	Thanksgiving Holiday-NO SCHOOL
December 19	End of 2nd Quarter (45 days)
Dec. 20-Jan. 4	Winter Break-NO SCHOOL for students
January 7	School re-opens & students return to school
January 11	Report Cards go home
January 21	Martin Luther King Day-NO SCHOOL

January 28-March 8 Parent Teacher Conferences *(School will choose a date & time)

February 8	Progress Reports go home
February 18	President's Day-NO SCHOOL
March 15	End of 3rd Quarter (50 days)
March 18-22	Spring Break-NO SCHOOL
March 29	Report Cards go home
April 19	Spring Holiday
April 24	Progress Reports go home

May 23

Report Card Pickup: No buses will run!