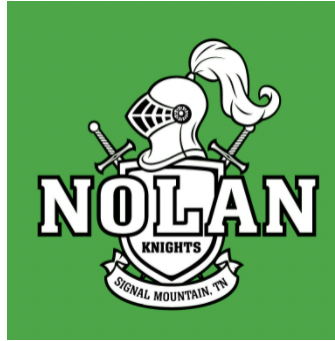




NOLAN ELEMENTARY SCHOOL
Home of the Knights

Student / Parent Handbook
2025 - 2026

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Warmest Welcome From Your PTA President!

On behalf of the entire Executive Board, welcome to the 2025-2026 school year at Nolan Elementary!

This year, our focus as a PTA is related to “Connection.” Our goal is to connect parents with our classrooms and the work of the PTA; connect our community with our schools; and connect our students with opportunities, ideas, experiences, and each other. Our committee volunteers work tirelessly year round to coordinate incredible experiences for our students, families, and teachers. PTA volunteers coordinate events like Grandparents Day, Teacher Appreciation Week, New to Nolan introduction meetings, and Kindergarten Preview days. Through our two fundraisers – sportswear sales and the APEX Fun Run – we raise money that supports new playground equipment, school grounds beautification, Kona Ice for all children on Field Day, and so much more! We’re excited to share a new program this year, “Cookies & Conversations” where you can meet PTA Executive Board members and other parents for refreshments before the PTA meeting and student performances each month. I can’t wait to meet you and hear your ideas to make our school even better!

Our primary goal at Nolan is to provide each student with the highest quality of education in a safe, nurturing environment. Connecting our students with hands-on experiences and new ideas is at the forefront of this goal. Giving children shared experiences and chances to build memories together builds empathy, kindness, and understanding. Through classroom enrichment programs supported by the Mountain Education Fund, field trips, evening family programs, and even equipment enhancements on the playground and in outdoor spaces, our students and families grow together in community.

One thing that makes Signal Mountain schools so special is the Mountain Education Foundation. MEF provides many extras to enrich the education of our children including faculty positions for three tutors, Spanish, Technology, and STEM Related Arts classes; art materials, music equipment, new technology in each classroom; classroom enrichment programs including zoo visits, cultural experiences, and wildlife visitors; staff development and training; and student rewards like books in our new book vending machine and field day awards. **Since every child benefits from MEF’s partnership, we encourage every family to support them as you are able.** A suggested donation is \$35/month. MEF is funded by individual donations and your donation is needed to fund programs and opportunities for your Knights that are not offered in other schools.

In closing, I encourage you to continue partnering in your child’s education with your child’s teacher, the PTA, and our school. This shared partnership enables us to produce high performing, well-rounded students with exceptional values and integrity. There are many volunteer opportunities throughout the school year, both during and outside of school hours.

We look forward to seeing you at the Registration Fair on August 5 and New to Nolan Parent Meetings to learn about ways you can contribute to our school community. For more information, you can visit our website (nolan.hcde.org), “like” Nolan PTA on Facebook, or email us at nolanelementaryPTA@gmail.com. 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 at all.

We look forward to connecting with you and your family this year.

Warmly,

Tricia Henderson, PTA President 2024-2025 nolanelementarypta@gmail.com

GENERAL INFORMATION, POLICIES, & PROCEDURES

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 a 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 a 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. If your child is sent home with a fever (100°), they must be 24 hours fever free without the aid of medication before they can return per Nolan policy.

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 AN 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.

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, such as vacations.**

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 in order to achieve to the best of their abilities. The importance of daily attendance without early dismissal cannot be overemphasized.

Early Dismissals: Educational time is important for our students. Please support our teachers by not checking a student out after 3pm 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 presenting their photo ID. 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. No dismissals are facilitated 3:15-3:40 unless it is an emergency.**

IMPORTANT: State Law TCA 49-6-2007(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).

BUILDING ENTRY: All visitors must enter through the main front entry doors during school hours. Visitors are required to push the call button at 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 by checking in using our automated office check in system. 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 interruption to student learning.

CAFETERIA: All Hamilton County schools participate in the National School Lunch Program. Student lunch is \$3.00. Payment can be made through a computerized system, [Titan School Solutions \(titank12.com\)](http://titank12.com).

Guest/Visitor Lunches: \$5.00

Make checks payable to: Hamilton County School Nutrition (HCSN) or Nolan Cafeteria 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.

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

Although we do not have uniforms, student appearance must not be disruptive to the learning environment. Shirt designs and slogans must be appropriate (no vulgar references or advertising alcohol, drugs or foul language). 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 and cover the stomach. No spaghetti straps, tank tops or mid drifts.. Shoes that require strings or Velcro must be tied or fastened. No hats are to be worn in the building, unless it is a special celebration (girls or boys). Hair must be neat and clean and not distracting in the learning environment.

PROMOTION ATTIRE FIFTH GRADE:

- GIRLS - Wear a dress or skirt

- BOYS - Wear slacks, with a collared shirt (no jeans or athletic clothes)
- All other daily dress code requirements are in effect

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.

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 our guidance department. 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 classwork and exhibiting appropriate behavior. Field trips are a privilege and for safety reasons, 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. Students are expected to 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.

CHAPERONES: HCS Board policy requires chaperones be approved through the human resources department. This process requires a criminal background check that includes fingerprinting and a volunteer form through Hamilton County Schools, <https://hcde.org/volunteering-with-hcs/> If you need assistance, contact Lindie Roden, Assistant Principal, roden_lindie@hcde.org.

FUNDRAISING 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 fundraising event. Your support and active participation are greatly appreciated.

Soup Labels/Box Tops:The PTA participates in 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 submitted digitally. [Consumer Register Page - Box Tops for Education \(boxtops4education.com\)](https://www.boxtops4education.com)

MOUNTAIN EDUCATION FOUNDATION (MEF): In order to supply the additional resources and support that we have come to view as necessities, the PTA and school 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. **Every child benefits from MEF, therefore, we ask every family to participate in a level of giving that makes most sense for your family.** To find out more, contact the MEF Executive Director, Hilarie Robison, at 517-0772.

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 work 8:15 am-4:00 pm. If you need assistance, please allow 24 hours to respond.)

PARTIES: The school has two classroom parties during the school year at which refreshments are served: Winter Holidays and Valentine's Day. 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.

PTA: Nolan's PTA was recognized as a 2022-2024 National PTA of Excellence. 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.

YOUR PARTICIPATION IS IMPORTANT: Most elementary schools have a parent-teacher organization. Nolan Elementary has 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.

SCHOOL CLOSINGS: A school calendar for Hamilton County Schools for the 2025-2026 school year can be found in your registration packet. Emergency dismissals during adverse weather will be announced on local radio, television stations and via School Messenger messages. Please access one of these if the weather becomes severe.

SCHOOL DAY: School hours are: Doors open at 8:15, Classes begin - 8:40 am (Students should be in the building by 8:40 am), Tardy Bell – 8:40 am, Car riders should not arrive before 8:15 am unless they are enrolled in the School Age Child Care Program. Dismissal is at 3:40pm.

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. K-3 students should go to the cafeteria or gym areas and remain there until dismissed by the duty teacher. Fourth and Fifth grades report directly to class from 8:15 am-8:40 am.

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 out with office staff. A photo identification is required. 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. Dismissal is a busy time of day. We ask that children are not dismissed after 3:15pm because our focus will be on the safety and orderly dismissal of the entire student body. **No dismissals will be facilitated 3:15-3:40pm.**

DISMISSAL: In the afternoon, car riders can only be picked up in the white and green 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. Middle or high school students may not ride the bus with elementary students.

BUS SCHEDULE: Bus drivers who serve Nolan begin their routes as

scheduled. Children riding the bus usually arrive at school between 8:15 am and 8:35 am. Upon arrival at school, K-3 students are to go directly to the cafeteria or gym areas and 4-5 go to class. *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 text or School Messenger message will be sent out. Students will be permitted to call their parents if they will be more than 45 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 PASSES: 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.

TARDINESS: The tardy bell rings at 8:40 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. Students who are tardy due to a doctor or dentist appointment may show proof of the appointment to be excused.

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. A booklet providing more detailed information and rates is available from the director of SACC or the school office. 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, teacher in-service days. SACC is closed during snow days.

SACC is closed on the following days: Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, M.L. King Day and Memorial Day. They are also closed on snow/inclement weather days.

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 will 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. To inquire about volunteering: nolanelementarypta@gmail.com.

STUDENT ACCIDENTS OR ILLNESS: In case of accidents or illness, the school will follow these procedures: Contact the student's parents or guardians, if it's an emergency, all parents or guardians will be contacted. 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 there is no response, then call any local physician.

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

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 without an order from a physician. 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 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.

TELEPHONE: The school telephone is available as needed. Students are not permitted to use the phone without consent of the teacher. A student should not have or be using a personal cell phone, smart watch or texting device at any time. 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.

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 predetermined 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 stop.

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. All volunteers must have a background check every year and fingerprinting every three years. This is managed through the school district. <https://hcde.org/volunteering-with-hcs/>

GENERAL RULES OF CONDUCT-Behavior Expectations

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. 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.*

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 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 counselors. 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

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

GUIDELINES FOR LUNCHROOM PROCEDURES:

- Lunch Charges :A la carte is to be paid in advance or at the time of purchase.
- 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. No energy drinks or powder is permitted.
- 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. Visitor meals are \$5.00.
- Food Restrictions - If a parent chooses to put restrictions on their child's lunch account, they must contact the cafeteria and be specific about items and/or days that are to be addressed.
- Food Allergies - All children with allergies must have a doctor's statement on file in the cafeteria. Special seating arrangements will be made.

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. 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.

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 Love and Logic 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.

CODE OF ACCEPTABLE BEHAVIOR: 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 after school detentions: Monday-3:40 p.m. - 4:15 pm & Thursday-3:40 p.m. - 4:15 p.m

TECHNOLOGY POLICY: Cell phones, iPods, Gizmos, 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.

ALL SMART DEVICES: If parents feel their child needs one of these devices for after school and after they get off the bus, they may be kept in the off position in their school backpack.

Cell Phones & Smart Watches

Elementary age students are not allowed to have smart watches or cell phones ON at school or on the bus. We have found these devices are a distraction to learning and lead to numerous problems. For safety, students may have devices in their backpack (turned off) to use when off the bus or off campus for after school activities. All transportation changes should be made by contacting the teacher or front office 886-0898. Should an emergency arise, please contact Nolan's school office, communicate with your teacher via dojo/remind or call 423-886-0898.

Consequences for cell phone violations will be issued in alignment with the HCS Code of Acceptable Behavior. Students who use their cell phone or smartwatch during the school day to look up academic information, contact other students or family members, play games or music, take photographs or videos, send text messages, or use the device in any other way, will have their device collected by the teacher and turned into the front office. The device will be returned when a parent or guardian meets with an administrator regarding the device.

Nolan staff members are not responsible for any of these devices if they are brought to school. Students who bring cell phones and personal electronic devices to school, do so at their own risk. School staff are not liable for lost or stolen cell phones and are not responsible to conduct any investigations regarding the loss of a student electronic device.

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. Additionally, participants need to compensate the staff by paying a small participation fee.

COMPUTERS & TECHNOLOGY: Nolan's teachers, principal, and parents believe that computers and technology are an integral part of the future. Students in grades third through fifth are 1:1 with Chromebooks. Thanks to the efforts of our PTA and MEF students in grades Kinder through 2nd have Chromebooks on carts and iPads for Learning Centers. We also have a STEM lab. Within our 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, IXL, etc. Each classroom is equipped with computers and all K-5 classrooms utilize Promethean Boards and document cameras as well. Each classroom teacher also utilizes an iPad and laptop for instruction.

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.

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. Music and Movement is a class that provides opportunities for our students.

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.

STEM & ELAB:

All students will spend time in our state of the art e-lab during their Related Arts rotation with a certified STEM teacher. This time will be spent exploring creative solutions to challenges that are commonly found in the field of sciences, technology, engineering, and mathematics. Students will work collaboratively to solve problems and create solutions. MEF-funds \$5000 annually towards consumable materials used in digital fabrication and engineering projects.

SPANISH:

With the MEF-funded Spanish program, all students in Kindergarten through fifth grade will have Spanish instruction. Students will be immersed in the language while in the Spanish classroom; engaging with fun activities designed to help students learn the foundations of the Spanish language. We are so excited to encourage students to broaden their language skills through this important learning experience.

SPECIAL EDUCATION & 504 SERVICES: Teachers are assigned to assist in meeting the educational needs of students who have needs in addition to general classroom offerings. Possible disabilities include learning and physical disabilities, speech or language impairments, visual impairments, intellectual giftedness, etc. Nolan has a comprehensive special education staff including teachers, physical therapists, occupational therapists, 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.

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. 90-100; 80-89; 70-79; 69 or below 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.

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. We also request that those with more than one child enrolled at Nolan write a separate supply fee check for each child.

Hamilton County Schools Superintendent: Dr. Justin Robertson
423-498-7020 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.

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. 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.

- **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.
- **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. Chattanooga, TN 37421 (423) 498-7221 (Title IX prohibits sex discrimination against any participant in an educational program or activities). 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 investigators(s) shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent of Schools upon completion of 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.