

# OOLTEWAH ELEMENTARY

Parent and Student Handbook

2016-2017



“A wonderful place to learn and grow”

8890 Snowy Owl Rd.  
Ooltewah, TN 37363  
(423) 238-4204  
[www.hcschools.org/oes](http://www.hcschools.org/oes)

# Ooltewah Elementary School Handbook

Dear Ooltewah Students and Families,

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

The learning environment is structured so all children have an excellent opportunity to be successful. It is a nurturing and safe environment where the main themes of our mission are **READING, THINKING, WRITING and SPEAKING**. The goal for our children is to become life-long 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.

Parents are an integral part of their children's learning process. 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.

Please read the following Parent and Student Handbook and discuss the contents as a family. Our intention is to familiarize you with the policies and procedures at Ooltewah Elementary School. Each student also receives a district "Student Code of Acceptable Behavior and Discipline" which provides a detailed explanation of policies set by our school board.

Have a safe and successful school year. Together we can continue to create a "Community of Learners".

Sincerely,  
Tom Arnold  
Principal

## SCHOOL CONTACT INFORMATION

Ooltewah Elementary School

Phone: 238-4204

Fax: 238-4250

Website: [www.hcschools.org/oes/](http://www.hcschools.org/oes/)

## ENROLLMENT

In order to attend Ooltewah Elementary School, the parent or legal guardian of the student must provide 2 proofs of residency when requested. Proof of residency must have the parent or legal guardian's name and the address must be within the Ooltewah Elementary zone. Proof of residency includes current electric, water, gas or cable bills within the last 30-60 days. Proof of residency also includes current lease or mortgage statements and agency, government or court documentation. Students without required, documented immunizations will not be allowed to register in school

## SCHOOL DAY

School hours are: 8:30 am - 3:30 pm

Students may be dropped off from 8:05 to 8:30 in the car rider area. (Starting at 8:30, all staff members on duty will be entering the school to meet with their class.) Students arriving after 8:40 are tardy and must be signed in by a parent/guardian in the front office.

## DISMISSAL

Dismissal begins at 3:30. All cars picking up a student must have a school issued dismissal card. Cars without the dismissal card must park and show ID in the office to dismiss their student. Students not picked up by 4:00 will be checked into the aftercare program and SACC registration and daily rates will apply. Students need to bring a note from home if they are not going home in their usual manner. When the request involves bus transportation, the note must be signed by the Principal or designee and delivered to the bus driver by the child.

## **ATTENDANCE**

Regular and punctual attendance is essential for the optimum growth and development of students. Please see The Hamilton County Department of Education Attendance Policy at the back of this handbook. Additionally, all unexcused absences, tardies and early dismissals will be entered in the database and monitored by school administration and the department of education.

## **TARDY/EARLY RELEASE OF STUDENTS**

Students are tardy when arriving after 8:40 AM. **Parents must sign their student in at the front office when their student is tardy.** When a student leaves early, it counts as a tardy. Missing more than 3 ½ hours is an absence. A note from the doctor will excuse the tardy. Teachers are not authorized to release students to parents who come to the classroom. All students taken from the building during the regular school day must be signed out at the school office. Whenever possible, dental and medical appointments should be made for non-school days and/or after the regular school day ends. EARLY DISMISSAL AFTER 3:00 PM IS HIGHLY DISCOURAGED.

## **MAKE UP WORK**

When students are absent from school for one or more days, the following guidelines are to be followed:

1. Students will be allowed to do make-up work (tests, homework, class work) when absent.
2. Students will pick up make-up work from their classroom teacher **ON THE DAY THE STUDENT RETURNS TO SCHOOL.** Parents are asked not to phone the school for work during absences.
3. Students will have five (5) school days from the day of return to complete and return work to their teachers. If work is not turned in on or before the fifth day, students will not receive full credit for incomplete work.

## **TRANSPORTATION CHANGES**

Any change of your student's transportation must be made in writing and submitted to the

**homeroom teacher.** In the case of an emergency, please call the **school office** no later than 3:00 PM to notify the school of the change of transportation.

## **SCHOOL AGE CHILD CARE (SACC)**

This is a before and after school day care program at OES. Before school care begins at 6:00 AM and continues until the school day begins. The afternoon session begins when the school day ends and remains open until 6:00 PM. Children may be enrolled in morning or afternoon sessions, or both. SACC is available daily or weekly and operates during the school year including, Fall Break, Winter Break, Spring Break and Summer Break at various school locations. All payments made for day care are paid directly to the program director and not the school office. Report Cards may be held until a student's SACC account is fully paid. More information is available in the front office.

## **PARENT NOTIFICATION**

Many times during the school year, parents will need to be notified of various school activities and events. School staff will notify parents as early as possible. The school system will also be using an automated phone system called "SchoolMessenger". These will be recorded phone messages or e-mails to notify parents and school staff of school events or activities. If you do not receive these messages, please contact the school with your contact information.

## **SCHOOL CLOSINGS**

A 2016-2017 school calendar for Hamilton County Schools is included in this handbook. Emergency dismissals during adverse weather will be announced on local radio and television stations and via "SchoolMessenger" messages. Please be sure your phone numbers are current in our office. Please be aware: if our school drive is impassable due to road conditions, it may be necessary to walk students down the hill to vehicles or buses. Please be patient

during these occurrences. In most instances when school is dismissed early, SACC will not be available.

### **SCHOOL FEES**

Students may need to bring money to school to pay various fees during the school year.

Although fees cannot be required to attend a public school, the supply fee (for all grade levels) is \$65.00 and may be paid early in the first month of school. An explanation of what items the school purchases with your supply fee money can be obtained from the teacher. Unless specified differently, checks should be written to Ooltewah Elementary School (OES). Please write separate checks for each activity or item. Checks for school lunches are written to **OES Food Service** and checks for SACC are written to **HCDE**. Any checks returned for insufficient funds must be paid in cash prior to a student receiving a report card.

### **MONEY**

Any money brought to the school by a student should be placed in a sealed envelope. The following should be written on the envelope: Student's name, Teacher's name, and reason for money, i.e. field trip, lunch money, etc.

### **STUDENT BIRTHDAYS**

Birthdays of students will be recognized in the classrooms. Birthday celebration deliveries (flowers, balloons, etc.) are discouraged in lieu of books dedicated to the student's classroom and/or school library in the name of that student. Should a delivery arrive, it shall remain in the office until the end of the school day. Parents should arrange for their child's transportation home if the delivery is too large to be taken onto the bus.

### **PARENT TEACHER ASSOCIATION (PTA)**

Parents and all family members are invited to join Ooltewah Elementary in supporting students through active membership in the Ooltewah Elementary PTA. This cost is \$5.00. Checks for the PTA should be written to

OESPTA. Education is a team effort, and we are proud to work with parents through the PTA. A special thank you is extended to our PTA for the participation and funding of many items and activities throughout the school year.

### **VOLUNTEERS**

The Ooltewah Elementary staff and PTA encourage parents, grandparents, guardians, and other interested community members to volunteer their time and talents to the students of Ooltewah Elementary. There are many opportunities to support the school, and your involvement is greatly appreciated. If you would like to volunteer in the classroom, the library, the cafeteria, the grounds, or in some other area, please contact one of the PTA officers or your child's teacher. Also, volunteers need to sign in at the front office and be sure to sign the volunteer folder.

### **STUDENT EMERGENCY INFORMATION**

During the school year if changes are made in employment, telephone number, cell number or alternate contacts, please call the office (238-4204) or send a note with the student so that the emergency form can be updated. **It is important that emergency forms be completed entirely.**

### **SCHOOL CLINIC**

The school clinic is located near the main office. We have a full-time nurse on duty during regular school hours. If a student becomes sick or injured, the school nurse will contact the parent or guardian. Parents may be requested to come and pick up a student at that time. Students with a fever will not be allowed to remain at school. If sickness or minor injury occurs near dismissal time, the student may be sent home on the bus, but every attempt will be made to notify the parent or guardian. Emergency information forms are to be filled out each school year and will be on file in the office. If in the event of serious illness or injury parents or guardians cannot be informed and the illness/injury is thought to be of such a

nature to require the services of a doctor, the child will be taken to a designated hospital (located on the emergency card) for treatment. This action in no way implies that the Hamilton County School Board personnel or the school assumes financial responsibility for the illness/injury.

The principal and nurse should be advised of students who require immediate or special attention for conditions such as hemophilia, diabetes, epilepsy, heart condition, life threatening allergies, bee stings, or any other physical condition. It is imperative that students have an up-to-date and accurate Emergency Plan on file in the office/classroom at all times.

Students required to take medicine at school must have a Hamilton County "Medication Consent Form" completed by the parent and physician, on file in the school office. Only adults may deliver medications to the school clinic. The school nurse will administer the medicine to the student. No over-the-counter medicines will be given at school.

At the beginning of the school year, a nurse will work with parents to ensure that student immunizations and certified birth certificates are in compliance with state law.

#### **CAFETERIA**

<u>Prices</u>	<u>Lunch</u>	<u>Breakfast</u>
Paid:	\$3.00	\$2.00
Reduced:	\$ .40	\$ .30
Visitor:	\$4.50	\$2.75
Holiday:	\$5.00	N/A
Extra Milk:	\$ .50	\$ .50

Report cards may be held for lunch account debt.

Breakfast is available between 8:10-8:30.

Parents are asked to refrain from sending FAST FOOD or soft drinks with their student.

#### **PERSONAL ITEMS**

Students shall not bring toys, trading cards, athletic items, electronic equipment, phones, or non-essential personal items onto school property, unless authorized by a staff member. Ooltewah Elementary is not responsible for lost or stolen items.

#### **FIELD TRIPS**

Ooltewah Elementary teachers plan field trips away from school that support curricular objectives. Each grade level will plan their own field trips each school year. A permission slip must be signed by a parent or guardian before a student is allowed to go on the trip and funds must be paid by the due date. In the event that insufficient funds are received, a field trip may be cancelled. A limited number of parent chaperones may be asked to accompany the class on the trip. Chaperones should refrain from bringing siblings, follow school rules and accept the responsibility of following the procedures set by the teachers. T-shirts in grade level colors are encouraged to be worn on field trips. Students are expected to exhibit excellent behavior as they represent Ooltewah Elementary away from school.

#### **CONFERENCES**

Parent-Teacher conferences are encouraged. If the teacher feels a conference is necessary, the school will contact the parent. If for any reason a parent wishes a conference with the teacher, the parent should contact their child's teacher. When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with the school administration. Teachers, principals, and parents share common goals of creating the best learning experiences for students.

## **TELEPHONES**

Telephones in the building are for school business only. Students are allowed to use the phone only in the case of an emergency. No student will be called from class to answer a personal phone call.

## **LOST AND FOUND**

All found items will be placed in the lost and found boxes in a designated location. The school cannot assume responsibility of students' losses. Proper marking of personal property can reduce these losses. Please mark all items such as coats, jackets, sweaters, sweatshirts, lunch boxes, etc. All items remaining at the end of year will be donated to charity.

## **SAFETY and FIRE DRILLS**

Ooltewah Elementary has Fire Drills once a month and 3 safety drills (tornado and/or intruder) per year according to state and local regulations. Teachers will review designated safety routes with students and emergency evacuation routes. Each classroom will have routes and procedures posted. It is asked, that parents not dismiss students during drills, regardless if the drill is authentic or practice. If parents are in the building during a drill, they will be asked to follow procedures with students and staff.

## **STUDENT DISCIPLINE**

The responsibility for development and maintenance of this self-discipline falls to the combined effort of students, parents, teachers, administration, and the community that established the value system we accept. When self-discipline fails, regulations for management of school behavior is outlined in the Hamilton County "Student Code of Acceptable Behavior and Discipline" handout provided to each student at the beginning of the school year. This handout is required to have parent's/student's signature and returned to the teacher when school begins.

OES faculty, students and families are encouraged to review and become familiar with S.O.A.R., our school wide positive behavior plan. Ooltewah Elementary students are safe, organized, responsible, and respectful. This includes traveling to and from school.

## **BULLY POLICY**

The OES Bully Policy follows the guidelines stated in the Hamilton County Schools "Code of Acceptable Behavior and Discipline".

## **BUS RULES**

Riding a school bus is a privilege extended to students by the school district. A behavioral expectation contract will be sent home with bus students the first week of school. The contract should be read, signed by students and parents, and returned to school. For the safety of all students, proper bus behavior must be observed by all riders. Failure to comply with bus rules may result in removal from the bus for a limited or permanent period of time. All rules which apply to the school also apply to the bus.

## **AFTER SCHOOL**

Students are required to go directly home after school unless the student is involved in a school approved activity. Students need to bring a note from home if they are **not** going home in their usual manner. When the request involves bus transportation, the note must be signed by the Principal or designee and delivered to the bus driver by the child.

## **DRESS CODE**

Our dress code is designed to encourage modesty, while still allowing for individuality, comfort, and practicality. This freedom still allows for personal expression, while promoting an environment that is conducive to work and academic achievement. In order to achieve this level of excellence, all children must be neat and well groomed in appearance. If a student's dress becomes a distraction to the educational environment, it will be dealt with on an individual basis. Any clothing/accessories/etc. that is not identified below, and creates a distraction in the educational environment will be handled at the discretion of the administration.

The following guidelines for dress and appearance are to be observed by all students.

### **Shirts and blouses:**

- Shirts should be proper fitting, and long enough to cover undergarments and stomachs. Bare midriffs are not permitted.
- Shirts with spaghetti straps, halter-tops, mesh, and see-through material are not allowed.
- Items with inappropriate language or logos and/or items with tobacco, alcohol or drug advertisements are not allowed.

### **Pants and jeans:**

- Pants and jeans should be neat and size appropriate. They should not be frayed or excessively worn.
- Pants and jeans should not be baggy, oversized, skin tight or expose undergarments.

### **Shorts and skirts:**

- Shorts and skirts should be neat, loose fitting, and must reach the tips of the fingers.
- Mini-skirts and short-shorts are not allowed.
- It is suggested that girls wearing dresses or skirts wear shorts underneath for modesty.

### **Shoes:**

- Tennis shoes are required for PE and suggested for all other times. Shoes should be neat, clean, and not excessively worn.
- Shoes with laces should be tied.
- Sandals are permitted only if they have a back strap.
- Flip-flops, strapless sandals or high-heeled shoes are not allowed.

### **Accessories:**

- For safety reasons, students should not wear hoop or dangling earrings.
- Make-up and jewelry of any type should not be excessive or distracting.
- Baseball caps and winter hats may only be worn outside or on the playground.

### **Hair:**

- Hair should be clean and neat in appearance.

### **Backpacks:**

- For safety reasons, wheeled backpacks are not allowed.

All backpacks, coats, sweaters, sweatshirts, etc. must be labeled with the child's name.

**2016-2017 Hamilton County Department of Education  
Attendance Law/HCDE Policy/Procedures**

**Attendance Law Explained**

According to the law (Tennessee Code Annotated 49-6-3001(c)) every parent, guardian, or other person residing in this State having control or charge of any child between the ages of six (6) and seventeen (17), both inclusive, shall cause such child or children to attend a public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.

Any child who is habitually and unlawfully absent from school must be reported to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such manner as the judge may determine to be in the best interest of the child. The judge may assess a fine of up to fifty dollars (50.00) or five (5) hours of community service against the parents or legal guardians of Kindergarten through grade twelve (K-12) children if the child is absent more than five (5) days during any school year. (Tennessee Code Annotated 49-6-3007(f)).

**Hamilton County Department of Education Board Policy (6.200)**

**The following are legal reasons for excusing a student from attending school:**

Personal Illness- Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required.

Death in Immediate Family- Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.

Family Illness- Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.

Religious Holiday- Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.

Personal- Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian, and the principal or his designee is required.

Approved School-Sponsored Activities- Students shall be marked present when participating in a school-sponsored activity away from the school building.

**HCDE attendance procedures for 2016-2017 are as follows:**

By law students must attend school daily. It is the parent's responsibility to report all absences to the school. HCDE will allow parent/guardian excuses to serve as documentation for three (3) personal illness days only. After three (3) parent/guardian excused personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent/guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school. HCDE will not begin legal actions until after a student is absent for more than five (5) days without adequate legal excuse (as defined above.)

**If the following conditions apply, a referral will be made to the school social worker:**

*After ten (10) or more unexcused absences:*

Parent/guardians will be notified via legal notice indicating that their child has become truant and a petition may be filed with Hamilton County Juvenile Court. If unexcused absences continue after the Informal Truancy Hearing at Juvenile Court, parent/guardians will be petitioned to attend a Formal Hearing before a Juvenile Court Judge at which time fines and community service may be assessed.



Ooltewah Elementary School  
Parent Letter for RTI

Date: August 2016

Dear Ooltewah Elementary School Families,

Our goal at OES is that every student has the opportunity every day to become a successful learner. While every subject is important, we know that development of good reading skills is perhaps the most important task we have. The ability to read impacts every part of a child's day. Success as a reader not only supports overall academic success; it also boosts self-esteem and social skills.

At OES our reading curriculum and math instruction are structured to provide the best opportunity for your child to be a successful reader and math student. Here's how it works:

All children are screened 3 times a year in math and literacy skills. If your child's reading and math skills are on target s/he will receive 90 minutes of core instruction every day. The instruction uses research-based curriculum and is designed to maintain and accelerate skills.

Children who need additional support will receive more intensive interventions in small groups each day. Materials and methods are research-based. This support will be in addition to the regular 90 minutes per day of core reading or math instruction that all students receive.

All children who show some risk in developing reading skills are checked at least every two weeks to measure progress.

Your child's teacher will communicate regularly with you so that you know how s/he is progressing. This communication may come as a letter or it may be indicated on your child's report card and progress report.

The model of instruction and intervention we have chosen insures that we do not have to wait until a child is failing before providing assistance. Consequently one of the benefits usually seen with this approach is a reduction in the need to refer students for special education identification and services. We continue to provide a full range of evaluation and special education services if they are needed. If at any time you believe that your child might be a child with a disability you have the right to request an evaluation to determine eligibility for special education services.

If you have questions or concerns, or would like to speak to your child's teacher about the information in this letter please call the school at 238-4204.

Tom Arnold, Principal

**HAMILTON COUNTY SCHOOL CALENDAR: 2016–17**  
**(Approved by School Board: 11/19/15)**

**OPENING DATE – AUGUST 4, 2016**

**SCHOOL DAYS – 180**

**CLOSING DATE – MAY 26, 2017**

**1<sup>ST</sup> TERM – 83 DAYS**

August 4, Thursday -----	Administrative In-Service	NO STUDENTS
August 5, Friday -----	Administrative In-Service	NO STUDENTS
August 8, Monday -----	Administrative In-Service	
	Registration Day for Students (no classes)	
August 9, Tuesday -----	Administrative In-Service	NO STUDENTS
August 10, Wednesday -----	Administrative In-Service	NO STUDENTS
August 11, Thursday -----	First Full Day of School	
September 5, Monday -----	Labor Day	NO STUDENTS
October 7, Friday -----	Teacher Professional Development	NO STUDENTS
October 10 – 14 -----	Fall Break	NO STUDENTS
October 21, Friday -----	Report Cards go home	
November 23 – 25 -----	Thanksgiving Holiday	NO STUDENTS
December 16, Friday -----	Half-Day for Students - 11:30 Dismissal	
December 19 – December 30, 2016 -----	Winter Break	NO STUDENTS

**2<sup>ND</sup> TERM – 97 DAYS**

January 2, Monday -----	Teacher Professional Development	NO STUDENTS
January 3, Tuesday -----	Teacher Professional Development	NO STUDENTS
January 4, Wednesday -----	School Reopens	
January 6, Friday -----	Report Cards go home	
January 16, Monday -----	Martin Luther King Day	NO STUDENTS
February 20, Monday -----	Presidents' Day	NO STUDENTS
March 17, Friday -----	Teacher Professional Development	NO STUDENTS
March 20 – 24, Monday-Friday -----	Spring Break	NO STUDENTS
March 31, Friday -----	Report Cards	
April 5, Wednesday -----	Kindergarten Pre-Registration and Pre-K Applications	
April 14, Friday -----	Spring Holiday	NO STUDENTS
May 25, Thursday -----	Half-Day for Students – 11:30 Dismissal – Report cards go home	
May 26, Friday -----	Last day - report cards available for pickup if money or library books due BUSES WILL NOT RUN ON FRIDAY, May 26, 2017	