

# STUDENT HANDBOOK 2022-2023



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# *WELCOME TO ALPINE CREST!*

Alpine Crest Elementary is a K-5 school serving students on the north end of Red Bank, Tennessee. Our mascot is the Tiger and our school colors are green and white. Our school motto is "Tiger Pride." The Tiger Pride Pledge is:

I am respectful.  
I am responsible.  
I am caring.  
I am ready to learn.  
I have Tiger Pride.

ACE maintains a safe, nurturing, and positive environment where students and stakeholders work together to ensure all students become productive citizens and successful lifelong learners.

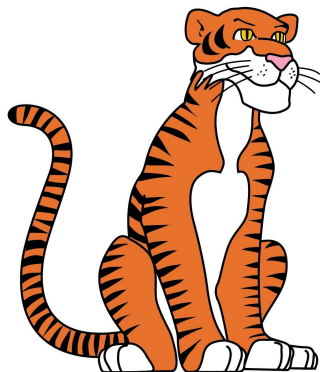
Your child's education is a joint effort between the school and the home. Parent participation is one of the most important factors in your child's school success. Please communicate with your child's teacher. Your questions and concerns are welcomed. Our goal is to work with you as a team to fully support your child's optimal success in his/her school experience. Your support is sincerely appreciated.

As your principal, my door is always open. The office staff is also available to answer routine questions about procedures, paperwork, and upcoming events at Alpine Crest. Please take a few minutes to read this handbook and keep it in an easy-to-find location for reference throughout the year. We look forward to partnering with you and working with your child this school year.

Sincerely,

*Ashley Cross*

Principal, Alpine Crest Elementary



## *Attendance Policy*

The following are legal reasons outlined in the Hamilton County Department of Education Board Policy for excusing a student from attending school:

- *Personal Illness* – Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required.
- *Death in Immediate Family* – Students may be excused for three days in the event of a death in their immediate family including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
- *Family Illness* – Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.
- *Religious Holiday* – Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
- *Personal* – Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment.
- *Approved School-Sponsored Activities* – Students shall be marked present when participating in a school sponsored activity away from the school building.

HCDE attendance procedures are as follows: Students are allowed (5) unexcused absences per school year. Parent excuses are allowed to serve as documentation for three additional personal illness days. After these days are used, parents must provide written medical services documentation. To avoid absences being recorded as unexcused, a written statement, signed and dated by the parent or guardian, is needed to the appropriate school official within five days of the student returning to school. After 5 unexcused absences the parents will be notified by the school.

## *Books and Supplies*

School textbooks, technology and resource books are supplied for student use by Hamilton County Schools. Students are responsible for the replacement cost of lost or damaged items assigned to them. Students are also responsible for library books that are lost or damaged. Each school has a voluntary supply fee that supports instructional needs not covered by other means. Supply fees (\$20 per child) may be paid at the beginning of the year or by breaking the payment into quarterly or semester portions. Your payment of fees goes 100% to support learning at Alpine Crest. It is very much appreciated.

## *Bus Transportation*

Please be sure to read over the bus transportation rules with your child. Student transportation is a privilege and not a right. Bus drivers complete referrals for students who do not follow bus rules. It is possible for a student to lose the privilege of riding the bus.

## *Discrimination/Harassment/Bullying*

Discrimination/harassment/bullying are not tolerated in Hamilton County Schools, nor at Alpine Crest. Such actions are defined as conduct, including physical advances, gestures, words either written or spoken of a sexual, racial, ethnic or religious nature, or based on a disability which: (1) interferes with the individual's performance or education (2) creates an intimidating, hostile, or offensive environment (3) implies that submission is an explicit or implicit term of education or employment (4) implies that submission to or rejection of such conduct will be used as a basis for employment or educational decisions affecting the harassed individual.

There are three types of bullying. They are (1) Physical-harm to body or property (2) Emotional-harm to self-esteem (3) Social-harm to another's group acceptance. Students need to report bullying incidents to school personnel. Reported incidents will be investigated. Offenders are subject to suspension.

## *Dress Code*

Alpine Crest does not have a school uniform, but we do have a dress code. ALL students should wear closed toed shoes that securely attach to their feet at all times. Our school has stairs inside and a natural playground outside with tree roots and uneven ground. Please see the following list of items students cannot wear:

- Short shorts
- Short dresses and skirts
- Spandex without a dress or long top to cover
- Spaghetti strap, strapless or crop tops
- Clothing with inappropriate writing on the shirt

Please be sure your child is dressed following these guidelines each day. Parents will be asked to bring a change of clothing for students who are out of dress code.

## *Early Dismissal*

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

1. Write a note to your child's teacher indicating the time you will need to pick your child up.
2. Upon arrival, you will need to check your child out using the dismissal binder. Students are dismissed ONLY to people listed on the child's Registration Form unless a parent notifies the office and gives permission. This is for the safety of your child. Identification will be required.
3. Wait for your child to come to you in the lobby. Teachers are not permitted to dismiss students to anyone directly from the classroom, playground, or hallways. Again, this is for your child's safety.
4. If the school day is already in session and you discover you will need to dismiss your child early, you may do this by emailing a member of the office staff. Early dismissal is not permitted after 2:45, except in the case of an emergency.

We sincerely appreciate your support in following these guidelines.

## *Field Trips/Field Studies*

Field trips are an extension of the classroom. A signed permission form is needed before each trip. Field trips are a privilege. Students are expected to behave in accordance with all school rules and rules of the field trip location. If there are concerns for a student's safety based on observed behaviors at school, a student may not be allowed to attend a field trip unless a parent or guardian attends with that student. Students who are not allowed to attend are given assignments to work on at school that allow them to cover the curriculum being presented on the trip.

## *Health Services & Medication Policy*

In Hamilton County, non-prescription medication is treated the same as prescription medication. Both must be administered according to these guidelines:

1. A written permission form for the medication will be provided to the school by the Health Services provider. The form must be filled out and signed by both the parent(s)/guardian(s) and the child's licensed health care provider.
2. A new permission form must be provided to the school at the beginning of each new school year. The permission form must be updated when there is a change in dosage or time of medication.
3. Medication must be brought to the school by a parent or guardian in the original prescription bottle and refilled in like manner. No medication is to be brought to or from school by the student.
4. All medication will be locked in the office.
5. Unused medication must be picked up by the parent or legal guardian at the end of the school year.
6. Unused medication that is not picked up on or before the last day of school or medication that has expired will be properly disposed of by the school.
7. Prescribed emergency medications to address life-threatening situations must be readily accessible to the student at all times. These may be in the student's possession or in a designated location as is appropriate to the situation (field trips, etc.). Examples of these medications include, but are not necessarily limited to, asthma inhalers, Epi-pens, glucose tablets, etc.
8. The school system retains the right to reject requests for administering medications that are not in compliance with the above guidelines.

We cannot treat old wounds, cuts, or diseases such as impetigo, poison oak, or pinkeye, and we cannot administer any medication, ointment, or other such agents. School staff will notify a parent/guardian of any student injured or becoming ill during the school day.

FEVER POLICY: Children should be kept at home any time they are running a fever of 100 degrees or higher. They may return when fever free (less than 99) for 24 hours without the use of fever reducing agents. (Tylenol, Advil)

## *Meal Program*

Alpine Crest is a CEP school, which allows all students to receive free breakfast and free lunch. Parents are welcome to join their child for breakfast or lunch, however you will need to purchase your meal. When you arrive, please sign in at the front desk and secure a visitor badge before joining your child in the cafeteria. You are welcome to call the school to verify your child's lunch time.

## *Parent-Teacher Association*

PTA organizations are designed and directed by parents to support the learning environment of their school. The Alpine Crest PTA is an excellent example of a successful PTA, but it takes you to keep it that way. Please join PTA and become involved in one or more of the many activities PTA sponsors throughout the year. There are a variety of opportunities for you to participate and to use your talents. You can find Alpine Crest PTA at: [alpinecrestpta@gmail.com](mailto:alpinecrestpta@gmail.com)  
<https://www.facebook.com/AlpineCrestElementaryPTA>

## *Parent/Teacher Conferences*

Hamilton County designates two times during the school year for parent/teacher conferences. However, conferences are available at any time throughout the school year. You may call the school office at 874-1921 to leave a message for your child's teacher asking to schedule a conference or send a note to your child's teacher. We strongly encourage on-going communication with your child's teacher throughout the year. This helps your child know that both you and his/her teacher are continuously working together to support him/her in their learning.

## *Registry & Emergency Information*

**It is extremely important that the school office has a working telephone number where parents/guardians can be reached at all times.** Please help us by providing two emergency numbers other than yours. Please pay close attention when filling out all parts of the registration card. Please include updated emergency contact numbers when changes occur. Please list persons allowed to pick your child up, as well as those who are NOT allowed to pick up your child. Unless a court order is on file with our office, we cannot legally deny a parent from picking up a child. Please include any medical conditions we need to know about on a day to day basis, or in case of an emergency.

## *School Aged Child Care (SACC)*

The Hamilton County Department of Education provides before and after school child care to accommodate parents who must leave for work before school begins in the morning and who do not get home until after school is out in the afternoon. Parents may sign a child up anytime during the school year. The registration fee is \$10.00. Full day service will be available on days when school is not in session. The hours of operation are from 6:00 a.m. until 7:45 a.m. and from 3:15 p.m. until 6:00 p.m. For more information call or see the site director, 874-1926 or call the school at 874-1921.

## *School Day*

School hours are 8:15 to 3:15 PM. Students may enter the building at 7:45 each morning, unless they are a part of the School-Aged Childcare (SACC) program. SACC students may enter starting at 6:00 a.m. each morning.

Morning bus riders, car riders, and walkers enter the building from the circle drive in front of the building each morning.

NOTE: Students arriving **after 8:15 a.m.** are tardy. They must be accompanied by a parent and signed in at the front desk.

Afternoon walkers and bus riders are dismissed starting at 3:10 PM. Bus riders are dismissed in the front of the building, and walkers are dismissed in the back of the building just before buses load. The car rider lines start as soon as the buses leave. Cars enter at the first right turn off of the main drive. Car riders wait in designated areas and are called after the student number is entered from a guardian's car tag. Display your car tag in your front window, so your child may be dismissed quickly. Please do not remove your car tag from the front window of your car until your child is loaded in your car. This allows staff to see which cars are missing students. Car rider tags are issued free of charge in the main office throughout the year.

**Your child's "Primary Dismissal Plan" will be on file at the school and will be followed each day unless you send a written note stating otherwise. We cannot accept a child's verbal communication that the dismissal plan has changed.** Again, this is for your child's safety.

### *School Messenger System*

The School Messenger automated calling system will be used to inform you of upcoming school events, emergencies, weather related school closings, and other important information concerning Alpine Crest Elementary School. Please keep your current working phone number and email on file in order for these messages to be delivered to you. If you change your phone number or email, please notify your child's teacher and the main office so you will not miss any important messages.

### *School Payments*

When making payments to the school for field trips, fees, lost textbooks, book orders to homeroom teachers, etc., please use separate envelopes or checks for each child and for each item. Checks should be made payable to Alpine Crest Elementary. For PTA sponsored events, make checks payable to Alpine Crest Elementary PTA. Please write your child's name and the item description on all checks.

### *School Visitors*

Visitors are always welcome at Alpine Crest Elementary. All Hamilton County Schools require visitors to sign in at the office and secure a visitor badge. Class time is protected as teachers and students are engaged in instruction. Please do not attempt to conference with or ask questions of the teacher during this time. Interacting with students or "classroom helping" must be scheduled with the teacher prior to the visit in order for it to be purposefully planned into the lesson.

## *Student Conduct & Discipline*

Caring, respect, and responsibility are not only a part of our Tiger Pride Pledge, they are the foundation of the behavior expectations for all students at Alpine Crest. We believe that students can behave appropriately while at school, and that good behavior is essential to a positive learning environment. To ensure appropriate behavior, the Alpine Crest staff use positive disciplinary measures to recognize and reinforce responsible and considerate student behavior. No student will be permitted to interfere with teaching and learning.

Students are not allowed to bring toys to school unless it is for a special event and written permission from the teacher is required. Under no circumstances can a student bring a toy gun, knife, sword, or anything resembling a weapon of destruction to school.

All Hamilton County students must review the Hamilton County Code of Acceptable Behavior and Discipline pamphlet with his/her parent/guardian each school year. The signature portion should be returned to the homeroom teacher.

## *Zero Tolerance*

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

- Possession of a firearm or an explosive or incendiary or poison gas device, bomb or similar device.
- Striking a school employee or school resource officer.
- Unlawfully possessing or under the influence of a controlled substance or drugs.
- Transmitting by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school

The following may result in a calendar year suspension:

- Possession of a knife, or any device with a sharp blade, or any device capable of injuring or disabling another individual.
- Possessing, transferring or receiving drug paraphernalia, “look-alike” drugs or non-prescription drugs.

The above includes possession on school property, a school bus or a school-sponsored activity and may be reported to local law enforcement officials. Federal and Tennessee Law, and Hamilton County School Board Policy require any threat to do harm to another student or school employee or self to be taken seriously by the school administration.