

STUDENT HANDBOOK 2025-2026



Principal: Kim Roden

Assistant Principal: Melissa Richardson

4700 STAGG ROAD
CHATTANOOGA, TN 37415

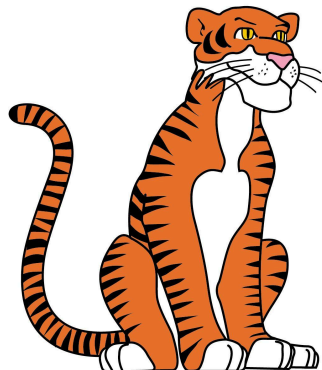
Office: 423-874-1921 Fax: 423-874-1939
Cafeteria: 423-874-1922 SACC: 423-874-1926

Alpine Crest Elementary Mission

At Alpine Crest, we create a school-wide community of belonging, integrity, and compassion where students' social, emotional, and academic growth is maximized through a variety of experiences and settings.

Vision

We are aspiring leaders and learners who are critical thinkers, problem solvers, and exemplify integrity.



Staff Roster 25/26

Office Staff

Kim Roden- Principal
Melissa Richardson - Assist. Principal
Karen Pierce - Secretary
Mandy Mullins - Clerical
Sharon Shelton - Nurse
Cindy Rogers - Bookkeeper
Mike Mansholt - SSO

Related Arts

*Meredith Kubisak - Art
Amy Smith - Music
Alex Guthrie - PE
Caroline Mickey - Library
Kerri Stidham - eLab

Custodians

Ricky Faegans - Head/Day

Kindergarten

*Christa Johnson
Grace Turner

First Grade

*Michelle Coby
Krissi Mansholt

Second Grade

*Cristi Beckner
Leah Perez
Shelly Whitt

Third Grade

*Mayson Smith- Math
Lindsay London - ELA
Tracey Ayscue - SS/Sc.

Fourth Grade

*Clarissa Williams - Math
Danielle Smith - ELA
Sally Christiansen - SS/Sc

Fifth Grade

*Nichole Townsend - Math/Sc
Amy Lowdermilk - ELA/SS

Support Staff

Christy Bundy - Instr. Coach
Tiffany Roberts - RTI Lead
Joan Karnes - School Counselor
Kailey Harness - St. Support Coach
Melanie Curtis - ENL
Jacqueline Foley - Ed. Assistant

Exceptional Education

*Charlotte Bishop - Dir. Service
Jennifer French- Dir. Service
Jason McCurry - SLP
Susan Long - Sch. Psych.
Amanda Legge - Gifted

Cafeteria Staff

Jeanelle Vineyard - Manager
Miss Lee
Miss Cheryl
Miss Julie

Part-time/Itinerant

Nancy Ayala - Interpreter
Megan Hoehn - Parent Vol. Coordinator
Beth Morgan - Behavior Interventionist
Pamela McCullum - Ed. Assistant
TBD - Permanent Sub

Academic Expectations

Our goal is to set high expectations for student learning and hold them accountable. We want each child to become an independent learner. Our instruction and curriculum is based on the TN State standards in all content areas. Students are expected to persevere through tough things, problem solve and think critically in all classes. Academics and learning should be our main focus.

Arrival and Dismissal Procedures

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.

Cars enter at the first right turn off of the main drive. 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. This is for your child's safety.

Early Dismissal

Educational time is important for students. Please do not check a student out early unless absolutely necessary. **No Early Dismissals after 2:55 unless there is an emergency.**

Tardiness

Students are counted as tardy if they are not in their classrooms at 8:15 a.m. Tardy students must come through the main office to get a tardy pass. Excessive tardiness is reported to the Attendance Officer. Students who are tardy due to a doctor or dentist appointment may show proof of the appointment to be excused.

School Day Schedule

7:45 a.m. Building opens for students in Grades K-5

7:45- 8:10 Breakfast will be served in cafeteria

8:15 a.m. Tardy bell - All students in class

3:15 Dismissal Begins

Only students attending School-Age Child Care should arrive at school prior to 7:45 a.m.

Students who arrive in classrooms after 8:15 a.m. will be considered tardy.

Attendance Policy

Children need to be in school every day possible in order for them to achieve to the best of their abilities. The importance of daily attendance cannot be overemphasized.

HCDE attendance procedures are as follows:

Unexcused Absences: Students are allowed (5) unexcused absences per school year. Parent excuses are allowed to serve as documentation for three of these 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 to attend a conference.

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

Excused Absences: 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.

****If a student has an afternoon appointment please bring them to school before the appointment and also bring them after a morning appointment.**

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 (\$25 per child) may be paid at the beginning of the year. Your payment of fees goes 100% to support learning at Alpine Crest. It is very much appreciated.

Bus Transportation

Riding the bus is a privilege, not a right. Students are expected to remain seated, face the front, keep hands and feet to themselves, treat others respectfully, and talk quietly. Misbehavior on the bus will be handled according to the offense. Remember that the driver wants to deliver all students safely. No student will be allowed to endanger others with inappropriate bus behavior. Video surveillance is used on the bus.

Students will be expected to get on and off the bus at their determined bus stop unless other arrangements have been made with the driver. Kindergarten and First Grade students will not be let off the bus without an adult to get them. In the event that a parent needs to make a change in bus transportation, a written request must be given to the driver and to the teacher. Please do not call the school to request a last minute change unless it is an emergency.

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

Cell Phone Policy/Smart Watch/Electronic Devices

The Hamilton County Board of Education policy states that students in grades K-5 may NOT have cell phones out or use cell phones while at school. If a teacher sees a student with a cell phone, the teacher will collect the device and parents will be notified to pick it up. Student cell phones must not be seen or heard while at school. Students are not allowed to wear smart watches while at school. No devices should be brought to school. The school will not be responsible for lost or stolen items.

Communication

Teachers and administrators at Alpine Crest Elementary encourage open communication, and will strive to respond to communications from parents within twenty-four hours. The exception to this rule would be that any communications received on a Friday will be responded to by the end of the day the following Monday. Grade Level and/or Classroom newsletters will be coming home to make you aware of upcoming events, activities, opportunities, etc. Please watch for information to come home from the school. Teachers will also communicate using Class Dojo. Phone messages and emails will be sent weekly by the principal through School Messenger. Please follow our Facebook page as well for information.

Discrimination/Harassment/Bullying

Discrimination/harassment/bullying are not tolerated in Hamilton County Schools, nor at Alpine Crest. We believe that a safe and civil environment in school is necessary for students to learn and achieve high academic and personal standards. Harassment or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate in a safe and disciplined environment. Alpine Crest Elementary defines bullying and harassment as "intentional behavior toward a student or group of students whether directly, through a third party, or through the use of electronic devices or media, that places a student or groups of students in fear or creates a hostile educational environment."

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.

Should students become aware of a bullying situation, they are encouraged to report the incident to a teacher, counselor, or administrator. The privacy and anonymity of all parties and witnesses will be respected. Students may report in the following ways:

1. Written statement detailing the incident
2. Verbal statement to any teacher, counselor, or administrator

Such complaints will be investigated and handled appropriately by a teacher, counselor, or administrator using our district protocol.

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.

Dress Code

Alpine Crest does not have a school uniform, but we do have a dress code. Our school has stairs inside and a natural playground outside with tree roots and uneven ground. **ALL students should wear tennis shoes while at school.** Students are expected to arrive at school clean and neatly dressed. Choice of clothing rests primarily with parents and child, and should in no way interfere with learning. 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.

The following guidelines should be followed when dressing for school:

- * **Shirts** with spaghetti straps are not allowed. Examples of appropriate shirts include button down shirts, crew neck pull-over shirts, polo shirts, turtleneck shirts, etc. Shirts may not be sheer or see-through, backless, or have holes in them. Undergarments should not be seen.

- * **Pants**, including jeans, may be worn on any day. However, pants must not have holes in them and sagging is prohibited. Undergarments should not be seen.

- * **Shorts, skirts, and dresses** must be at least fingertip (mid-thigh) length. Shorts that are excessively short or tight, such as but not limited to, physical education type shorts, spandex or leotard type shorts, cut-offs, etc. are not appropriate.

- * **Tennis shoes/Sneakers** must be worn in the building every day. No sandals, boots, or Crocs.

- * **Hats or hoods** may not be worn in the building. However, students may wear toboggans or beanie hats outside at recess during the colder months. Any messages on these head coverings must be appropriate and must not contain any offensive or suggestive language.

- * Clothing which advocates negative advertisements is prohibited, as is the wearing of clothing or accessories which are offensive and could cause the destruction of the operation of the school. Items, such as t-shirts, may fall in this category if they contain indecent or suggestive language.

Children should be appropriately dressed for school; school administration shall have final authority in determining what is appropriate. The administration reserves the right to add or delete from the above dress code in order to maintain a safe educational environment.

Field Trips

Field trips are an extension of the classroom. A signed permission form is needed before each trip by the due date. 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. If parents are allowed to attend the field trip to chaperone small groups, they must have a background check through HCS. If they are attending and staying with the teacher a background check is not required. Younger siblings are not allowed to attend.

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.

The school nurse 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. We encourage all students to eat our cafeteria meals. Students who bring a lunchbox are also able to get a school lunch if needed. If your child has documented food allergies, the cafeteria staff will record the allergy into the computer so that your child will have another choice. Lunch is a great time for students to just be with their peers. Although parents are welcome to join their child for breakfast or lunch and pay for your meal, please try to limit these visits. Students need time with their peers. When you arrive, please sign in at the front desk and secure a visitor badge before joining your child in the cafeteria. Outside food should not be brought to the cafeteria.

Cash for Ala-Cart items or ice cream must be sent in an envelope with student and teacher names on it.

Lunch Boxes - No Carbonated drinks or Energy drinks allowed. Water or juice only.

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 or power drinks are not permitted.
- All lunch boxes should be clearly marked with the student's first and last name. Students are not allowed to bring Fast Food items to school.

Parent-Teacher Organization (PTO)

PTO is designed and directed by parents to support the learning environment of their school. The Alpine Crest PTO will communicate through DoJo, Facebook and written announcements. Please try your best to get involved to support the school.

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.

Registration & Emergency Information

It is extremely important that the school office has a working telephone number and email so 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 \$20.00. 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. Students should not be dropped off unattended before 7:45.

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. **A message from the Principal will be sent every Sunday at 4:00 pm.**

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 PTO sponsored events, make checks payable to Alpine Crest Elementary PTO. Please write your child's name and the item description on all checks. We also have an online payment option which is preferred.

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 your volunteer 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 Success Planning - SSP

Every student will have a plan to promote their success in all areas. All students will have goals written for them and the team will work to support them. If a student has a need the team will work to fulfill this need. This program helps us support every child and their specific needs. Parents are an important part of this process. You will fill out a questionnaire about your child. If your family has any needs we can help with, always let us know.

Student Conduct & Discipline

Alpine Crest Elementary uses a positive behavior management program in which students are taught appropriate school behaviors and expectations. The development of positive, productive behaviors requires the full cooperation of students, parents, and teachers. When a child develops good character and conduct, he/she is well on the way to success in school and later in life. If a student chooses to be continually disruptive, and behavior has not been corrected by incentives and support, the teacher will call the parents and arrange a conference with the student, the teacher, and the parent. The student may be subject to restriction of privileges or suspension.

Code of Conduct (General)

- Be truthful in all situations
- Be respectful to other children and to all adults
- Refrain from fighting and other disruptive behaviors
- Use appropriate language at all times
- Respect the property and work of others and the school
- Meet or exceed all classroom, playground, cafeteria, and bus expectations
- Be a good example for others at school and while on outings away from school
- Use playground equipment safely and appropriately
- Leave all toys, candy, cell phones, and other electronic devices at home
- Do not use or possess weapons, tobacco products, alcoholic beverages, or illegal or look-alike drugs while on school premises

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.