

Norris Elementary Student Handbook

2009-2010

Dear Families,

Welcome to the 2009- 2010 school year. We want to make this year positive, enriching and memorable. By working together, we can make this year special.

With this handbook we are attempting to answer your questions and make you feel comfortable with school procedures. Many of the items covered are necessary to keep our children safe. Please take a few minutes and read the student handbook. If you have questions, call (494-7422) or send me a note (jcole@acs.ac). Communication is critical to our success!

We want you to feel welcome at our school and we hope to see you often. Volunteers are always appreciated.

We look forward to working with your family this year.

Sincerely,

Jess Anne Cole

Principal

INSTRUCTIONAL EXPECTATIONS

To be successful at school, it is important for students to:

- arrive on time
- be prepared for school, with proper materials and completed assignments
- have regular school attendance

BEHAVIORAL EXPECTATIONS

- keep a positive attitude
- treat others the way you want to be treated

SPECIAL POLICIES

Party Invitations:

All party invitations should be mailed to students' homes. The only exception is when **all** students in the grade are invited to the party. If you have trouble finding addresses, the stamped invitations may be left in the school office and we will mail them for you.

Class Birthday Parties:

Due to a concern about food allergies and nutrition, birthday treats will not be passed out at school. This includes food and non-food treats. Birthdays are announced at assembly on Friday mornings. Teachers also acknowledge birthdays in class.

Dress Code:

The dress code for Anderson County Schools can be found in the Code of Conduct Booklet each child receives at the start of the school year. The Code of Conduct is also on the Anderson County Schools Home Page. Dress Code is mentioned in this handbook to call attention to two new policies effecting elementary students. Rubber flip flops and heeie shoes are no longer permitted at school.

REGISTRATION

Students need a copy of the immunization record, birth certificate, and their social security card. If you have the originals, we will make copies for you. Proof of residence is also required.

SCHOOL HOURS AND ATTENDANCE

Students may be dropped off at the front door as early as 7:00.

- School begins at 7:30. The tardy bell rings at 7:40.
- The day is over at 2:30. Attendance is logged into the computer program, with the exact time the student is in school that day.
- If your child comes in late or leaves early, a parent is required to sign them in through the school office. We also need a written excuse.
- Only the people listed on the registration form are allowed to check out your child. Please make certain you list three emergency names, other than the child's parents.
- If you need your child to go home a different way (other than the way you discussed with your child in the morning), please call the school office before 2:00 and we will get the message to your child. Sometimes this causes confusion and alarms the child, so please do this sparingly.
- If your child is a bus rider and needs to get off at a different bus stop, a note to the bus driver is required.
- The school is required to keep an excuse on file for any time your child is out of school. Doctor excuses are the best. Parent excuses are also accepted (up to six excuses). Excuses must be turned in within three days of the absence.
- When a child misses school because of a family trip, the time is unexcused. Students are allowed to make up school work.

SCHOOL NEWS

You can find our website at www.acs.ac. Choose OUR SCHOOLS and then NORRIS ELEMENTARY SCHOOL. NES also sends home a monthly calendar and newsletter at the beginning of each month.

PARENT LINK

Parent Link is a school to home notification system. Parents receive phone calls to notify them of a child's absence, early school closings or other important announcements. The phone number listed on the registration form is the number used. If your phone number changes, please notify the school office.

TRANSPORTATION

Students are car riders, walkers, or bus riders. Only students living on bus routes are permitted to ride the bus. At the beginning of the year the teacher documents how students arrive and leave school. (Children may arrive one way and leave another. For example: arrive by bus in the morning and go home by car in the afternoon.) Changes are only allowed when a parent sends a note to the homeroom teacher or calls the school.

Cars: Students are loaded and unloaded into cars at the front of the school from the porch. The cars must stay in a single line. **CARS MAY NOT PASS ON SCHOOL PROPERTY.** This rule is necessary because some students unload on the driver side and could be hit by a passing car. If the parent is walking the child into school, please park in the upper parking lot.

Buses: Buses load and unload in the circle area near the gym. Please reserve this area for buses only.

Bikes: Bikes may be ridden to school and parked near the gym. There is considerable traffic at school in the mornings and afternoons, so parents should instruct their child in bike safety. Tennessee law requires all children to wear helmets.

Walking: Walkers are escorted to the tunnel area at the edge of the Norris Commons. We request that only children within walking distance walk to the Commons. When parents ask their child to walk to Norris Middle School, in order to be picked up by car, it creates a traffic concern.

VISITORS AND VOLUNTEERS

We love volunteers! There is always something to do at school. We use volunteers to work with individual students, help with field trips, assist with special projects, work with centers, help in the office or the library, or share their expertise with the class. Some volunteers actually help at home by making things for the class. If you are interested in volunteering, please speak with the classroom teacher or someone in the front office.

Volunteers should sign in at the visitor table in the front hall. Please pick up a badge and wear it when you are in the building. This helps school personnel keep track of who is in the building and where to locate someone in case of an emergency.

SCHOOL MEALS

Breakfast and lunch are available every day. Breakfast is served from 7:00-7:30 and costs \$.75 for students and \$1.00 for visitors/ parents. Parents are welcome to join their child for breakfast.

Lunch is available for \$1.25 for students and \$3.00 for visitors/parents. Each class has an assigned thirty minute lunch break. The cafeteria offers two lunch entrée choices. Students may also purchase extra food items.

Lunch/ breakfast money may be kept on record in the cafeteria. When your child brings money, the cafeteria manager records it on the computer. As your child purchases food, the account is debited. Parents may send a check or cash for a set amount of meals or they may simply send a check for a specific dollar figure to be credited to the card. Students are notified when it is time to purchase more lunch credits.

If your child forgets his lunch money, they may charge in the office. The office will issue a lunch charge pass. The next day you can send the money to the cafeteria.

Students are also welcome to bring a packed lunch from home. Thermoses are hard to open and often require the assistance of the lunchroom monitor. This may delay your child's eating time, while he waits for assistance.

We do not allow soda or fast food lunches in our cafeteria.

We are happy to see parents and grandparents eat with their children.

LUNCH SCHEDULE

| | |
|-------------------------------|---------------------------------|
| 10:40 2 nd Widner | 11:30 3 rd Templin |
| 10:45 2 nd Brown | 11:35 3 rd Crawhorn |
| 10:50 K Robinson | 11:45 4 th Templin |
| 11:00 K Price | 11:50 4 th Branham |
| 11:10 1 st Wade | 12:00 5 th Hutchison |
| 11:15 1 st Titshaw | 12:00 5 th Emert |
| 11:20 3 rd White | |

PARENT TEACHER COMMUNICATION

We encourage parent- teacher contact on a regular basis. We need you and your child needs you, because YOU are the most important influence in the education of your child. Be involved. TOGETHER WE CAN MAKE A DIFFERENCE.

Parents may call the school and the teacher will return the call during her plan period or after school.

Email is also an excellent way to contact school staff. Email addresses follow a specific format. The first letter is the first letter of the staff member's name, followed by their last name and @acs.ac. For example, my name is Jess Anne Cole and my email is jcole@acs.ac. Martha Bridges email is mbridges@acs.ac.

P.T.O.

One of the best ways to know what is going on at NES is to attend a PTO meeting. We have an excellent, active PTO. Check the monthly school calendar to see when the PTO meetings are held.

PERSONAL BELONGINGS

Students should not bring toys, radios, tape players, IPODS, or other personal belongings to school. We request items that are not part of the educational program remain at home, unless specifically requested by the teacher. We also ask students not to trade or sell items at school. This can result in hurt feelings and misunderstandings.

Hats are only worn at school for specific events.

It is a great idea to write your child's name in their backpack, coats, etc. This helps us find the owner when things are misplaced.

HEALTH SERVICES AND MEDICATION

NES has a clinic and a nurse is available for specific medical procedures. Medication may be administered at school, if the appropriate paperwork is on file. Martha Bridges, our school secretary, can provide you with the appropriate paperwork to take to the doctor in order for prescriptions to be given at school. Only medication in labeled prescription bottles with the child's name and dosage is dispensed at school. Over the counter medication is not allowed without proper paperwork. All medication is stored in a locked cabinet in the school clinic.

SNOW AND EARLY DISMISSAL

If school is cancelled during school hours it will be reported on Anderson County School's parent link. You will receive a phone call. The closing will also be posted on the school system's homepage, local television stations, and radio channels. Each student is required to have an early dismissal plan on file with the homeroom teacher. This insures the homeroom teacher knows the child's transportation plans if school is dismissed early.

SCHOOL PICTURES

Pictures are taken in the spring and fall. Make-up pictures are taken in the fall, only. On request, you may purchase more than one picture package. Let the homeroom teacher know if you need extra pictures. A school annual is also available in the spring. Group pictures are taken in the spring, only.

STAFF

- Principal: Jess Anne Cole jcole@acs.ac
- Secretary: Martha Bridges mbridges@acs.ac

- Kindergarten: Leslie Price lprice@acs.ac
Nancy Robinson nrobinson@acs.ac
- First Grade: Lynn Titshaw ltitshaw@acs.ac
Dara Wade dwade@acs.ac
- Second Grade: Cathy Brown cbrown@acs.ac
Mickie Widner mwidner@acs.ac
- Third Grade: Merna Crawhorn mcrawhorn@acs.ac
Laurie Templin ltemplin@acs.ac
Nicole White nwhite@acs.ac
- Fourth Grade: Renee Branham rbranham@acs.ac
Mona Templin mtemplin@acs.ac
- Fifth Grade: Jo Ellen Emert jemert@acs.ac
Teresa Hutchison thutchison@acs.ac

Special Areas:

School Psychologist: Laura Campbell lcampbell@acs.ac

Reading Recovery: Marti Bailey m Bailey@acs.ac

Reading Coach: Jessie Fritts jfritts@acs.ac

Special Education: Deetra Moore dmoore@acs.ac

Related Arts:

Music: Cheryl Butler cbutler@acs.ac

Physical Education: Judy Coffman jcoffman@acs.ac

Art: Allison Greenhouse agreenhouse@acs.ac

Library: Bobbye Pointer bpointer@acs.ac

Counselor: Charlotte Bridges cbridges@acs.ac

Teaching Assistants:

Laurie Hackler lhackler@acs.ac

Melissa Wilson mwilson@acs.ac

Cafeteria:

Jennifer Hatmaker jhatmaker@acs.ac

Tina Lowe

Julie Treadway

Custodians:

Wade Burress

Randy Smiddy