

**NOLAN
ELEMENTARY**

**Student Parent Handbook
2020-2021**

**Ashley Aldridge Wilson, Ed.D
Principal**

**Nolan Elementary School
4435 Shackelford Ridge Road
Signal Mountain, Tennessee 37377**

-----Please Detach and Return to Teacher-----

**We have read and agree to support the school rules and expectations
communicated in the Nolan handbook.**

PARENT SIGNATURE _____

DATE _____

STUDENT SIGNATURE _____

DATE _____

Welcome to Excellence - Welcome to Nolan!

We would like to take this opportunity to welcome everyone as we begin the 2020-2021 school year at Nolan Elementary. Each new year is met with great anticipation as we stand proudly on our past accomplishments while together working toward our future successes. The Signal Mountain community, and specifically Nolan Elementary, is built upon a heightened value of education and what it means for our children and their futures. Together, our staff, parents, and students will work collaboratively toward the common goal of achieving educational excellence during the course of this school year.

Our primary goal at Nolan is to provide each student with the highest quality of education in a safe, nurturing environment. To do so, we must all work in a cooperative and supportive manner to ensure that the highest standards and ideals of education are held and met. This handbook is designed to provide an outline of expectations and requirements that are necessary to achieve our goals and provide the best possible learning environment for our students. Please take a moment to look over its contents as you become familiar with Nolan's day-to-day procedures and policies.

In closing, I encourage you as parents to continue partnering in your child's education with your child's teacher and our school. It is through this shared partnership that we are able to produce high-performing, well-rounded students with exceptional values and integrity.

Thanks for your continued support and we look forward to seeing you at Nolan!

Ashley Aldridge Wilson
Principal
wilson_ashley@hcde.org

Jamelie Johns
Assistant Principal
johns_jamelie@hcde.org

Welcome From Your PTA President

Our school is filled with an incredible staff that is dedicated to helping your child learn and develop. This wonderful staff coupled with volunteer efforts of our parents, grandparents, families, and community members contribute significantly to making Nolan such a successful school!

We invite you to support the Nolan Knights by joining the PTA and getting involved! There are many volunteer opportunities throughout the school year. For more information, you can visit our website, nolanknights.com, and "Like" Nolan PTA on Facebook.

We also encourage you to support our mountain schools through the Mountain Education Foundation. The mission of MEF is to enhance the educational and developmental opportunities for all Signal Mountain public school students by implementing and uniting fundraising efforts. MEF is funded by individual donations and your donations are needed to fund programs and opportunities at all of our Signal Mountain schools.

MEF PROVIDES:

- Teacher Salaries – Visual Art, computer, STEM lab, cafeteria monitor, and interventionists
- Technology – iPads, computers, promethean boards, and Elmos
- Classroom Enrichment Programs
- Staff Development

The Nolan PTA needs you! There are numerous ways and levels to volunteer and be involved. Please feel free to contact me, any member of the Executive Board, or any PTA chair for more information or if you have any questions. We look forward to working with you!

Sincerely,
Heidi Griswold 423-933-7697
Nolan PTA President 2020-2021
heidilallison@yahoo.com

PTA

The purpose of the PTA is to promote the welfare of the children and youth in the home, school, and community; to raise standards of home life; to secure adequate laws for the care and protection of children and youth; to bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and to develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

SCHOOL DAY

School hours are:

Classes begin – 8:55 am

(Students should be in the building by 8:50 am)

Tardy Bell – 8:55 am

Dismissal – 3:55 pm

Car riders should not arrive before 8:30 am unless they are enrolled in the School Age Child Care Program.

ARRIVAL

In our front car line, please be sure to pull as far forward as possible to allow more students to exit their cars. For safety, all students must enter through the main entrance unless they are accompanied by an adult. Students should go to the cafeteria or gym areas and remain there until dismissed by the duty teacher.

DISMISSAL:

In the afternoon, car riders can only be picked up in the K-2 and 3-5 carlines. Car riders must be picked up no later than 15 minutes after school dismisses. Remaining students will be checked into the aftercare program and SACC registration and daily rates will apply.

BUILDING ENTRY

All visitors must enter through the main front entry doors during school hours. Visitors are required to push the call button near the front entrance to share the purpose of their visit with our office staff who will then grant access into the building. All visitors must sign in at the main office to receive a visitor or volunteer badge.

SCHOOL AGE CHILD CARE

This is a before and after school day care program at Nolan. 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 snow days and teacher in-service days.

SACC is closed on the following days:

Labor Day

Thanksgiving Day and the day after

Christmas Eve Day

Christmas Day

New Year's Eve Day

New Year's Day

M.L. King Day

Memorial Day

A booklet providing more detailed information and rates is available from the director of SACC or the school office.

SCHOOL CLOSINGS

A school calendar for Hamilton County Schools for the 2020-2021 school year can be found [here](#).

Emergency dismissals during adverse weather will be announced on local radio and television stations and via School Messenger messages. Please access one of these if the weather becomes threatening.

ATTENDANCE

Attendance policies established by the Hamilton County Board of Education are based on state law as well as rules and regulations established by the Tennessee Department of Education. Children need to be in school every day possible in order to achieve the best of their abilities. The importance of daily attendance without early dismissal cannot be overemphasized.

Absences: By state law and Hamilton County policy, all absences due to illness are unexcused without a doctor's note. Each student is allowed 5 unexcused absences (3 allowable with a parent note and 5 non-documented unexcused absences.) After 5 or more unexcused absences occur, the case must be turned over to the school social worker for processing as truant. An absence is recorded whenever a child misses more than 1/2 day of school. Parents must send a note explaining the reasons for the absence on the day the student returns. At that point, if it meets criteria, it will be marked excused.

Excused Absence: Personal illness of student with a doctor's note, death in the immediate

family, and recognized religious holidays are considered excused. Other absences are unexcused.

As important as daily attendance is, it is equally important that a child be kept home whenever he/she is ill. Per board policy, students who have a fever of 100°F or higher must be sent home from school. The student may return the following day as long as the fever is less than 100°F. However, when a student is diagnosed with the Flu by their healthcare provider, the student should be kept home from school at least 24 hours after their fever is gone without the use of fever-reducing medicine.

Unexcused Absences:

Absences that do not meet the stated criteria for being considered “excused”, or for which there is not a statement from the doctor, are recorded/reported as unexcused. **Out of town trips are unexcused.**

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

Tardiness

The tardy bell rings at 8:55 am. Students who are tardy must come through the front entrance and pick up their tardy slip in the office. In keeping with Hamilton County Board Policy 345.8, three unexcused tardies will be treated as an absence on the report card. Excessive tardiness is reported to the Social Worker/Attendance Officer. Students who are tardy due to a doctor or dentist appointment may show proof of the appointment to be excused.

Early Dismissals

Educational time is important for our students. Please support our teachers by not checking a student out for early dismissal unless it is absolutely necessary.

Parents or designated persons may check a student out during the school day by coming to the office and signing the logbook. Parents are not to go to the classroom without permission from the office. This is a great disruption to valuable instruction time. Also, please send a note with the student in the morning if he or she will be picked up early so that the teachers will know in advance. Please note that cases of excessive tardies or early dismissals will be turned over to the social worker.

IMPORTANT: STUDENTS ARE NOT TO BE DISMISSED EARLY ON A CONSISTENT BASIS FOR CONVENIENCE AFTER SMMHS DISMISSES OR FOR EXTRA CURRICULAR ACTIVITIES.

Make Up Work

Excused absences entitle students to make up work missed. Work for unexcused absences may be given upon the student’s return to school. *PLEASE DO NOT ASK YOUR CHILD’S TEACHERS TO PREPARE SPECIFIC ASSIGNMENTS PRIOR TO ABSENCE.* Requesting make-up work is the student’s responsibility. Students must make up the work at the teacher’s convenience and have five school days to complete the assignments.

STUDENT ACCIDENTS OR ILLNESS

In case of accidents or illness, the school will follow these procedures:

Contact the student’s parents or guardians. If unable to reach them:

Contact the other person listed on the student’s registration form.

(Indicating other persons to contact is critical for treatment of normal injuries.)

Notify the family physician. If no response, then call any local physician.

STUDENT HEALTH CONDITIONS

Should your child suffer from asthma, allergies, a heart condition or any other potentially serious health condition, please be sure to indicate this on the student registration form. In addition, make it a point to give your child’s teacher and the nurse a note describing the condition and the appropriate steps to take in an emergency involving the condition.

Please be sure to complete the Health section on the student registration form during registration and keep the school informed of any changes of address or phone numbers, either at work or home.

MEDICATIONS

Medications will not be dispensed to students. This includes, but is not limited to, aspirin, Tylenol, cough medicine, and antibiotics. The exception is for students requiring long-term prescription medications. Only in these cases will the principal or his/her designee in compliance with the following regulations administer the medication:

Regulations For Medication Dispensation

A completed HCDE medication permission form, signed by both the parent and the child's physician, is provided to the school and includes: the child's name; the name of the medication; the time to be administered; the dosage; and the possible side effects.

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

Medication in the original prescription bottle must be brought to the school office by a parent or guardian and refilled in like manner. No medication is to be brought to or from school by the student. The administration of all medication will be documented on the medication log with the initials of the person dispensing the medicine. Medications will be kept under lock in an area designated by the principal.

LICE

Head lice is typically an isolated occurrence and is not a sign of poor health habits or hygiene, but simply something that occurs within large-group settings of children from time to time. If a student is suspected of having head lice, the school nurse will perform a head check. If lice are confirmed, parents are notified, treatment is required, and a letter is sent home with all students in that particular class. Once treated, a student is re-screened by the nurse before coming back to school for the well-being of all. All of the above steps are done in a very discreet manner. Most important of all, all parents should check their children on a regular basis as a student most of the time is not even aware that they have lice before coming to school. Please also remind students to not share headwear, brushes, combs, headbands, or ribbons and to avoid head-to-head contact at playdates, sleepovers, etc. As an additional precaution, students will be asked to provide their own headphones or earbuds for use in the computer labs and with classroom devices.

TRANSPORTATION

Hamilton County provides school bus service to students who reside outside a 1.5-mile radius of the school they are zoned to attend. Each bus follows a pre-determined route with designated pick-up and drop-off stops to safely and efficiently transport children to and from school. Students must ride their designated bus and get off at their designated

stops. Middle or high school students may not ride the bus with elementary students.

Send A Note

In the event of a need to change the way a child is to go home a written request from the parent or guardian must be sent to school so we are aware of the change. This includes taking a different bus, getting off at a different stop than that regularly designated for the student, or going home with a friend. These arrangements should be made before the school day begins.

Bus Schedule

Bus drivers who serve Nolan begin their routes at approximately 8:00 am. Children riding the bus usually arrive at school between 8:30 am and 8:45 am. Upon arrival at school, students are to go directly to the cafeteria or gym areas.

Watch closely the first few days to determine when the bus will arrive at the spot nearest your home. Sometimes children who have not previously ridden a school bus experience anxiety. Parents can help by walking their children to the bus in the morning and meeting the bus at the stop in the afternoon for at least the first few weeks. District policy requires drivers to see a parent before dropping Kindergarten students off. If a parent is not visible, the student will be returned to school once the route is complete.

Bus Breakdown

In the event of a bus breakdown, a Remind 101 text or School Messenger message will be sent out or students will be permitted to call their parents if they will be more than 20 minutes late arriving home. Parents will receive directions on how to register for Remind bus texts at the beginning of the year and parents must notify the office of any phone number changes to ensure that School messenger phone messages are received.

Bus Conduct

Behavior on the school bus is to be the same as in the classroom. For the safety and welfare of all students, the bus driver cannot tolerate any misconduct on the bus. It is the driver's responsibility to report unacceptable behavior on the bus to the administration. The administration is responsible for applying the Hamilton County policies regarding such behavior, which can be as severe as suspending the offending student(s) from riding the bus. Please also note that toys, electronic devices including iPads, collector or

playing cards, etc. are not allowed on the bus at any time.

FIELD TRIPS

There are some special programs and local places of interest that fit into our curriculum and are educationally expanding. All field trips are optional for each student. The cost of the trip varies depending on admission and transportation. If the cost is a factor in your child's attendance, please notify the teacher or principal. There are monies available through individuals and organizations. Names are never given to donors. For students who are not going to attend the field trip, they will report to school as usual and a day of instruction will be provided in another classroom. Field trips are an important means of supplementing classroom instruction. To be eligible to participate in field trips, students must have an established pattern of completing class work and exhibiting appropriate behavior. Field trips are a privilege and students who have repeated incidences of misbehavior will not be allowed to attend.

When your child is involved in the field trip, a note will be sent home giving full details including: the destination, the method of transportation, what the children need to bring, and the cost associated with the trip.

Hamilton County Board of Education Policies require written permission, in advance, for students to be permitted to leave the school on a field trip. *Verbal permission cannot be accepted to permit a child to participate.* Teachers will send permission forms home well in advance of the field trips to allow ample time for parents to sign and return them.

STUDENT ACCIDENT INSURANCE

Student accident insurance coverage is available during the first few weeks of each school year. Enrollment is for one year.

GENERAL RULES OF CONDUCT

Nolan students will:

Walk quietly in the hallways and stay to the right.
Be courteous and respectful towards other children and to all adults, and refrain from fighting and other disruptive behaviors.
Use appropriate language at all times which includes not making fun of other students such as name-calling, put-downs, etc.
Keep hands and feet to oneself.
Respect the property of others and the school.

Follow all classroom, playground, cafeteria, and bus rules.

Remain in the seat and use quiet voices on the bus. Be a good example for others while on field trips and other outings away from school.

Use playground equipment safely and appropriately.

Not use or possess tobacco products, alcoholic beverages, illegal or look-alike drugs, or chewing gum.

Leave all toys, collector or playing cards, radios, games, music players, cell phones and other items of similar nature at home as they are not allowed at school. Please note that fidget spinners and similar items are considered toys. If a student may require a fidget, please communicate with your child's teacher to determine the need, decide on an appropriate fidget, and to establish guidelines for use. Please note that these items are not allowed on the bus at any time. Some items are allowed by SACC childcare, but those items must remain in backpacks until SACC times and must be used following their established policies.

DISCIPLINE POLICY

Nolan students are expected to be well-behaved, give their best effort, and are expected to be respectful. The discipline program at Nolan is based on a combination of Assertive Discipline and the teaching of Foundational Values. Both of these programs are widely accepted and designed to use clearly stated rules with positive rewards for appropriate behavior and disciplinary consequences for inappropriate behavior. They are structured in a way that each student is given ample opportunities for success in the classroom and in school activities. Ideally, when the rules are obeyed, the student or classroom receives positive feedback or incentives from the teacher. When a student does not follow the rules, the student faces disciplinary consequences, which may include, but are not limited to, a verbal reprimand, restriction of privileges, suspension from school, a note or phone call to parents, or a talk with an administrator.

As people, we are faced with the job of learning to live comfortably with others and ourselves. To live comfortably with ourselves, it is important that we develop and maintain a deep feeling of self-respect. To live comfortably with others, we must learn to recognize where our own rights end and the rights of others begin. In the school setting, instruction in these skills is designed to help children learn to

exercise self-control in their personal behavior and in ways that they interact with others.

Collectively, there are many things that we do to help a child learn both social and behavioral skills in order to acquire certain positive character traits. These traits are based on values that are shared within our community and include:

Respect and Caring - an appreciation for the person, feelings, and property of others;

Responsibility and Self-Discipline - the exercise of reasoned behavior including the ability to tell right from wrong through the increasing development of self-control;

Honesty - The development of characters that value trustworthiness in all behaviors

Cooperation and Fairness - the ability to work effectively with others for mutual benefit

Citizenship - the development of behaviors of contributing members of society

Courage - doing the right thing in the face of difficulty

Perseverance - pursuing worthy objectives with determination and patience

If a student is continually disruptive, and the positive rewards or disciplinary consequences have not led to a change in behavior, the teacher will notify parents. At that point, additional consequences may need to take place which may include: after school detention, out-of-school suspension, etc. Corporal punishment will not be used at Nolan.

If a student is involved in an offense that is considered criminal, such as drug use, school vandalism, fighting that involves injury, or any other serious offense; the school will contact the parents and may call the police. Consequences will be based on the specific incident and circumstances and may include suspension from school.

BULLYING POLICY

Bullying is defined as a person being exposed, repeatedly and over time, to targeted negative actions on the part of one or more persons. This definition includes three important components:

- Bullying is an aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power

Although our student climate survey data does not reflect large instances of bullying, bullying is not accepted at Nolan and will be dealt with accordingly. All Nolan students receive anti-bullying instruction throughout the year from our guidance counselor and their teachers and all staff members are trained in the OLWEUS Bullying Prevention Program. For more information on the Nolan bullying policy, please contact our school counselor, Debra Smart.

TECHNOLOGY POLICY

Devices such as iPads, Chromebooks, etc. are only allowed at school for grades 4 and 5 as part of the district's Bring Your Own Device, or BYOD, initiative. Such devices will only be brought on days designated by the teachers for supervised instructional use only. Cell phones, iPods, smart watches, and similar devices are not acceptable at the elementary level and all participants must adhere to the district's BYOD policy. The school or district is not responsible for any lost, damaged, or stolen items.

DAMAGES TO SCHOOL PROPERTY

Should a student willfully damage school property, the student's parents will be expected to pay for replacement or repair of that property.

LATEX BALLOONS

Neither students nor adults are permitted to have latex balloons at any time during the school day. Latex balloons are especially dangerous and can cause asphyxiation, if misused.

DRESS CODE

Although we do not have uniforms, student appearance must be of good taste and not be disruptive to the learning environment.

Shirt designs and slogans must be appropriate. No rips or holes in clothing.

Shorts should measure no higher than where the fingertips would be if arms were extended downward.

Clothing must cover ALL undergarments.

All tops must be full-length.

No spaghetti straps or tank tops.

Shoes that require strings or Velcro must be tied or fastened.

No hats in the building (girls or boys).

Hair must be neat and clean. Mohawk cuts, dyed hair, etc. may be considered distractions to the learning environment.

Please note that the purpose of the established dress code is to support the high academic and behavioral standards we have here at Nolan. If a child's clothing or appearance is deemed to be inappropriate or disruptive to the learning environment, parents will be notified.

FIFTH GRADE PROMOTION ATTIRE

GIRLS: Should wear a dress or skirt.

BOYS: Should wear slacks. Shirts should have collars.

No blue jeans or athletic clothes.

All other daily dress code requirements are in effect as well.

SCHOOL POLICY ON HOMEWORK

Homework shall be planned with each student in mind. It shall be an extension of the classroom. Homework is assigned with the concept explained by the teacher to supplement regular classroom experiences. Homework assignments should require a reasonable amount of time for completion each night although unfinished class work sent home as homework will add to this time. Homework may be graded by the teacher or corrected and discussed in class. Parents are encouraged to provide satisfactory homework conditions, including workspace, good lighting, and a regularly scheduled study time. No written requirements or projects will be assigned for weekend work.

AFTERSCHOOL DETENTIONS

In the event the teacher feels a need for afterschool behavior or academic work habit remediation, the teacher or administrator will contact the parents and the following times are typical for afterschool detentions:

Monday-3:55 p.m. - 4:55 p.m.

Thursday-3:55 p.m. - 4:55 p.m.

GENERAL INFORMATION

School Visits

Parents are encouraged to visit the school on a regular basis. There are many volunteer opportunities available for you in coordination with your child's classroom teacher or our Nolan PTA.

All parents and visitors must be granted access through the front door entry system by our office personnel and then report directly to the office to sign in and receive a visitor badge. For those who volunteer frequently, assigned volunteer badges

are located near the PTA volunteer sign-in/log book. All other visitors will check in using our automated office check in system. Following check in, visitors will receive a visitor badge or one will be provided by our office staff. Please do not go directly to your child's room without coming to the office first. Most of the time, your needs can be met in the office with no disruption to the class. SMMHS volunteers must be approved through the SMMHS-Nolan approval process and must sign in each day in the office. Transportation for these students must be provided by parents and these students may not ride the bus home.

Parent-Teacher Conferences

Conferences with teachers must be scheduled so as not to conflict with the teacher's instruction of children. If you call the school to request a conference, the teacher will call back as soon as possible to confirm a time that will be convenient to all. (Teachers request that when calling them at home please do so before 8:30 p.m.)

Telephone

The school telephone is available as needed. Students are not permitted to use the phone without consent of the teacher.

Parents must make arrangements for children to go home with friends before coming to school and a note must be sent to the teacher. A student should not have or be using a personal cell phone or texting device at any time as a school phone is available as needed.

To avoid disrupting classroom instruction, teachers will not be called to the phone except for an emergency. The secretary will take a message. For the same reason, students will not be called to the phone. In the event of extenuating circumstances, a message will be taken for a student and given to him/her at a time that does not interrupt class.

CAFETERIA

All Hamilton County schools participate in the National School Lunch Program. Payment is made through a computerized system. All students are encouraged to deposit money into this account. If necessary, a student may purchase lunch daily.

Student prices are:

\$3.00/ day/ \$15.00/ week/ \$60.00 month
Extra Milk: \$.50

Make checks payable to:
Hamilton County School Nutrition (HCSN) or
Nolan Cafeteria
Guest/Visitor Lunches: \$5.00

Please note the following guidelines for lunchroom procedures:

1. Lunch Charges : Lunches are to be paid in advance or at the time of purchase. However, we do not allow any child to go without lunch. Children will be allowed 2 charges before calling home.
2. Free and Reduced Lunches: Information concerning applications for free or reduced price lunches is available in the school office. If you prefer, call 886-0872 to speak with the cafeteria manager.
3. Lunch Box: Some children prefer to bring lunch from home. Please follow these guidelines: Lunch should be nutritious and have low sugar content. Canned or glass bottled soft drinks, or other sugary drinks are not permitted.
4. A parent (or relative) who wishes to eat lunch with a child is always welcome. Please notify the teacher so the cafeteria staff can prepare extra food. Also, it would be greatly appreciated that bills no larger than \$10.00 be brought. Parents may not pay from the child's account and we ask for cash only, please, for visitors.
5. Food Restrictions – If a parent chooses to put restrictions on their child's account, they must contact the cafeteria and be specific about items and/or days that are to be addressed.
6. Food Allergies – All children with allergies must have a doctor's statement on file in the cafeteria. Special seating arrangements will be made.

TEXTBOOK AND SUPPLY FEE

The Department of Education provides textbooks. Students are responsible for the replacement of lost or damaged books. Though these books are provided free of charge, additional materials are used to implement a quality instructional program, and a supply fee of \$25 for each student is solicited. An itemized list of materials covered by the fee is provided to parents at registration. We also request that those with more than one child enrolled at Nolan write a separate supply fee check for each child.

MONEY

Whenever you send CASH OR A CHECK to school with your child, please place it in an envelope with your child's name on it, teacher's name, and

purpose. We ask that you write separate checks for cafeteria, field trips and pictures. Each one has a separate account for our auditing and accounting purposes.

YOUR PARTICIPATION IN SCHOOL

Parent-Teacher Association

Most elementary schools have a parent-teacher organization. Nolan Elementary will have a very active PTA that assists the faculty and staff in maintaining a quality education for our students. Every parent or guardian is encouraged to become involved in PTA activities and to become a PTA member. The names and phone numbers of this year's PTA officers and committee chairpersons are listed in the first few pages of this handbook.

Volunteers

The Nolan staff and PTA encourage parents, grandparents, guardians, and other interested adults to volunteer their time and talents to the students of Nolan. 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, etc., please contact one of the PTA officers or your child's teacher. Also, there is a fact sheet included in this document that explains the varied ways you can become involved.

Mountain Education Foundation

In order to supply the additional resources and supports that we have come to view as necessities, the PTA partners with the Mountain Education Foundation. We ask every family to thoughtfully consider your contribution level in support of MEF. The funds raised by MEF are distributed to the three public schools on the mountain to provide instructional personnel and programs, classroom and teacher resources, and extra-curricular materials. Your contribution is critical to maintaining an adequate PTA budget and our schools' standards of academic excellence. To find out more, contact the MEF Executive Director, Hilarie Robison, at 517-0772.

Soup Labels/Box Tops

The PTA collects Campbell Soup labels and Box Tops for Education from General Mills Products. The labels are used to obtain equipment for classroom use. Labels and box tops may be turned in to your child's homeroom teacher.

Fund Raising at Nolan

The school and the PTA will have a limited number of fundraisers including a book fair, coupon book sale, sportswear sale, and APEX fun run. The success of these fund raising efforts is tied directly to family participation, and each family has the option to participate. During fundraisers, incentives are typically provided for those students who choose to participate. **Clearly, it is intended that children NOT go door-to-door to “sell” anything.** Active parent involvement is the primary moving force in these events. While our goal is that 100% of our families contribute to the overall success of these programs, it must be understood that no one is required to participate in any fund raising event. Your support and active participation are greatly appreciated.

SCHOOL PROGRAMS

Hamilton County provides several programs that enrich the curriculum and enhance learning for students. All students participate in them on a regularly scheduled basis. Please note that student participation and conduct are factored into grading associated with the experiential related arts classes.

Special Education & 504 Services

Teachers are assigned to assist in meeting the educational needs of students who have need in addition to general classroom offerings. Possible disabilities include learning and physical disabilities, giftedness, speech or language impairments, visual impairments, etc. Nolan has a comprehensive special education staff including teachers, physical therapists, occupational therapist, behavioral therapy consultants, visual impairment consultants, audiologists, and speech and language therapists. If you have questions regarding your child, disabilities, or services, please contact the school exceptional education department, school psychologist, or school counselor.

Music

Children are taught to develop their abilities to understand the art of music and to respond to it with feeling. They are exposed to a wide variety of styles, types, and mediums through music history as well as vocal and instrumental music activities. We also emphasize learning the elements of music including rhythm, melody, harmony, and texture; great composers and their music; the many different forms of music (from folk to avant-garde), and fun songs of lasting value.

Library

The library program strives to support the overall literacy and science, technology, engineering, math, and art (STEAM) focus of our school. Through library and media center experiences, students will actively participate in activities and instruction related to reading, listening, collaboration, and project-based learning. The library also works to be an inviting place where individuals may conduct research and grow their study skills with the guidance of a librarian or teacher. Each class has an assigned library time and will be allowed to check out books each week.

Computers and Technology

Nolan’s teachers, principal, and parents believe that computers and technology are an integral part of the future. Thanks to the efforts of our PTA and MEF, we have two labs with 25 student computers in each lab in addition to mobile Chromebook labs. In addition to our two computer labs, we also have a STEM lab. Within these labs, teachers provide technology and project-based instruction for all students including keyboarding, presentations, hands-on project and problem-based learning, and skills practice utilizing academic software programs including Reading Eggs, Math Seeds, iReady, Fastt Math, IXL, etc. Each classroom is equipped with 3 or more computers and all K-5 classrooms utilize Promethean Boards and document cameras as well. Each classroom teacher also utilizes an iPad tablet and laptop for instruction with at least 5 student iPads being available in classrooms as well.

Physical Education

The physical education program has been planned to be an integral part of the total curriculum. The unique contributions of physical education are physical fitness, motor skill development, body awareness, and movement education. The program also provides opportunities to practice rules of good sportsmanship, develop creative talents, participate as leaders and followers, and practice sharing and taking turns. The physical education program as a whole is centered on a non-competitive, cooperative environment where students actively learn.

Parties

The school has two classroom parties during the school year at which refreshments are served:

Winter Holidays and Valentine's Day. As part of the Winter Holiday, the children exchange gifts that do not exceed \$10 in value.

For your child's birthday you may send treats (but no drinks) to school for your child to share with his or her homeroom.

They will be served during recess or lunch.

State of Tennessee Grading Scale

Grades K-2 is a standards-based report card indicating 1-4 progress.

Grades 3-5 will be given grades.

A	93-100
B	85-92
C	75-84
D	70-74
F	69 or below
I	Incomplete - (to be removed by the end of the next grading period)

TCAP Scores in Grades 3-5 and 2nd Semester Report Card Grading

In compliance with State policy T.C.A. 49-1-617, TCAP scores for students in grades 3-5 shall comprise 10-15% of the student's second semester report card grade in the content areas of math, reading/language arts, science, and social studies.

Hamilton County Schools Superintendent

Dr. Bryan Johnson
423-498-7020

Notice of Nondiscrimination

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

Grievance Procedure for Harassment Complaints

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 of 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 from the central office.

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 Chief Talent Officer and the Chief of School Operations immediately without screening or investigating the report.

Student to student complaints should be reported to the Chief Equity Officer and the Chief of School Operations immediately. A written report will be forwarded simultaneously to the Chief of Staff. 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 Chief of School Operations under a confidential cover.

System-Wide - The HCDE School Board hereby designates the superintendent, and/or his designees, to receive the 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. Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades, or work assignments. Use of formal reporting forms is not mandatory; however, a sample of the reporting form is attached to this policy.

The school system will respect the harassment and take disciplinary action when the conduct has occurred. Confidentiality of the complainant, and the individual(s) against whom the complaint is filed, will be protected as much as possible as consistent with the school system's legal obligations and the necessity to investigate the allegations.

Investigation and Recommendation

By authority of the school system, the Superintendent or his designee, upon receipt of a report of 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 the 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 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 the context in which the alleged incidents occurred.

The investigation shall consist of, but not limited to, personal interview with the complainant, the individual(s) against whom the complaint is filed, and others who may have the 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 Actions

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.

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 complainant.

The school system shall take such other steps as necessary to prevent recurrence of the harassment.

The school system shall keep the complainant informed of the status of the complainant.

Title IX Coordinator
Mrs. Karen Glenn
Hamilton County Department of Education
6703 Bonny Oaks Drive
Chattanooga, TN 37421

(423) 498-7221

(Title IX prohibits sex discrimination against any participant in an educational program or activities)