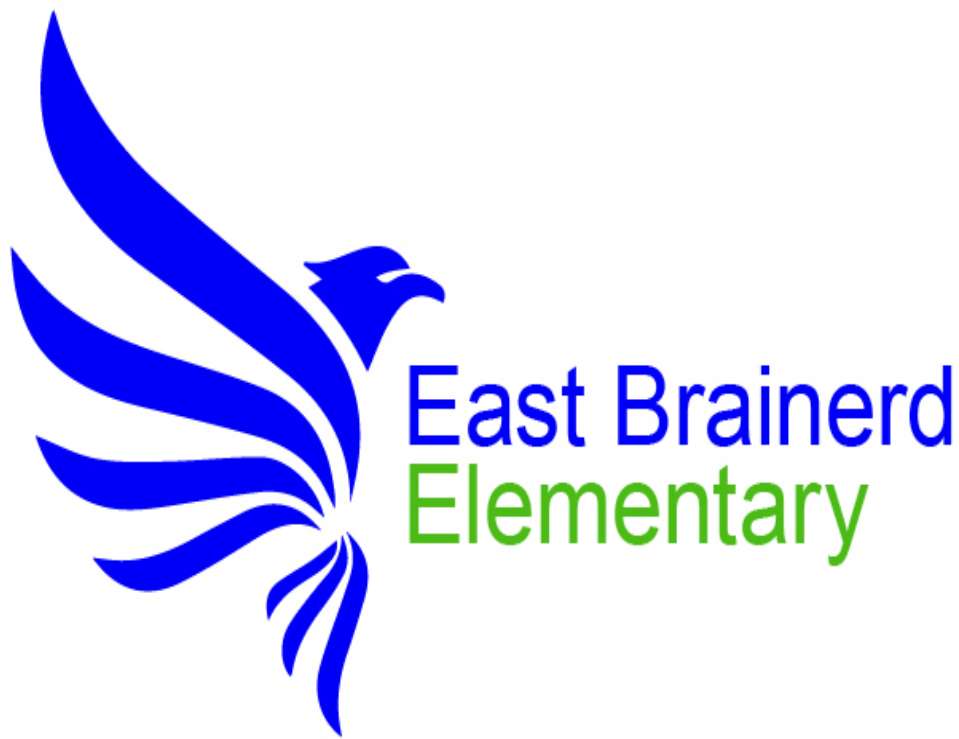


East Brainerd Elementary School

Student Handbook

2023-2024



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WELCOME

East Brainerd Elementary School has a talented and experienced teaching and support staff vigorously working toward providing a learning environment that meets the needs of all students in a safe and positive climate for children to learn and grow. Our staff looks forward to working with each student and family in our community!

We serve children in pre-kindergarten through fifth grade. With an enrollment over 1,200 students, we are the largest elementary schools in Hamilton County Schools. Our school mascot is an eagle, and our school colors are blue and green. Our school motto is "Excellence Beyond Expectations."

We encourage your active support and participation in our work. The success of your child at East Brainerd is a joint responsibility of the school and the family. It is the policy of our staff to work closely with parents in all areas of the students' performance. We ask you to help keep the lines of communication open. Please do not hesitate to contact your child's teacher if you feel that a conference is needed.

We hope you take advantage of the opportunity to become an active volunteer at East Brainerd. With your encouragement and assistance, the goals for your child's success will become a reality.

ACADEMICS

Grading

The following grading system will be utilized in grades 3-5*:

A	93-100 Excellent	D	70-74 Below average
B	85-92 Good	F	59-69 Unsatisfactory
C	75-84 Average		

In grades K-2, students receive skill-based report cards.

In grades 3-8, scores on the TCAP shall comprise 15% of the students' final grade for the spring (second) semester in mathematics, reading/language arts, science, and social studies.

Attendance records will be used in determining the awarding of grades, the passing of a course, promotion, or retention.

Grades given at the end of each nine (9) week period will be determined from daily work, written assignments, and tests. The grade level and administration will determine the weight of each grade given for various assignments and tests.

Star/Honor Roll:

- Honor Roll: Student receives all A's and/or B's with no less than an S in conduct.
- Star Roll: All A's with no less than an S in conduct.

Homework and Make Up Work

Homework is part of our school program. The amount and frequency of homework varies from grade to grade. Excused absences (those meeting state attendance rules) shall entitle students to make-up work they missed. Unexcused absences may result in homework assignments as make-up work which receives reduced credit. 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. Each additional day's absence shall add one day to the length of time given for make-up work. Request for make-up work becomes the student's and parent's responsibility. We request that you give the teacher a day's notice when requesting make-up work.

Parents may track their child's progress using PowerSchool. You will be notified via email any time that your child earns a failing grade for an assignment in PowerSchool. This notification will enable you to quickly intervene when your child has a missing assignment or work that did not earn a passing grade. Your child will have five days to redo, rework, or retest on this assignment. Please reach out to your child's teachers if you have any questions about this notification system or need help bringing your child's grade up.

ARRIVAL AND DISMISSAL

Arrival

East Brainerd Elementary school hours are 8:45 a.m. to 3:45 p.m. The car line runs from 8:15 - 8:40 am and is located in the back of the building.

If you arrive after 8:40, you will need to park in the back lot and walk your student into the car rider entrance. A staff member will be present to sign your student in and provide a tardy slip. Tardy students may not walk inside alone and may not enter at the front entrance.

Students arriving after 8:45 will not be allowed to have breakfast in the cafeteria.

Pick Up

Student dismissal begins at 3:45. All car riders are held in the gym until their name is called by the teachers on duty. If a student does not hear his/her name, they will be sent to the front office for pick up. You will need to bring your child's current school-issued car dismissal card with you to receive your child.

Please make sure that your child's current, school-issued car dismissal card is displayed in your window so your child's name can be called and they are prepared to be dismissed to you when safe.

We appreciate your following the directions and instructions of the teachers and staff on duty for both arrival and dismissal. Each afternoon we dismiss approximately 600 or more students from our building to cars. It is of the utmost importance that our students are safe during their loading of cars. Please turn down your radios and **do not use your cell phones while in the car line.**

If there is a change in the way your child is to go home in the afternoon, a note must be received by the teacher or the office no later than the morning of the change of transport. Do not call the teacher or send a text message during the school day on the date of the change as the teacher will be busy with his or her instructional duties. When a change involves new bus transportation, a transportation slip must be completed and accompany the student to the bus. Please send a note or come into the office to ensure that your child is taken to the correct stop.

No phone-in transportation changes will be taken. You must send a note or come by the school to make transportation changes. This should be reserved for emergency changes in how a child is to go home.

Without a note from a parent/guardian your child will go home on their regular transportation.

At 4:05, students remaining at the car line will be brought to the office (unless they are registered for SACC) and phone calls will be made to parents and guardians. A record of late pick-ups is kept and will be addressed on an individual basis if this becomes a habit.

Early Dismissal

DISMISSAL AFTER 3:00 WILL NOT BE PERMITTED UNLESS PRE-ARRANGED OR APPROVED BY ADMINISTRATION.

THREE (3) TARDIES EQUAL ONE (1) ABSENCE. FIVE (5) ABSENCES WITH/WITHOUT DOCTORS OR PARENT NOTES WILL STILL COUNT AS AN ABSENCE FOR YOUR CHILD.

Should you need to dismiss your child before the end of the school day, please use the following procedures:

1. Write a note to your child's teacher indicating the reason for the early dismissal and approximate time you will arrive to pick up your child.
2. Upon arrival come directly to the school office to sign out your child. A child will not be dismissed to anyone not listed on their dismissal card unless the office is notified of the addition. For the safety of our students, we will ask to see picture identification of all persons picking up a child. Please inform any who will be picking up your child of this policy.

3. Please wait in the office for your child. The staff will call the student from their classroom. This will minimize disruption to class.
4. Because of the nature of dismissing our large student body safely and the large amount of traffic, **dismissals after 3:00 will not be permitted unless pre-arranged or approved by administration.**
5. **Three unexcused early dismissals count as an unexcused absence. You will need to send a note from the doctor within 5 days for it to be excused.**
6. Students may not be dismissed by middle or high school siblings unless a parent has made prior arrangements with administration.

Hamilton County School Age Child Care

Students at EBE may attend the School Age Child Care program located in our building. Information about this program will be available throughout the school year in the office. PLEASE be aware that students who attend childcare will need to be picked up from SACC (accessible from the Igou Gap entrance behind the cafeteria). Parents coming through the car line will be redirected to the correct entrance. SACC cars are not permitted to park in the bus loading zone.

ATTENDANCE POLICY

The Hamilton County Board of Education believes in the importance of a tradition of regular school attendance for each student. Every parent must ensure that his child attends school regularly for the benefit of that child and his classmates. This establishes the first step toward a successful academic career culminating in a high school diploma and is an essential concept to teach for the job market. To this end, the Board sets forth the following guidelines for excused absences from school:

Attendance Law

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 community service against the parent 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)).

Per 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 of 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

By law students are allowed five (5) unexcused absences per school year. HCDE will allow parent excuses to serve as documentation for three (3) additional personal illness days. After the five (5) unexcused days and three (3) additional 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 or guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student's returning to school.**

If the following conditions apply, school social workers will contact parents about their child's attendance:

After four (4) unexcused absences:

- Parents will be notified by school social worker to attend a Community Attendance Review Board meeting.

After more than five (5) unexcused absences:

- Parents will be notified by school social worker via legal notice to attend an Informal Truancy Hearing before juvenile court representatives.
- If unexcused absences continue after the Informal Truancy Hearing, parents will be petitioned to attend a Formal Hearing before a juvenile court judge.

If you have any questions about attendance expectations or policies, please speak to a member of the office staff or administration.

Truancy

The law requires school officials to report to the court any parent or guardian with a child who is lawfully absent from school for any five days during the year without adequate excuse. The parents will be notified by the social worker or attendance officer that their child must attend school on a regular basis. Further absences could result in legal action being served that a petition is being filed in court charging their child with truancy or dependent neglect against the parents.

Tardiness: Three tardies will be treated as one absence for report card purposes and for awarding perfect attendance certificates.

Dismissals: Early dismissals **before** 12:15 are counted as an absence unless the student returns to school. Three unexcused early dismissals **after** 12:15 counts as an absence

BEHAVIOR AND DISCIPLINE PLAN

East Brainerd Elementary is committed to fostering a caring environment where students and teachers feel safe to share their ideas, explore challenging education and value growth that leads to life-long learning. To support that vision, we have adopted a behavior plan using a system developed by the Tennessee Behavior Supports Project called Response to Instruction and Intervention – Behavior (RTI²-B). RTI²-B is a promising framework for prevention and intervention within an integrated, three-tiered approach. Each tier of the framework involves careful reflection on the needs of students, the design of interventions matching those needs, and the collection of data to evaluate progress (individually for students and collectively as a school). All of these efforts require a shared school-wide commitment to teach and reinforce positive behavior. It also involves adopting an optimistic view that all students can learn appropriate behavior if sufficient and supportive opportunities to learn are provided. When using positive behavior supports in all three tiers (e.g., focusing on teaching students the behaviors we want to see, as opposed to punishing the behaviors we don't want to see, and developing relationships between students and school staff), schools create a culture where all students and teachers are respected and included in their community.

Furthermore, student and staff contributions to the school create a positive and proactive way to acknowledge, engage, and respect all stakeholders.

Since our school mascot is an eagle, we have rallied around the acronym SOAR to promote the following behavioral expectations throughout the school day:

S = Safety
O = Ownership
A = Aspiration
R = Respect

Each month, East Brainerd will celebrate SOARing students, staff, and faculty who exemplify the vision for our school community.

Referral System

Teachers rely upon their classroom management system and collaboration with families to address misbehavior. If a problem behavior is severe enough, a staff or faculty member will submit a referral for an administrator to intervene. In these cases, administrators will work with families, school counselors, and other stakeholders to devise solutions to correct the problem behavior.

Student Bullying/Intimidation

It is a violation for any student to bully, intimidate, or create a hostile education environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment.

Alleged victims shall report these incidents immediately to a teacher, counselor, or building administrator. Any allegations shall be fully investigated by a compliance manager.

The privacy and anonymity of all parties and witnesses to complaints will be respected.

Student Discrimination/Harassment

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or

3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Zero Tolerance Disciplinary Violations

The following are zero tolerance offenses:

- 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, or any other employee of the Hamilton County Department of Education or an SRO.

The following offenses may result in at least a calendar year suspension:

- Possession of a knife or device capable of inflicting injury to another individual
- Possessing, transferring, or receiving drug paraphernalia, nonprescription drugs or "look-alike" drugs.

The zero tolerance violations listed above which occur on school property, a school bus, or at school-sponsored activities shall be reported to local law enforcement officials.

Any threat to do harm to another student or school employee or self will be taken seriously by the school administration.

BIRTHDAYS

Birthday celebration deliveries are discouraged (flowers, balloons, etc.) and will remain in the office until the end of the school day. Parents will be required to pick these items up from the office as they cannot be sent home on the bus and would cause distraction in the car line. Invitations to private birthday parties may be distributed in a classroom if the entire class is invited. When only a portion of the group is involved, however, invitations should be mailed to avoid the issue of inclusion/exclusion at school.

Please check with the teacher before sending any kind of birthday treat for the student, as there may be students with food allergies. These treats cannot be served during instructional time. Birthday treats can be served during recess, lunch, or the final 15 minutes of school. Please notify the teacher in advance for the day you wish to bring the treats and coordinate the timing..

BUS TRANSPORTATION

For a safe and enjoyable ride to and from school, children should be reminded frequently about appropriate behavior on the bus. Information regarding the expectations for behavior on the bus can be found in the COAB (Code of Acceptable Behavior) accessible on the HCDE website. The bus driver will notify the school administration of any unacceptable behavior. This can come in the form of

a warning or a bus referral. A copy of the referral will be sent home to the parent and to the director of transportation. The administration has the authority to determine disciplinary actions that will be taken based on the number of past referrals and the severity of the infraction. System provided transportation is a privilege, not a right.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

East Brainerd students may not have electronic games, toys, or smart watches at school or on the bus. If a parent wishes for their student to have a cell phone at school, it must be in the student's backpack and turned off for the entirety of the school day. A student who possesses without permission or uses any of these devices shall have the device confiscated by the administration. The parent must come to the school to pick up the device. If the device is confiscated more than once the device will be kept till the end of the school year.

East Brainerd Elementary cannot be held responsible for lost or stolen games, electronics, toys, or phones.

DRESS CODE

East Brainerd Elementary does not have uniforms.

Students are expected to arrive at school clean and neatly dressed. Choice of clothing rests primarily with parents and their child and should in no way interfere with learning. Parents are asked to see that their children are dressed properly for prevailing weather conditions.

However, in cases in which the health, safety, and disruption of the educational process results from a student's clothing, the school administration reserves the right to require that a student obey the standards that contribute to a safe, orderly school.

The following guidelines should be followed when dressing for school:

1. Tank tops or shirts with spaghetti straps are not allowed. Examples of appropriate shirts include button down shirts, crew neck pull-over shirts, polo shirts, turtleneck shirts, etc. Shirts may not be sheer or see-through, backless, or have holes in them. Shirts may not have inappropriate graphics/language.
2. Pants, including jeans, may be worn on any day. However, pants must not have holes, rips or tears. Additionally, pants that are excessively tight or sagging are not appropriate. Pants must be worn at waist-level with a belt if necessary. Leggings are permitted with a top that rests at mid-thigh or lower.
3. Shorts, skirts, and dresses must be at least fingertip (mid-thigh) length. Shorts that are excessively short or tight, such as but not limited to, physical education type shorts, spandex or leotard type shorts, cut-offs, etc. are not appropriate.

4. Tennis shoes or closed toed shoes must be worn in the building. No open toe shoes (flip flops or sandals showing toes) can be worn. Footwear with attached wheels, “heelies,” is prohibited. No open toe shoes (flip flops, sandals showing toes) can be worn at any time.
5. Hats, hoods, and other non-religious head coverings may not be worn in the building. However, students may wear toboggans or beanie hats outside at recess during the colder months. Any messages on these head coverings must be appropriate and must not contain any offensive or suggestive language.
6. Outerwear may not be worn in the building. Cardigan, pullover sweaters, or sweater vests may be worn in the body but not tied around the waist.

Children should be appropriately dressed for school; school administration shall have final authority in determining what is appropriate. In addition, the administration reserves the right to add or delete from the above dress code in order to maintain a safe educational environment.

Pre-K, Kindergarten and first grade students are encouraged to bring a change of pants and underwear in case of a bathroom accident.

EMERGENCY FORMS

Occasionally it is necessary to contact parents quickly. Please completely fill out the East Brainerd Student Data Card and other registration forms. The Health Information Sheet will be kept in the clinic with our nurse. It is the responsibility of the parent to provide the school with the most accurate, up-to-date information in case of an emergency. We ask parents to provide two emergency contacts (other than themselves). Please provide the following information:

- All contact and emergency information
- Names of persons allowed to pick up your child for any reason
- Copies of any legal documents (custody papers, restraining orders) which deny dismissal of your child to a person must be filed in our office.

Please notify your child’s teacher and the main office of any changes in this information.

FEES AND PAYMENTS

School textbooks are furnished by Hamilton County. A student is responsible for any books that are lost or damaged, including any library books. If a student is issued a Chromebook and elects not to purchase an insurance policy, they will also be responsible for paying to repair or replace the device if it is lost or damaged.

There is a \$25 fee for art, science and technology. This fee should be paid in the first month of school. A payment plan can be set up for your convenience.

Separate checks for each child and event should be made payable to East Brainerd School and turned into the homeroom teacher. Examples of payments may include field trips, fees, and book orders. Payments can also be paid online. LINQ Connect is the service to pay cafeteria fees and view menus. School Cash online is the service to pay school fees, field trips, etc.

FOOD SERVICE

East Brainerd serves breakfast and lunch daily (unless days are shortened due to delays or half days in which case only lunch will be served). All students at East Brainerd are eligible for free breakfast and lunch and will not be charged for their school meals.

Students may also bring their lunch from home. Parents are encouraged to pack healthy lunches that will fuel children through the day. **Please do not send SODAS or CANDY for students to have at lunch.** In addition, students may not receive delivery of food via third-party companies like DoorDash and Uber Eats.

HEALTH SERVICES

Our school nurse is available to see to the health needs of our students. If illness or injury occurs, parents will be notified.

1. Non-prescription medication will not be dispersed to students without written orders signed by the physician and the parent.
2. A written permission form for prescription (and over the counter medications) will be provided to the school signed by a health care provider and signed by the parent(s).
3. A new permission form must be provided to the school at the beginning of each new school year. The permission form must be updated when there is a change in dosage or time of medication.
4. Medication must be brought to the elementary school by a parent or guardian in the original prescription bottle and refilled in a like manner. No medication is to be brought to or from school by the elementary student.
5. All medication will be kept in locked storage boxes.
6. Any unused medication must be picked up by a parent or legal guardian at the end of the school year. 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.
7. Prescribed emergency medications to address life-threatening situations must be readily accessible to the student at all times. These may be in the student's possession or in a designated location as is appropriate to the situation (field trips, etc.). Examples of these

medications include but are not necessarily limited to, asthma inhalers, epi-pens, glucose tablets, etc.

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

Our school nurse or staff **cannot**:

- Remove splinters.
- Treat old wounds or cuts
- Treat diseases such as impetigo, poison oak, or pink eye.

Fever Policy

Children should be kept home any time they are running a fever (over 100.0 or higher). Children should also be fever-free for forty-eight hours before they return to school.

Lice Policy

The parent/guardian will be notified as soon as a child is found to have head lice. The student does not need to be sent home early but must be treated before returning to school. Before returning to school, the parent/guardian must provide evidence (in the form of the box top) that treatment was taken. Please plan to accompany your child to school upon their return for a recheck of their hair.

Vomiting or Diarrhea Policy

Children should be free of all stomach symptoms for twenty-four hours prior to returning to school. Students should not have thrown up or had diarrhea in that twenty-four hour period.

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 practice 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. Contact Marsha Drake (423) 209-8654 or Nancy Reed (423) 209-8590.

POSSESSION OR USE OF TOBACCO

Per TN-39-17-1505(b), any student who possesses tobacco products on school property shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation.

This citation shall require the person to appear in Juvenile Court for the county in which the violation is alleged to have occurred.

SCHOOL MESSENGER

Hamilton County Schools and East Brainerd will continue to use the School Messenger service to deliver important and/or emergency messages in a timely manner to parents/guardians. Please ensure we have a phone number to reach you anytime—day or night. Therefore, do not use your work (place of business) number as your primary contact number for this service.

SEARCHES OF STUDENT POSSESSIONS, LOCKERS, ETC.

Students and their possessions, locker, etc. may be searched by school officials if illegal activities are suspected.

TEACHER CONFERENCES

If you would like a conference, please send your child's teacher a note or leave a message for them in the office. They will contact you to set a commonly convenient time to meet for a conference/observation. Teachers need to be with their students during instructional time as well as during arrival and dismissal times. They are not available for a conference at that time.

TRANSFERS AND WITHDRAWALS

When withdrawing a student please notify the office several days in advance. Library books, technology, and textbooks must be returned before leaving. All school charges must be paid. On or before the student's last day, the parent must complete a School Withdrawal Form and may sign a release of records of information that can be sent to the child's new school.

VISITORS

Visitors are always welcome at EBE pursuant of Board Policy for visitors in the building. However, because class time is so valuable, it is necessary that reasonable guidelines be followed to avoid interruption of the instructional program. When visiting the school, you must stop by the office to sign into the Raptor security system. You will receive a name tag after doing so. Please DO NOT interrupt class time to discuss student progress or have a conference. Please make prior arrangements with your child's classroom teacher to schedule conferences.