

**PARENT
STUDENT
HANDBOOK**

Bess T. Shepherd School

“Cultivating Leaders!”

**7126 TYNER ROAD
CHATTANOOGA, TENNESSEE 37421
(423) 855-2611**

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PROUD STAFF AT BESS T. SHEPHERD ELEMENTARY

Principal: Valerie Brown

Assistant Principal: Shannon Braziel

Kindergarten: Valerie Carpenter, Alex Clark, Allyson Dunbar, MaryAnn Hermsillo, Kelly Piazza

First: Tiffany Hardin, Lindsey Masterson, Olena Meir, Christina Oliver, Erin Thurmond

Second: Misty Crowe, Heather Green, Sandra Tallant, Tonya Taylor, Jeremy Teague

Third: Katie Coe, Lisa Filippo, Toletha Ison, Holly Smith, Ashley Ward

Fourth: Kelly Beck, Jessica Lewis, Kristie Dolan, Madeline McFarland, and LaToya Oliver,

Fifth: Kelly Christensen, Alesia Cross, Keisha Hunt and Donna Kwasnicki

CDC Primary: Gena Crittenden

Bookkeeper: Melanie Gregory

Cafeteria Manager: TBA

Attendance Clerk: Donna Neely

Computer Technology Teacher: Linda Bugg

Head Custodian: Donald Arnold

Educational Assistants: Patricia Eady, Joy Stinson-Tucker,

ESOL: Angel Mejias, Courtney Kiger, Michelle Stiles, Amy Willard, Christy Wood

School Counselor: Shealy Browder

Interventionists: June Chavis, Shirley Freeman, Eva Morton

Library: Cristal Thomas

Music: Brenda Parker and Kim Cargile

Exceptional Ed. Direct Service Providers: MaryJo Baughman, Heidi Greene

P.E.: Kelly Fawcett and John Edgar

Secretary: Yolanda Smith

School Psychologist: TBA

Social Worker: Mary Katherine Frees

Speech: Michele Steves and Ciara Miller

Gifted: Catherine Reksten

Curriculum Coach: Whitney Blanks

Reading Specialist: Quaila Hatcher

July 2, 2018

Dear Parents and Families,

We want to welcome you to a new year at Bess T. Shepherd Elementary School where we are Cultivating Leaders!" Our commitment to statement: Cultivating Leaders through problem based and bar model strategies. It is our responsibility to prepare each student to move to the next level of learning with a high degree of creativity, independence, collaboration, critical thinking and problem solving abilities. Our trained professionals have worked diligently this summer planning for the upcoming school year to ensure that our students not only get quality instruction but have extra-curricular activities available to inspire and motivate students to persevere in their quest to excellence.

A new school year presents opportunities for growth, new classrooms, new friends, and new teachers. Change is often difficult at first, but the effects will diminish each day as we develop trust and work together to ensure that the children at Bess T. Shepherd are achieving.

We feel honored to be a part of the Bess T. Shepherd family and are committed to doing "Whatever It Takes!" to provide a quality education for each student. We also know that working together can only improve the quality of instruction and achievement of students. Education opens up opportunities for students!

This handbook is intended to serve as a helpful guide to ensure that policies and procedures are followed to guarantee safety and to protect instructional time for children. Discrimination of any kind is not tolerated.

Bus schedules will be distributed during registration. Please remember all stop times are approximate and students should arrive at their bus stop 10 minutes earlier than the stop time listed. If you have any questions concerning transportation, please dial 209-8409.

There are many opportunities for you to volunteer at school. Four easy ways parents and community members can become involved are:

1. Attend monthly PTA meetings, parent conferences, programs.
2. Designate 30 minutes of time for reading daily.
3. Volunteer in the school or at home helping facilitate homework completion.
4. Provide Feedback and suggestions for improvement.
5. Participate in fundraising events that help support instruction.

If you have any questions, concerns, suggestions, please call the school at 855-2611 to set up an appointment or email us at brown_val@hcde.org & Braziel_shannon@hcde.org . We try to return all calls and emails at the end of the day and no later than two days. We spend most of our time in classrooms monitoring instruction and assisting teachers and students.

We look forward to a great school year!

Sincerely,

Ms. Valerie Brown, Principal

Ms. Shannon Braziel, Assistant Principal

August 2, 2018

Dear Parents,

I would like to welcome you and your child back for another great school year here at Bess T. Shepherd. I am excited and honored to be serving as your PTA President. I look forward to working with so many great parents, teachers, community leaders, and our wonderful principals.

I want to encourage parents, grandparents and friends to be involved in any way possible with the PTA and the school. If you are not a PTA member, please consider joining. We always have multiple opportunities for you to volunteer.

The PTA board is looking forward to meeting and working with you throughout the school year. There are plans underway for our annual membership drive as well as fundraisers. With these dates already approaching us, your help and support will be essential in making these events successful.

Please feel free to contact me or any of the other board members with your concerns or suggestions. I would like to thank you in advance for your help. Let's work together to make this school year great for our children.

“Life affords no greater responsibility, no greater privilege, than the raising of the next generation.”

-C. Everet Koop M.D.

PTA Officers for the 2016-17 school year are:

President: Nyree Greer

V. President: Cydni Myers

Secretary: TBD

Treasurer: Denise Talley

Fundraiser: TBD

Membership: TBD

Teacher Representative: Gena Crittenden

Title I PARENT/GUARDIAN AGREEMENT

Any person interested in helping this student may sign in place of the parent. I want my child to achieve; therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly, ready to learn
- Support the school in its efforts to maintain proper discipline
- Establish a time for homework and review the work regularly
- Pick up my student (s) on time (ex. Car riders)
- Encourage my child's efforts and be involved in their learning
- Read with my child and let him/her see me reading
- Communicate respectfully with teachers.

Signature: _____ Date: _____

STUDENT AGREEMENT

It is important that I work to the best of my ability; therefore, I will do the following:

- Attend School everyday on time (8:00-3:15) prepared & ready to learn.
- Complete and return homework assignments
- Observe regular study hours
- Conform to rules of student conduct
- Follow the RAMS Expectations; Be Respectful, Have a great Attitude, Motivate yourself and others, Self-Control is the Key!

Signature: _____ Date: _____

TEACHER AGREEMENT

It is important that students achieve, therefore, I shall do the following:

- Ensure that students are actively engaged in learning!
- Provide reasonable homework assignments for students as practice!
- Provide information to parents about students' learning and achievement!
- Follow the RAMS Expectations; Be Respectful, Have a great Attitude, Motivate yourself and others, Self-Control is the Key!

Signature: _____ Date: _____

PRINCIPAL AGREEMENT

I will provide an environment that encourages positive communication and set high expectations for learning. This includes the RAMS Expectations.

Signature: Valerie Brown Date: 7/2/2018

COMPULSORY ATTENDANCE-ABSENCES

It is required by state law that absence of children from school, whether from illness or non-illness, be verified by a note from the parent or guardian. Please include the child's name, days not in attendance, the reason for the absence and the nature of the illness. Parents may provide written excuses for 3 of the allowed 5 unexcused absences. All documentation must be submitted for consideration within five (5) days of the student returning to school. 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 grand-parent.

The name of each student who is absent without excuse for **five (5)** days during the school year **must** be reported to the superintendent or his designee, the school social worker.

Make up work will be assigned when the child returns to school.. Teachers need 24 hours notice to prepare homework to be sent home if the child is out for more than three days. Most of the time, parents may come at the end of any school day to get their child's books if they call before 10:00 A.M.

School personnel has the responsibility to keep both elementary students and parents informed as to the academic impact caused by absenteeism. Each school will establish attendance guidelines. Students who exceed five (5) unexcused absences in a nine-week grading period or twenty (20) unexcused absences in a school year, may jeopardize promotion to the next grade level and can be retained for that school year.

ADMITTANCE OF A STUDENT AFTER AN ABSENCE

Non-contagious Illness: The student should bring written explanation with applicable dates from home and give it to his or her homeroom teacher. School personnel will contact the parent if there is any doubt as to whether the student is healthy enough to return to class.

Contagious Illness: Re-admission of a student following an illness from contagious disease is permitted only when the student has a permission form signed by a physician.

Absence not due to illness: A student who has not been ill must present to his or her teacher a written explanation from the parent or guardian as to the reason for the absence and the applicable dates.

Absences for trips: If you wish to take your child out of school for a trip of more than two days duration, you must submit a written request to the principal well in advance of the absence. Alternative assignments may be given upon the student's return to school.

ACCIDENT INSURANCE

Parents are responsible for purchasing insurance for their children. Bess T. Shepherd School nor Hamilton County Schools will pay medical expenses incurred due to accidents or injuries.

ACHIEVEMENT TESTS

Students in grades 3-5 will be given the TN State Assessments this year. All students will be assessed using Fountas and Pinnell to determine Reading Levels and Easy CBM & iReady will be given three times a year as benchmark assessments.

BACKPACKS

Check your child's backpack frequently for calendar, homework, notices and other important information. It is also a good idea to make sure that your child does not have toys, gum, spinners and candy in their backpacks.

BOX TOPS FOR EDUCATION

1. Collect Box Tops

We encourage students, families, and other members of the community to clip and collect Box Tops logos on participating General Mills Products. Cut out Box Tops for Education logos from General Mills cereals, Betty Crocker fruit snacks and other Betty Crocker products, Yoplait yogurt multi-packs, Yoplait Go-GURT yogurt, Lloyd's barbecue buckets and General Mills Foodservice products.

2. Send Your Box Tops to School

The principal has a collection box in the office where they are deposited when given to our school. Our PTA helps with counting, bundling, processing and mailing.

3. Your School Gets a Check

We have received several hundreds of dollars over the past few years. We have been able to use this money to buy student materials. Please remember to send in your Box Tops!

BREAKFAST/LUNCH PROGRAM

Both breakfast and lunch are served daily in our cafeteria. Our cafeteria is automated and children are assigned a six-digit identification number to use as they go through the lunch line. **Please help your child memorize his/her number.** Menus showing lunch selections for the month can be found online .

This year **all** students at Bess T. Shepherd Elementary **will receive a free breakfast and lunch.** There are no income stipulations to this decision.

If your child brings a lunch to school, **please do not send any drinks in glass containers or sodas.**

MEAL PRICES:

Breakfast:

Paid PreK-5	<u>Desayuno:</u> Pagado	\$0
Reduced PreK-5	Reducido	\$0
School Adult (HCDE)	Adulto Escolar	\$2.75
Visitor	Vistante	\$3.00

Lunch:

Paid PreK-5	<u>Dejeuner:</u> Pagado	\$0
Reduced PreK-5	Reducido	\$0
School Adult (HCDE)	Adulto Escolar	\$4.25
Visitor (<i>Adult</i>)	Vistante	\$5.00
Holiday/Special Meal		\$5.00
EXTRA MILK	EXTRA LECHE	\$0.50

BUS TRANSPORTATION

Transportation is an elective (privilege) provided by Hamilton County Board of Education. All students being transported are under the authority of the bus driver and must obey his/her rules. Failure to comply with bus behavior expectations can and will be grounds for excluding a student from riding the bus. Suspension from the bus privilege does not excuse a student from attending school and does not constitute a suspension from school.

Disciplinary Actions for MAJOR offenses:

- First Offense- 5 Day Suspension and Mandatory Parent Conference
- Second Offense- Suspension of Bus Riding Privileges for the Remainder of the Year

Disciplinary Actions for MINOR offenses:

- First Referral- Verbal Warning
- Second Referral- Contact Parent & possible 1 day suspension from bus
- Third Referral- 3 Day Suspension from the bus
- Fourth Referral- 10 Day Suspension from the Bus
- Fifth Referral- Suspension of Bus Riding Privileges for the Remainder of the Year

Students suspended through the end of the school year will be required to attend a meeting with the principal, the bus driver, and the Director of Transportation before being re-admitted onto the bus for the next school year.

If at any time a bus driver is required to return to the school for disciplinary reasons, or if they driver is forced to request help over the radio or by any other means, the offense will be considered a MAJOR offense and subject to the suspension of all parties involved.

BUS RULES

- a. Follow directions of the driver
- b. Walk to your seat, sit, and stay seated while the bus is moving
- c. Talk softly to those who are in the same seat with you
- d. Respect other persons and their property
- e. Keep all parts of your body and all objects inside the bus
- f. No eating or drinking on the bus at any time

DAMAGED OR LOST TEXTBOOKS

Hamilton County Department of Education officials and teachers realize that good textbooks for every pupil are a major factor in upgrading education. If students lose or damage textbooks, the school will need to be reimbursed for the cost of the book. Failure to do this could result in holds being placed on report cards and records. Fifth Grade students will not be allowed to participate in promotion ceremonies if monies are owed to the school. If lost textbooks are recovered by the school or parent and returned to the school, the parent's money will then be reimbursed.

GRADING POLICY

Reporting of grades is done at nine-week periods. Mid-term progress reports are issued at four and one-half week intervals. Parent-teacher conferences are welcome at any time and may be scheduled through the office (855-2611) or directly with your child's teacher.

The grading scale for grades 3-5 is:

A = 93-100 B = 85-92 C = 75 -84 D = 70-74 F = 0-69

Grades K - 2 will have a standards based report card. Students will be scored using a rubric to denote their current levels of achievement.

DISCIPLINE/BEHAVIOR EXPECTATIONS

The entire staff of Bess T. Shepherd School believes that all of our students are capable of conducting themselves in a manner which will positively impact our school's learning environment. Each student is expected to respect the rights of others here at school. They can demonstrate this by following school wide rules and by adhering to the rules established in their individual classrooms. No student will be allowed to interfere with the learning of fellow students.

Each parent will receive a copy of the School-wide Discipline Plan (halls, cafeteria, assembly programs, bus behavior, etc.). It should be read, signed, and returned as soon as possible to the school. Individual teachers will be sending copies of their classroom discipline plans to parents to ensure a smooth transition for your child in the new school year.

CODE OF CONDUCT

Hamilton County students are expected to behave in a way that does not interrupt the education of other students, or endanger others or themselves. Violence, non-attendance or tardiness, substance abuse, protests, and other unacceptable behavior are not permitted.

The Code is designed to create a safe and secure environment on school campuses, school buses, and at school functions. The Code's objective is to establish an environment which encourages student interaction and school pride. It will support and recognize positive behavior. Violation of code will result in disciplinary action up to suspension/expulsion.

ZERO TOLERANCE OFFENSE (Resulting in Expulsion)

The following will result in a suspension of at least a calendar year.

1. **Possession of a Firearm, or an Explosive, or Incendiary or Poison -Gas device.**
2. Striking a School Employee or School Resource Officer.
3. Unlawfully possessing any controlled Substance or Drug.

The following may result in a calendar year suspension:

1. Possession of a knife, any device with a sharp blade or any device capable of injuring or disabling another individual.
2. Possessing, transferring or receiving Drug Paraphernalia, "look-a-like" Drugs or Non-Prescription Drugs.

The above includes possession on school property, a school bus or a school-sponsored activity and may be reported to local law enforcement officials.

DRESS FOR STUDENTS

Bess T. Shepherd Elementary requires appropriate dress for students. Maintaining safety and focusing on learning will continue to be areas of importance. Bess T. Shepherd School dress code is as follows:

Boys: Long pants or mid-thigh shorts (*below finger tips when arms are held to side of body*) with a collared shirt or acceptable T-shirts. **Boys must wear belts if pants have belt loops or pants that hang loose around waist!**

Girls: Dresses, long pants, or mid-thigh shorts and skirts, (*below finger tips when arms are held to at side of body*) blouses and acceptable T-shirts.

Not allowed: T-shirts with vulgar or suggestive messages for alcohol/drug products, tank tops, spaghetti straps, bare midriff tops, flip flops, sandals, roller heel shoes, clogs, crocs, (heels and toes must be covered) baggy, sagging or oversized pants, caps/hats/bandannas/sunglasses (except on designated school days). Apparel, dress, or grooming that is or may become potentially disruptive of the classroom atmosphere or educational process shall not be permitted. (*Taken from Hamilton County School Board Policy*) Students violating the dress code will call parents to bring them replacement articles of clothing. Continued disregard for dress code will result in further disciplinary action.

EARLY DISMISSAL

Occasionally, a medical appointment or family emergency makes it necessary for children to be released before the regular dismissal time. In this event, the parent or guardian must sign the student out in the office. The school will not release your child to a stranger under any circumstances. The person's name must be listed on the enrollment card. If the need arises and it is necessary for you to take your child out of school, you must come to the office for the release of the child. Teachers are not permitted to dismiss a child from the classroom if the parent does not have a dismissal slip from the office. **Parents are expected to come to the office before going to the classroom.** A student missing over 1/2 day by dismissal or tardy shall be counted absent on attendance reports. Early dismissals will be recorded as absences on report cards and for awarding perfect attendance certificates when the accumulated time exceeds 1/2 day. **Students will not be dismissed between 2:45 and 3:15 p.m. unless it is an emergency..**

EMERGENCY SCHOOL CLOSINGS

Please remember to listen to your radio, television, or a Connect-Ed call from the district for information on school closings or delayed openings due to snow or adverse conditions. Please discuss with your child how and where he/she will go in the event of an emergency closing.

ENHANCEMENT PROGRAMS

In addition to your child's regular academic classes, Bess T. Shepherd offers each student regularly scheduled classes (one class per week) of the following: Computer/Technology Training, Library, Music and Physical Education.. We also have a Robotics' Club, Leadership Academy, Science Club, Yearbook Club, Soccer and Basketball program..

ENTRY REQUIREMENTS

Students transferring from outside Hamilton County must have a Tennessee Certificate of Immunization (TN state form), physical examination, certified birth certificate, a social security card and two (2) proofs of residence.

Students transferring from another Hamilton County School must have two (2) proofs of residence. If all of the above listed items do not come with the records transferred from the previous school, parents are responsible for presenting them as soon as possible. (*No longer than 30 days*). Failure to submit the above-listed documents can result in suspension.

EXCEPTIONAL EDUCATION

State and federal laws require that local systems provide alternative programs for students whose educational needs cannot be met in the regular classroom instructional program. Requests for testing may be directed to the teacher or the administrative staff.

FIELD EXPERIENCES

Educational field experiences, a required part of the curriculum, are planned to provide experiences correlated with subjects studied in the classroom. When your child is involved, information will be sent home giving full details, including the place the class will be visiting, the method of transportation and any costs associated with the trip. Parents are not required to pay for field experiences in order for a child to attend. Students are required to have written permission from a parent or guardian prior to going on field trips. All trips are chaperoned by school personnel who may be assisted by parent volunteers. **Siblings may NOT accompany classes on field trips due to Hamilton County Policy. Parents are strongly encouraged NOT to use denial of field trips as disciplinary measures.**

FUNDRAISERS

Bess T. Shepherd School and/or PTA sponsors several fundraisers per year. These include activities such as the Kids First Coupon Book Sale, Food City Boosters, and the Fall and Spring Fundraiser. We encourage everyone to support these efforts. Many instructional materials, incentives and services are provided to the students with the funds that are raised.

GRADING POLICY

Reporting of grades is done in nine-week periods. Mid-term progress reports are issued at four and one-half week intervals. Parent-teacher conferences are welcome at any time and may be scheduled through the office (855-2611) or directly with your child's teacher. Student Grading Reports are printed from PowerSchool. These reports look a little different than previous documents. Parents will be notified in the spring by both the teacher and administration in the event that a student was to be retained, as this information can no longer be found on the PowerSchool Report Card.

Grades K - 2 will have a standards based report card. Students will be scored using a rubric to denote their current levels of achievement.

The grading scale for grades 3-5 is:

A = 93-100 B = 85-92 C = 75 -84 D = 70-74 F = 0-69

HOMWORK

Homework is a part of our school program. The amount and frequency of homework assigned varies among grade levels and subjects taught. Your child's teacher will send specific details regarding the homework policy.

LITERACY BLOCK

Each day classrooms will have an established period of 1 1/2 to 2 hours for a literacy block. The purpose is to provide an uninterrupted time for students to learn to read and to practice reading skills. **The principal and assistant principal will support this effort by not scheduling appointments involving teachers or students during this time.** Please be respectful of this effort for academic success for all students.

MEDICAL CONDITIONS

Inform teacher and principal of any specific medical conditions. Complete Medical Alert form.

MEDICATION

Medication will not be dispensed to students. This includes, but is not limited to aspirin, Tylenol, cough medicine and antibiotics. An exception is when children require long-term prescription medication. Only in this case will the medication be administered by the principal or his/her designee in compliance with the following regulations: A written permission form, signed by both parent and child's physician, is provided to the school and includes: *Child's name, name of medication, time to be administered, dosage, possible side effects.*

The permission form must be updated when there is a change in dosage or time of medication. **A new permission form must be provided to the school at the beginning of each new school year.**

Medication in the original prescription bottle must be brought to the elementary school by a parent or guardian and refilled in like manner. **No medication is to be brought to or from school by the student.** If medication is brought in by a student or is not properly labeled, it will **NOT** be given, and the parent will need to pick it up. Parents are advised to pick up meds at the end of the school year or they will be disposed of.

MONEY AT SCHOOL

Whenever possible, payments should be made by check for food services, school pictures, insurance, PTA purchases and the like. Include your child's name somewhere on the check if his/her last name is different from yours. However, sometimes students wish to bring money to school for specific purposes such as field trips or school fund-raisers. The online portal is also available to pay for school fees, field trips, lost books, etc. Money brought to school by students should be placed in an envelope with the child's name written on it as well as the amount enclosed and its purpose. Neither the teacher nor the school can be responsible for lost or misplaced money.

NEWSLETTER/NOTICES

Grade Level, School Wide and PTA notices go home regularly. Please read these communications carefully and take special note of important dates for your calendar. We also send Ed-Connect calls from time to time to remind parents of events occurring at the school.

PARENTS' ADDRESS, TELEPHONE NUMBER

The school office must have a telephone number where parents can be reached during the school day even if that number is unlisted. This is particularly important when emergencies occur. If the number is unlisted, the office staff should be told, so that authorized persons only use the number. Please notify the office staff when changing address, telephone number, or place of employment. Please notify office of new cell phone numbers.

PARTIES

Classroom parties are scheduled under the direction of the homeroom parents prior to the winter holidays and on Valentine's Day. Look for announcements listing the details of these parties. Special events and activities, which correlate with subject material, may also be held at the discretion of the staff. Individual student birthdays will be announced in the mornings. **Deliveries for students will not be accepted.**

RECESS

Children have outdoor physical play everyday, weather permitting, and are supervised by teachers. Students are expected to actively participate in the teacher-planned activities as well as free play. Parents must send a note if a child needs to stay inside on a temporary basis due to medical reasons; however, a note from the doctor will be needed for longer periods.

SAFETY

Safety is a concern for all of us. Please take time to review with your children safe practices when walking to and from school, riding on the bus, riding in the car or van and playing on the playground. Children succeed when we work together.

SCHOOL BOARD MEMBERS (Elections will be held after printing)

Rhonda Thurman - District 1
Kathy Lennon - District 2
Joe Smith - District 3
Tiffanie Robinson- District 4
Karitsa Mosley- District 5
Joe Galloway - District 6
Joe Wingate - District 7 (Bess T. Shepherd)
David Testerman - District 8
Dr. Steve Highlander - District 9

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORTS

School-Wide Positive Behavior Support (SWPBS) is a broad range of systemic and individualized strategies for schools to help in achieving social and learning outcomes while preventing problem behavior. SWPBS framework involves school teams broadly developing: Practices to support responsible student behavior, systems to support staff effectiveness, and evidence from collected data to inform school-based decisions. We use the Olweus Bullying Program to educate our students about bullying behaviors and what to do in case a student is target and as a preventive measure.

SPEECH, HEARING, AND VISION TESTING

Tests for speech, hearing and vision are conducted at the elementary level by professional district personnel according to guidelines prescribed by the Tennessee Department of Education. Requests for specific tests may be made by parents or teachers through the principal.

SUPPLY FEES

The supply fee for each grade level this year is \$35.00. An itemized supply list is distributed to each parent/student at the end and beginning of the school year. This money is used to provide the children with additional materials and supplies. It is very helpful if the entire supply fee is paid at the beginning of the year. If this is not possible, at least one-half should be paid the first semester and one-half the second semester. Although we request help with school fees, **TN State Law states that schools cannot require them.**

TARDINESS

Tardiness consistently detracts from the time spent on task. Each interruption takes away from the class concentration.

At Bess T. Shepherd Elementary School, we believe all children want to learn, and they want conditions to be conducive to learning. Due to the continuous learning that occurs during the course of a school day, we cannot over-emphasize the importance of being on time, both in the classroom and as a life-long habit. As a result of our intent to create an environment of high expectations and time-on-task, the following Tardy Policy is in place. If a student is **TARDY (after 8:20)**, he/she is to be brought to the office by the person who provided transportation. That person will sign the student in. Tardy students will be given a **TARDY SLIP** which must be given to the teacher. The teacher will then record the tardy on the homeroom attendance roster. ***Teachers WILL NOT admit late students without a tardy slip.***

CONSEQUENCES for unexcused tardies:

- Tardy #1 - Warning/Tardy Form is sent home
- Tardy #2 - Warning/Tardy Form is sent home
- Tardy #3 - Administration will contact you
- Tardy #4—Social Worker will contact you

Because we want all students to learn the importance of being prompt, we encourage them to develop this habit.

TEACHER CONFERENCES

Conferences with all teachers may be arranged at any time during the school year. Please call the office and leave a message for the teacher to call you, or send a note with your child to arrange a conference. Because teachers' schedules are so full, it is very difficult for them to have a conference on a drop by basis. Scheduling conferences ahead of time is greatly appreciated and very helpful to all concerned. Hamilton County Department of Education also provides two one-half day opportunities for parent conferences. (*See Calendar*)

TELEPHONE MESSAGES

Please do not call a student or ask to have messages delivered to a student unless it is an ABSOLUTE EMERGENCY. This is very disruptive to the classroom learning environment. Please discuss any after school arrangements with your child **before** he or she leaves in the morning. We discourage interrupting the class to remind your child where he or she is to go after school. Teachers may not leave their classroom for telephone conferences with parents during class hours.

VISITING AND OBSERVING

Parents are welcome to visit or observe in their child's classroom. Please contact the teacher at least the day before to arrange this. All visitors are asked to check in through the office before going to a classroom.. There is an information sheet with expectations and instructions for you to sign before going to observe in any classroom.

WITHDRAWING A STUDENT

When withdrawing a student from school, please notify the school office several days in advance. This will enable teachers to complete all records prior to the student's last day.

Bess T. Shepherd's School Pledge

I hereby promise

To begin today to manifest the 'Personal Greatness'

I know lies within me

To Improve the quality of my life

To learn more, laugh more, care more, share more and risk more

I control my personal destiny And "I RECOGNIZE"

If it is to be—It is up to me

This is the day—In "My Life"

I summon the courage to face my fears

And turn them into "The Stepping Stones" of success

I will be the "PRISONER" of nothing

I am someone special - I will live my life at Level 10!

Every day, Every time

Without fail

No exceptions!

GRIEVANCE PROCEDURE FOR SEXUAL HARASSMENT COMPLAINTS

Report Procedures

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief or conduct which may constitute harassment or sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office locations.

1. **In Each School** - The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Assistant Superintendent for Personnel and the Assistant Superintendent for School Operations immediately without screening or investigating the report.

Student to student complaints should be reported to the Assistant Superintendent of Student Services and the Assistant Superintendent for School Operations immediately. A written report will be forwarded simultaneously to the Deputy Superintendent. If a complaint made by a student is given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Superintendent and Assistant Superintendent of School Operations under a *confidential cover*.

2. **System Wide** – The HCDE School Board hereby designates the Superintendent, and/or his designee, to receive harassment reports or complaints of sexual harassment from any student, employee, or individual who states he/she is a victim of harassment or sexual harassment. The complaint shall be filed directly with the Superintendent of Schools and/or his designee.
3. Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades, or work assignments.
4. Use of formal reporting forms is not mandatory; however, a sample of the reporting form is attached to this policy.
5. The school system will respect the confidentiality of the complainant and the Individual (s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

Investigation and Recommendation

By authority of the school system, the Superintendent or his designee, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by school system officials or by a third party designated by the Board of Education. The party making the investigation shall provide a written report of the status of the investigation within 20 working days to the Superintendent and Deputy Superintendent. The twenty (20) day period may be extended by the Superintendent or Board of Education if the investigation warrants the extension.

In determining whether alleged conduct constitutes harassment or sexual harassment, the school system shall consider the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved, and context in which the alleged incidents occurred.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual (s) against whom the complaint is filed, and others who may have knowledge of the alleged incident (s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school system shall take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged harassment or sexual harassment.

The investigator(s) shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent of Schools upon completion of the investigation.

School District Action

1. Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as is appropriate based on the results of the investigation.
2. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint.
3. The school system shall take such other steps as are necessary to prevent recurrence of the harassment.
4. The school system shall keep the complainant informed of the status of the complaint.

Dr. Marsha Drake—Title IX & Director of Student Equity
Hamilton County Department of Education
3074 Hickory Valley Road * Chattanooga, Tennessee 37421 * (423) 209-8496
(Title IX prohibits sex discrimination against any participant in an educational program or activity that receives federal funds.)

TENNESSEE DEPARTMENT OF EDUCATION
CONTACT INFORMATION

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division

Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

West TN Regional Resource Center	East TN Regional Resource Center
100 Berryhill Drive	2763 Island Home Blvd.
Jackson, TN 38301	Knoxville, TN 37290
Phone: 731-421-5074	Phone: 865-594-5691
Fax: 731-421-5077	Fax: 865-594-8909

CHILD ADVOCACY GROUP CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee

is on the Internet at <http://www.thearctn.org/>
44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615-248-5878 Toll-free: 1-800-835-7077
Fax: 615-248-5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP)

is on the Internet at <http://www.tnstep.org/>
712 Professional Plaza
Greenville, TN 37745

West Tennessee:	Middle Tennessee:	East Tennessee:
901-756-4332	615-463-2310	423-639-2464
jenness.roth@tnstep.org	information@tnstep.org	Karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A)

is on the Internet at <http://www.tpainc.org/>
416 21st Avenue South
Nashville, TN 37212
Toll-free: 1-800-287-93-636 or 615-298-1080
TTY: 615-298-2471 Fax: 615-298-2046

Tennessee Voices for Children

is on the Internet at <http://www.tnvoices.org/main.htm>

Bess T. Shepherd's Vision, Mission and Basic Beliefs

Vision

Cultivating all students to be productive and contributing leaders of society while preparing them to overcome any challenges and to excel and achieve their goals.

Mission

.Cultivating Leaders Through Problem Based and Bar Modeling Strategies!

Basic Beliefs

At Bess T. Shepherd we believe:

- Every child is a Reader, Achiever, and Leader
- Every child has unique talents and gifts that will be developed at school
- It is our responsibility to set policy and to educate and meet the needs of all students
- Everyone should show respect toward all members of the learning community
- Highly qualified teachers implement and deliver effective instruction and appropriate assessment to equip students to become valuable contributors to our society
- The school takes ownership in identifying needs, performance levels and mastery in all stages of learning for each child
- The education of a child is the collaborative effort between home, teachers, students, and the community and utilizes the collective decision making ability of all stakeholders
- The environment of our school should be inviting to students, their families, teachers and the community
- When all these beliefs are put into practice, every child will have the ability to be successful using learned 21st century critical thinking and problem solving skills

Bess T. Shepherd will provide an exemplary education for all students to become productive and responsible citizens. We will inspire excellence in our students as they transform their individual greatness into the following attributes: a student with integrity, a collaborative work ethic, a creative thinker, a problem solver, self-initiative, that respects others, and is a continuous joyful learner! (Our statements are currently under review for revision.)

Hamilton County's Strategic Focus Areas

Great Teachers, Great Leaders

A highly effective, supported teacher in every classroom and a strong leader in every building.

Engage Every Child. Every Day

Students who are motivated and interested in learning are more successful and confident and experience higher achievement. Fostering curiosity, creativity, and a love of learning are key to the hope, well-being and achievement of our students.

Strong Foundations: Literacy and Math

Critical to a student's success both in school and beyond, literacy is more than reading and spans all subject areas and skills. Math is also a critical skill and tied to many of the growing job opportunities in our community.

Building Our Values: Culture, Climate and Communication

Strong, supportive school climate and culture are essential to the success of our students and schools. Improve internal and external communications and increase public confidence in our school system.

Future Ready: Prepare All Students for College and Career

Creating pathways and opportunities for students as they prepare for post-secondary education and careers.

Closing the Opportunity Gap

Intentional and focused support on our most at-risk students and schools reflects our commitment to equity and success for all students.

School Board Mission: We are committed to Success for ALL Students through increased student achievement, parent and community involvement, safe schools and accountability. The District is led by nine elected school board members and The Superintendent.

Board Goals:

- Ensure a safe, clean, and orderly environment that promotes learning in all schools.
- Improve academic performance of all students through implementation of a system of high standards and accountability in all classrooms.
- Recruit and retain effective and qualified teachers for all children.
- Enhance and strengthen the programs that promote good citizenship, teach character education and value diversity.
- Develop a parent involvement program in every school by school year.
- Implement a comprehensive plan that provides clear and open lines of communication among central office employees, school staffs, parents and the community.

