



Parent and Student Handbook

Lower School

1009 Mississippi Avenue
Chattanooga, TN 37405
(423) 498-6880 – fax (423) 498-1495

Upper School

1219 W. Mississippi Avenue
Chattanooga, TN 37405
(423) 498-6880 – fax (423) 498-1499

Principal – Carrie Willmore

Assistant Principal, Lower School – Lauren Odum
Assistant Principal, Upper School – Jennie Starr

WELCOME!

Dear Families,

Welcome to the 2018-2019 school year I am excited to have the opportunity to return to Normal Park and serve as principal of both campuses. Cooperation between home and school is vital to any successful school. Please know that I highly value parental input and cooperation. If at any time you have a question or concern, please feel free to send me an email, call or stop by the office, and I will be more than happy to speak with you. Every decision that is made will be made with the best interests of students in mind.

Take some time to read through this handbook in order to become familiar with our dress code, rules and other policies. In particular, we hope that you will read through our car rider drop off and pick up procedures. Please help us to keep all of our students safe (and our neighbors happy) by following all of the rules and procedures.

If at any time you have questions, comments or concerns, please feel free to reach out to me via e-mail (willmore_c@hcde.org) or by calling the school.

Best wishes for a wonderful school year!

Carrie Willmore
Principal

Our Values

Appreciation
Collaboration
Creativity
Exploration
Scholarship
Hopefulness

Our Vision

To cultivate empowered thinkers who are self-motivated, innovative, compassionate citizens of the world.

Our Mission

To foster curiosity, creativity and deep understanding through engaging exploration, authentic problem-based learning and collaborative partnerships with museums, families and the community.

The Normal Park Way
Consistency of Instructional Program

At Normal Park, learning is not bound by the front and back covers of a textbook or the four walls of a classroom.

“Future Ready” Learning Experiences (Design Thinking and Technology)

Integrated Modules – Created with UbD, enhanced with arts, technology and learning expeditions, and concluded with exhibits

Interactive Notebooks for Math, Science, and Writing

Travel Journals

Seminar

Writer’s Workshop & Writing Across the Curriculum

Daily Math Model Drawing

Math units that include concrete, pictorial and abstract understanding and frequent mathematical discourse

Weekly Science Labs

Guided Reading/Reader’s Workshop

Rich Academic Vocabulary in all Content Areas

Connections for every student – in sports, the arts, technology or clubs

Collaboration

Organization

ACCIDENT AND ILLNESS

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

1. Contact the student's parents or guardians. If unable to reach them:
 - a. Contact the other person(s) listed on the student's emergency card.
 - b. If necessary, notify the family physician or any local physician.
 - c. If necessary, transport the child to the Emergency Room.

ATTENDANCE

Attendance policies established by the Hamilton County Board of Education are based on state law and Rules and Regulations established by the Tennessee Department of Education. 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.

School Day

Lower School:

School hours are 8:10 AM – 3:10 PM

Classes begin: 8:10 AM

Classes dismissed: 3:10 PM

Breakfast begins: 7:45 AM

Upper School:

School hours are 8:00 AM – 3:00 PM

Breakfast begins: 7:40 AM

1st Bell: 7:55 AM

Classes begin: 8:00 AM

Classes dismissed: 3:00 PM

Students not picked up by 3:15 at the Upper School or 3:25 at the Lower School will be placed in After Care. It is strongly encouraged that every student is in enrolled in School Age Child Care in the event that a parent or guardian cannot arrive to school before 3:25 PM.

Absence

An absence is recorded whenever a child misses more than one-half day of school.

As important as daily attendance is, it is important that a child be kept home whenever he/she is ill. Do not send your child back to school until he/she is fever-free for **at least 24 hours**. It is not acceptable to send a child to school if he/she wakes up with a fever, **even if you bring down the fever with Tylenol!**

Excused absences: Personal illness of student, death in the immediate family, and recognized religious holidays are considered excused. Other absences are reported as unexcused. Up to three absences may be excused with a note from the parent explaining the nature of the illness. A doctor's note is necessary for all other absences to be excused. Written excuses stating the reason for absences must be signed and dated by the parent or guardian and filed with the school the first day the student returns. Excuses may be turned in by the end of each marking period. **Excuses turned in after the marking period will not be accepted.**

Unexcused absences: Absences that do not meet the stated criteria for being considered "excused" or for which there is not a written statement from the parent are recorded and reported as unexcused. **Out of town trips are unexcused.**

Magnet Students: If a magnet student has more than 8 unexcused absences or 10 unexcused tardies, he or she may be dismissed from our magnet program for the next school year. **Excuse notes will be accepted only during the marking period of the absence.** It is not acceptable to turn in excuse notes once the marking period is over.

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.

8th Grade Students who are absent from school during the Spring Semester in order to visit high schools will be considered excused if a note is provided to Normal Park from the school visited. This note must be provided to the main office on the next regularly scheduled school day.

Early Dismissals

Educational time is important for students. Please do not check a student out early unless absolutely necessary. Parents or designated persons may check a student out during the school day by coming to the office and signing a logbook in the school office. **Parents are not to go to the classroom without permission from the office.** 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.

Also, it is important to note that any students dismissed before 11:30 a.m. will be counted absent for that school day. *****In order to minimize classroom disruption, students will not be dismissed from the office after 2:30 PM at the Upper School and 2:45 PM at the Lower School. Any student checked out of school after 2:30 p.m. will be considered an unexcused early dismissal. Three unexcused early dismissals will count as one absence from school.**

On days that are designated as ½ days for students, students will be dismissed at 11:30 a.m. for both campuses.

Tardiness

Students are counted as tardy if they arrive after 8:00 a.m. at the Upper School and 8:10 a.m. at the Lower School. Lower School students must be signed in tardy by the parent. Tardy students at the Upper School must come through the main office to get a tardy pass. Excessive tardiness is reported to the Social Worker/Attendance Officer. Students who are tardy due to a doctor or dentist appointment may show proof of the appointment to be excused.

***** Eight (8) or more unexcused absences or Ten (10) or more tardies may result in a student (and siblings) losing his/her magnet spot in any Hamilton County Magnet School.**

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 teacher to prepare specific assignments prior to absence. Requesting make-up work is the student's responsibility. They must make up the work at the teacher's convenience.

AWARDS

Students will be eligible for the following awards at the end of each nine weeks:

- ❖ *Lightning List: (grades 2-8) All A's in academic subjects.*
- ❖ *Honor Roll: (grades 2-8) All A's / B's in academic subjects.*

BEGINNING OF THE DAY PROCEDURES

Lower School – All students who desire to eat breakfast will report to the cafeteria. All students who are not eating breakfast will report to the auditorium prior to the initial bell ringing to start the school day. Students will be allowed to enter the building at 7:45 a.m. No teachers will be on duty before that time. If your child arrives prior to 7:45 a.m. please walk him/her to Before Care, or he/she will be placed in the Before Care Program. **No students may be left at school prior to 7:45 a.m. unless in SACC.**

Upper School – All students who desire to eat breakfast will report to the cafeteria. Students who are *not* eating breakfast will report to the auditorium for a quiet reading time prior to the initial bell ringing to start the school day. Students are encouraged to keep their independent reading book with them at all times, especially during this before school reading period. Students will not be allowed to enter the building until 7:40 a.m. No teachers will be on duty before that time. If your child arrives prior to 7:40 a.m. please walk him/her to Before Care, or he/she will be placed in the Before Care Program. **Do not drop off your child prior to 7:40 a.m.**

Morning Drop Off: In order to help our teachers with parking, we strongly recommend that students be dropped off in the car rider line.

BIRTHDAYS

Birthday Parties – Pre-K – 5th grade

Birthdays will be celebrated in the classroom on the days indicated by the school calendar. Parties will last 15 minutes at a time communicated by the room parent and consist of light refreshments. Please allow this to be the only celebration of your child's birthday at school. Room parents will coordinate these celebrations on the day indicated by the school calendar. There should **NOT** be any decorations for school parties.

Invitations to Parties Outside of School

If students bring invitations to distribute at school for a birthday party, **all students of your child's gender** in the class must be invited to the party. Please notify the teacher prior to sending birthday party invitations to school to be distributed. Please do not ask school personnel to break this rule!

CAFETERIA

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

Student prices are:

\$2.00 Breakfast

\$3.00 Lunch

\$0.50 for additional milk

\$0.50 ice cream (available on a limited basis)

Parent prices:

\$2.50 Breakfast

\$4.50 Lunch

\$5.00 Holiday lunch

Breakfast is offered beginning at 7:40 am on Upper School campus and 7:45 am on Lower School campus.

Make checks payable to:
Hamilton County Food Services

Lunches are to be paid in advance or at the time of purchase. However, we do not allow any child to go without lunch.

It is imperative that you maintain a positive balance in your child's lunch account. Their lunch account balance can be monitored by calling the school or by going to www.mealpayplus.com. (You will need your child's 9-digit state ID number to log in which you can get by contacting the school.) This free website will send you an email when the account gets low. For a nominal charge you can also set up automatic payments to your child's account.

Information concerning applications for free or reduced price lunches is available in the school office.

A parent who wishes to eat lunch with a child is always welcome unless the parent visit is disruptive to the typical school day routine or is upsetting to any student. Please sign in the office before meeting your child for lunch. Students may not leave the campus for lunch.

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.
- Lunches at the Upper School should be kept in the student's locked locker until lunch time.
- All lunch boxes should be clearly marked with the student's first and last name.

Lower School – please do not send lunches that need to be microwaved or heated in any way.

COMMUNICATION

Teachers and administrators at Normal Park encourage open communication, and will strive to respond to email communications from parents within twenty-four hours. The exception to this rule would be that any email communications received on a Friday will be responded to by the end of the day the following Monday. In addition, it is important to read weekly Monday Memos sent by each grade level as well as the school's weekly memo: The Lightning Letter. All Monday Memos can be found on the Normal Park website by going to <http://www.normalpark.com/apps/departments/> and clicking the appropriate grade level(s). Additional methods of communication will be utilized by sports teams, homeroom parents, etc.

DISCIPLINE

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 is continually disruptive and neither the positive rewards, character education program, nor disciplinary consequences have an effect, 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.

Fighting on the school property, on learning expeditions or on the school bus **will result in suspension.**

If a student is involved in an offense that is considered criminal, such as drug use, weapons, school vandalism, fighting that involves injury, or any other serious offense, the school will contact the parents and may call the police. The student will face long-term suspension.

Recent changes in federal law require school systems to have in place a procedure to facilitate the transfer of disciplinary records. Students that are suspended or expelled will have copies of the suspension/expulsion action placed in the student's permanent record. Continued inappropriate behavior will result in dismissal from our magnet program.

Bullying

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. Normal Park defines bullying and harassment as any gesture or written, verbal, physical act, or electronic communication that has the effect of

insulting or demeaning a student or group of students in such a way as to cause substantial interference with the orderly operation of the school, interference with the student or group of students education, or creates an intimidating or threatening educational environment.

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
3. **US:** Fill out a bully report form located in the cafeteria and give to a teacher, counselor, or administrator in person or by placing it in their designated mailbox
4. Use of the Quick Alert System found at <https://asp.schoolmessenger.com/hamiltoncsd/quicktip>

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

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.

General Rules of Conduct

Normal Park students will:

- 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
- Follow all classroom, playground, cafeteria, and bus rules
- Be a good example for others while on learning expeditions and other outings away from school
- Use playground equipment safely and appropriately
- Not use or possess tobacco products, alcoholic beverages, or illegal or look-alike drugs while on school premises or buses

Teachers will provide families with a copy of the specific rules for the classroom. Students are expected to make a positive contribution to the school climate through their speech, actions, and relationships with the faculty and with other students.

Silent Lunch and Study Hall – UPPER SCHOOL

As a consequence for negative behavior, a student may be referred to Silent Lunch or Study Hall at the discretion of the referring teacher or school administrator. Silent Lunch is held concurrent with the regularly scheduled lunch period, but the student is required to eat lunch without peer interaction.

Study Hall is held every Monday, Wednesday and Friday from 3:00 – 4:00 p.m. on the Upper School Campus. It is monitored by a teacher. Teachers and administrators may refer students to after school study hall as a consequence for incomplete homework or classwork assignments or as a behavior consequence. Students spend the study hall time in a quiet work setting. Students not picked up from Study Hall by 4:05 will be sent to the Aftercare Program, which is a tuition based on-site after school program.

Parent support of the rigorous academic climate of Normal Park Museum Magnet is important for student success. Once a parent is notified of a Study Hall referral, it is the parent's responsibility to ensure that the

student attends the Study Hall. Athletic coaches will mandate that academics must come first, and student athletes who attend Study Hall may suffer consequences for missed practices and/or sporting events.

DRESS CODE

Normal Park Museum Magnet Upper School Dress Code Policy

Allowable Dress & Grooming

- Skirts, shorts and dresses must be mid-thigh in length on all sides of the leg.
- Leggings may be worn with a garment that covers the backside and is equal length all the way around. Leggings should not have any see-through portions which are above mid-thigh length.
- Shirts and dresses must have fabric covering the front chest area, sides and back. Clothing must cover undergarments and the layer covering undergarments must be opaque (not see-through).
- Clothing must be suitable for all scheduled classroom activities including physical education, exhibit building, art, labs and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress

- No flip flops or slides.
- No hoods or hats allowed inside building.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing that could be perceived as gang identifiers may not be worn.

*Dress code applies to all learning expeditions and Friday Night Lightning events.

*Appropriateness of clothing will be subject to the discretion of the Assistant Principal or Principal of the school.

Failure to not follow the Normal Park Dress Code may result in one or more of the following actions:

1. Warning to student
2. Immediate required change of attire
3. Parent Conference
4. In school suspension for repeat violations

Learning Expedition Attire

Tuesdays – Lower School

Thursdays – Upper School

School t-shirts, jeans, khakis or shorts

Physical Education Attire

Upper School (Grades 6-8 only) Students are required to dress out in the locker room and should purchase a NPMM Uniform. These Physical Education uniforms will be available for purchase during registration. There are small lockers in the locker room where students may store their PE clothes. Students are responsible for providing their own locks should they decide to add a lock to their PE locker. Students will not be allowed to participate in PE class if they do not dress out, and points will be deducted from their grade.

ELECTRONIC DEVICES

Cell phones and other electronic devices (iPods, hand-held games, etc.) should not be visible or heard at any point of the school day unless the teacher has specifically directed students to use handheld devices for a learning

activity. They should be turned off and stored either in a book bag or in a locker. It is recommended that students leave electronic devices at home as the school cannot be responsible if they are lost or damaged while at school. Devices that are heard or seen during the day will be taken from the student and turned in to the office. If a student has an electronic device taken during the school day, a parent will have to pick it up from the office. Parents should not text or call students during the school day. Students may turn on their phones at 3:00 p.m. for the Upper School/3:10 p.m. for the Lower School and are free to use them at that point. In the event of an emergency (tornado, lockdown), students may keep their phones with them.

Normal Park has adopted the Hamilton County Department of Education's Cell Phone Policy. Violations of this policy shall include the following consequences:

1 st Violation	phone confiscated for 10 school days
2 nd Violation	phone confiscated for 20 school days
3 rd Violation	phone confiscated for the remainder of the school year

As an exception, teachers can elect to have students bring their devices into the classroom periodically throughout the year if a lesson or project can be enhanced by doing so.

ENROLLMENT REQUIREMENTS/STATUS

If you are a zoned student and you move out of our school zone, you will lose your spot and will need to attend your zoned school. The zoned home must be the student's primary residence. You must notify the school if the student has moved out of zone.

If you are a magnet student and you move out of Hamilton County, you will lose your spot. You must notify the school if the student has moved out of the county.

If your child lives in two households between divorced parents, we require a parenting plan to be on file at the school. The primary custodian determines the child's zoned school.

HEALTH PROBLEMS

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

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

HOMEWORK

- All teachers will send home a Monday Memo, also posted on our website, that lists the homework for the week.
- All K-5 teachers will send home a progress folder each Monday that contains work and grades from the previous week.
- Homework shall be an extension of the classroom curriculum.
- Homework is assigned with the concept explained by the teacher.
- Parents are encouraged to provide satisfactory homework conditions, including workspace, materials, good lighting, and a regularly scheduled study time.
- Homework may be given in the following increments (not including any reading assignments):
 - K - 1st: 10 minutes per night
 - 2nd - 5th: 10 minutes times the grade level (ex. 2nd grade = 20 minutes)
 - 6th - 8th: 20 minutes per subject per night

LEARNING EXPEDITIONS, FIELD TRIPS

Learning expeditions are an important component of our curriculum at Normal Park, and the museums are extensions of the classrooms where we expect learning to continue. Teachers carefully plan learning expeditions and select specific exhibits or artifacts to explore at the museums. Parents play an important role at the museums by facilitating learning in small groups, monitoring behavior, etc. Learning expeditions to museums take place on Tuesdays for the Lower School and on Thursdays for the Upper School. **Students are encouraged to wear their school t-shirts for all learning expeditions.**

Learning Expedition permission slips will go home with students at the beginning of each nine-week quarter, listing all of the museum-related learning expeditions for the quarter. Parents should immediately sign and return the permission slip on a quarterly basis. Students will not be permitted to attend a Learning Expedition without a signed permission slip.

For field trips to locations other than our museum partners, a permission slip 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. 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 who do not return their signed permission slips for learning expeditions and/or field trips will not be allowed to telephone home for permission to travel.**

Learning Expedition and Field Trip Expectations

Students

On the bus...and when you get to your destination...

1. Always walk when entering and exiting the bus
2. Fill the back seats of the bus first, and do not skip seats
3. Sit with your back against the seat, on your bottom, and face forward at all times
4. Talk only in quiet voices with the person/people on your seat, so the driver can stay focused
5. Keep hands, feet, and objects to yourself
6. If you have a problem, please raise your hand and wait for an adult to notice you
7. When exiting the bus, wait for your teacher's directions and for the people in the seats in front of you to exit first
8. Thank the bus driver when exiting

Parents

1. If you are assigned a group of students, introduce yourself to the students
2. While on the bus, read the learning expedition guide card (if provided) and help monitor behavior
3. Stay with your group and remind them to stay with you (if they can't see you at all times, then they aren't making a good choice)
4. Keep students engaged and focused on the purpose of the expedition by completing tasks assigned by the teachers and asking questions
5. Remind the students of appropriate Normal Park behavior and museum behavior
6. Wear clothing appropriate for the Learning Expedition location
7. No cell phone usage while on the Learning Expedition

8. No smoking on Learning Expeditions
9. Younger siblings are not allowed on Learning Expeditions
10. You may receive up to 5 volunteer hours for an out-of-town day trip and up to 10 hours for an overnight trip.
11. Do not take students to the museum gift shop or to get a snack.

Please note that students must ride the school bus both to and from Learning Expeditions, even if a parent is accompanying the class as a chaperone and has driven their own vehicle. Students may not, under any circumstances, ride in an automobile with a parent to or from a Learning Expedition.

Siblings are not permitted to go on learning expeditions with parent chaperones. A parent who brings a sibling **MAY NOT** ride the bus and **MAY NOT** accrue parent volunteer hours for chaperoning any field trip or learning expedition. A chaperone's sole responsibility is to supervise NPMM students and any other responsibilities, such as caring for a younger child, defeats the purpose of chaperoning. **To chaperone students without a teacher present, parents must successfully complete a background check.**

LOCKERS – Upper School

Students are responsible for supplying a lock and for keeping it on their lockers at all times. Lockers are considered school property and may be searched. Students may not share a locker. Students are responsible for regularly cleaning out and organizing their lockers.

MEDICATIONS

Medications will not be dispensed to students. The exception is for students requiring long-term prescription medications such as Ritalin, asthma inhalers, or migraine relievers. Only in these cases will the principal or her designee in compliance with the school district regulations administer the medication. Guidelines for medication will be given to you as the need arises. **Medication may not be sent to school with students at any time. Parents must bring in the medication in the original bottle, along with the Health Management Authorization Form (found on the hcde website) that has been signed by their doctor. Absolutely no medication will be given to students without this completed and signed form. This includes any over the counter medications and any prescription medications.**

MONEY

Anytime you send money to school with your child, please put it in an envelope with your child's name, teacher's name, and purpose. When paying by check, write separate checks for the cafeteria, field trips, and pictures. Each one has a separate account for our auditing and accounting purposes.

PARENT PARTICIPATION

Conferences

All parents are required to attend two parent-teacher conferences within the school year as part of their magnet school commitment. Conferences with teachers or the principal 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 principal, secretary, or teacher will call back as soon as possible to confirm a time that will be convenient to all.

Fund Raising at Normal Park

The school, athletic teams, and the SPARK will have several fundraisers. The success of these fund raising efforts is tied directly to family participation. Your support and active participation are greatly appreciated.

SPARK

Volunteers

Normal Park parents are required to volunteer at least 18 hours each school year. Parents, grandparents and guardians may earn these hours. This is a magnet school policy. There will be many volunteer opportunities for parents. Please contact the Lower School Parent Coordinator, Amy Williams and Heather Cockerham, or the Parent Coordinator for the Upper School, Elizabeth Greaser, to schedule volunteer times. Be sure to complete a volunteer card each time that you volunteer so that your hours will be counted. You may also earn volunteer hours by visiting Museums. Please see form at the end of this Handbook for recording these hours.

Websites

Friend the Normal Park Museum Magnet Facebook page for up to the minute updates, or go to www.NormalPark.com for more information!

PARTIES - PRE-K THROUGH 5TH GRADES

The school has two classroom parties during the school year at which refreshments are served-Winter Holiday parties and Valentine's Day party. Room Parents are responsible for coordinating these parties in order to assist the teacher. Some celebratory mini-parties may be held in grades 6th through 8th at the discretion of the teacher and with the permission of the administration. Please keep in mind that if parents bring treats for any reason throughout the school year, lollipops and chewing gum are not allowed.

PETS – NO PETS ARE ALLOWED ON EITHER CAMPUS!

In order to minimize disruptions and to ensure sanitary conditions on our campus, please leave pets at home. Please do not bring your pet with you to pick up your child as a walker. Special permission may be granted for particular classroom lessons. Service animals will also be allowed.

SCHOOL CLOSINGS

A school calendar is located on this website. Emergency dismissals during adverse weather will be announced on local radio and television stations. We also utilize School Messenger, a voice recording notification system. If you receive a School Messenger message, it is not necessary to call the school. Just replay the message as it should contain all necessary details about any early dismissals regarding inclement weather. Please ensure that all current telephone numbers and e-mail addresses are provided to the office.

SCHOOL EMERGENCIES

In the event of a power or phone outage, important announcements will be posted on the Normal Park Facebook page. Please be sure to “friend” Normal Park on Facebook! If there is an unexpected early dismissal, often times a Connect Ed phone call will go out with details on dismissal. **It is very important that you maintain updated contact information with the school at all times.**

SPARK

Normal Park Spark is our parent/teacher organization which financially supports Normal Park and its programs to develop the whole child. This organization is very active and works throughout the year to help assist our

faculty and staff maintain a quality education for our students. Spark, also, oversees and manages all non-athletic fundraising events. Parents and guardians are encouraged to become involved with Spark activities and fundraisers to help ensure we achieve our annual fundraising goals. Funds provided by Normal Park Spark are used to support education essentials, academic excellence, arts, outdoor education, and health/wellness. The support provided by Normal Park Spark allows our school to be unique and innovative.

SPORTS

Many sports are offered through the athletic program at both the Upper and the Lower School. Sport fees are required for every individual sport in which a student participates (\$50 per sport). In addition, grades 6-8th require a TSSAA Physical Form and Consent Form (available on our website) dated on or after April 15, 2018 that **MUST** be completed and turned into the coach. Parents are encouraged to volunteer at least 2 hours per sport, and students must be picked up from all practices and games on time. Student athletes must maintain a C average in all classes and excellent behavior in class. Student athletes represent Normal Park and should always act accordingly.

SUPPLY FEE

Many materials are used to implement a quality instructional program. At Normal Park a supply fee of \$90 for each student is requested. We also require a \$50 learning expedition transportation fee and a \$30 Exhibit Design fee.

TECHNOLOGY

Technology is part of the dynamic engaging curriculum at Normal Park Museum Magnet. The use of technology by students is allowed under the guidelines of Acceptable Use mandated through the Hamilton County Department of Education, a copy of which parents receive during the registration process. Should a student violate appropriate, applicable, allowable use standards with school technology, their access to school-based technology will be severely limited, and in some instances suspended indefinitely.

TELEPHONE

The school telephone is a business phone for use by the school staff. Students are not permitted to use the phone without consent of the teacher and the office staff. Children must make arrangements to go home with friends **before** coming to school **and must have a note from a parent.**

TEXTBOOKS

Textbooks are issued and used as support to our curriculum. Some normal wear and tear is to be expected. However, if the average yearly wear and tear of a textbook is exceeded, replacement cost will be assessed against the student according to the guidelines of the Hamilton County Department of Education. The cost of replacing a textbook is 100% the cost for the first year. All other years, the cost will be 75% of the textbook. Please discuss this with your child.

TRANSPORTATION

NOTE: Transportation between the Upper School Campus and the Lower School Campus is provided by bus **ONLY** for children of Normal Park teachers. No other student may ride the bus between campuses. This applies to both morning and afternoon arrivals and departures.

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 stops.

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. The principal 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. After an initial written warning from a bus driver, the school administrators reserve the right to suspend a student's ability to ride the bus if behavior is not appropriate at all times. This will be strictly enforced and also applies to bus behavior during Learning Expeditions.

Car Riders

In order to ensure the safety of all children, it is imperative that each and every parent follow the same car rider procedures. By following all school policies, parents set a good example for their child.

Morning Drop-off Policies:

1. Upper School: Please drop children off between **7:40 – 7:55** in the loop to the left front of the building. Students dropped off before the times stated above must be enrolled in before care through the School Age Child Care Program.
2. Upper School: Pull all the way down to the end of the car rider lane before letting your child out of the car. You will know you've pulled down far enough when the grey drive meets the new blacktop.
3. Lower School: Please drop children off between **7:45-8:10** on Garnett Street. Wait for a staff member to open the car door for your child. Students dropped off before the times stated above must be enrolled in before care through the School Age Child Care Program.
4. Children **MAY NOT** be dropped off on side streets or on Mississippi Ave. All car riders must be dropped off in the car rider lane on campus.
5. Say your goodbyes and make arrangements for afternoon pick up prior to arriving at school so children can exit vehicle quickly and safely. All belongings should be easily unloaded.
6. Do not attempt to converse with faculty on duty – if you need to speak to school personnel, please call back later.
7. No cell phone use while in the car rider line.
8. Upper School: Follow rules on the signage posted: you may only turn right when exiting the morning drop off lane. Unfortunately, citations will be issued for those who turn left between 7:30 a.m. and 8:30 a.m.
9. Do not speed when you leave the campus. The speed limit is 15 mph!

Afternoon Pick-up Policies:

1. Upper School: Do not arrive and enter the car rider line until 2:50 p.m.
2. Please do not let your cars idle in the line until the line actually begins moving – we've been advised that idling cars are causing bad air quality on campus.
3. Be courteous to our neighbors on surrounding streets. Please do not speed, turn around in driveways, block their traffic flow, etc.
4. Lower School: All children will be loaded into cars by an adult. Please do not get out of your car to get your child.

5. **Both capuses:** Children **MAY NOT** walk off campus to be picked up on side streets or on Mississippi Ave. All car riders must be picked up in the car rider lane on campus or picked up on the front stairs by a parent as a walker.
6. Lower School: **Please turn left at the end of the car rider lane.** Upper School: Follow rules on the signage posted: you may only turn right when exiting the morning drop off lane. Unfortunately, citations will be issued for those who turn left between 7:30 a.m. and 8:30 a.m.
7. All students not picked up by 3:15 pm at the Upper School or 3:25 pm at the Lower School will be placed in the School Aged Child Care aftercare program. Parents will be responsible for any charges incurred for this supervision.

Note: Expect delays in pick up and drop off at the beginning of the year as new parents learn the process. Your patience is greatly appreciated.

It is the responsibility of parents to be aware of current Tennessee guidelines regarding to car seat specifications for varied ages.

Changes in Transportation

In the morning before school starts, please discuss with your child how they will be going home. 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. **Please do not call the school during the day to change your child's method of going home.**

VISITORS

Parents are invited to visit the school at any time, but especially during Open House, PTA meetings and Exhibit Nights (see calendar on website). There are many volunteer opportunities available for you in your child's classroom and on campus.

To maintain the best learning conditions and make maximum use of instructional time, all parents and visitors must report to the office before going to other areas of the building. **Please do not go directly to your child's room without coming to the office first.**

If a parent's or visitor's visit is disruptive in any way or if a parent refuses to follow school policies and rules while on campus, the parent or visitor will be asked to leave campus. If a parent refuses to comply with the directive of an administrator, the parent will be banned from campus for a period of time to be determined by the principal.

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 in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504; (2) Title VI of the Civil Rights Act of 1964; or (3) Title IX of the Educational Amendments of 1972. Mrs. Sheryl Randolph is the Title VI and Title IX coordinator for Hamilton County Schools. She may be reached by calling (423) 209-8654.

**DISCRIMINATION
IS AGAINST THE LAW**

TITLE VI	TITLE IX	SECTION 504	TITLE II
Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all programs or activities receiving Federal financial assistance. <i>34 C.F.R. Part 100</i>	Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all programs or activities that receive Federal financial assistance. <i>34 C.F.R. Part 106</i>	Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance. <i>34 C.F.R. Part 104</i>	Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability by public entities. <i>28 C.F.R. Part 35</i>

Inquiries regarding grievances or compliance with Title VI, Title IX, Section 504 and Title II should be directed to:

- 1. Hamilton County Department Of Education
Marsha Drake
3074 Hickory Valley Road
Chattanooga, TN 37421
Telephone: 423-498-7022
Email: drake_marsha@hcde.org*

OR

- 2. Tennessee Department of Education
Office for Civil Rights
710 James Robertson Parkway
Andrew Johnson Tower, 6th Floor
Nashville, TN 37243
Telephone: 615-741-2731
Email: Lesley.Farmer@state.tn.us
Web: <http://www.tennessee.gov/education/civilrights.shtml>*

OR

- 3. Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T70
Atlanta, GA 30303-3104
Telephone: 404-562-6350; TDD: 404-331-7236
Email: OCR.Atlanta@ed.gov*

Upper School Staff

Position	Name
4 th	Patricia Zienowicz/Kayla Rominger
4 th	Ali Redfoot
4 th	Matty Kuhar
4 th	Bethany Schklar
5 th	Dabney Brock
5 th	Colby Black
5 th	Kelsey Batts
5 th	Jamie Jorgensen
6 th Science	
6 th Math	Drew Hannigan
6 th Language Arts	Sara Clarich
6 th Social Studies	Jamie Petty
7 th Science	Briana Budd/ Stephanie Kiefer
7 th Math	Matt Jorgensen
7 th Geography	Brian Fahey
7 th Language Arts	Sarah Andrews
8 th US History	Andrew Hardy
8 th Math	Amanda Taylor
8 th Language Arts	Katherine Blake
8 th Science	Kara Semtner
Inclusion 6 th	Daniel Moore
Inclusion 4/5	Jennifer Williams
Inclusion 7/8	Sarah Clardy
Inclusion Asst.	Melissa Woody
Inclusion Asst.	Laura Heck
Art	Anna Louise Haynes Myers
Computer Tech	Sydney Parton
Dance	Cinnamon Smith
Design Studio	Grant Knowles
Library	Catherine Cox
Music	Erin McKee
Theater	Kelly Shimel
PE	Paul Hoewischer
Spanish	Axel Borrero
Assistant Principal	Jennie Starr
Before/Aftercare	Tara Ballew
Bookkeeper	Angie Nye
Cafeteria Manager	Chad Phillips
Curriculum Coach	Jane Mitchell
Education Fund	Bridgette Huckabay
Reading Interven.	Susan Lydon
ISS/Study Hall	
Parent Coordinator	Heather Cockerham
Museum Liaison	Kara Rogers
Office	April Hughes
Park Place	Stephanie Foster
Principal	Carrie Willmore
Psychologist	Tara Strang/Leanne Edwards
School Counselor	Casey Jacobs
Secretary	Karin Hawkins
Social Worker	Sonya Hermon
Speech	Dana Sims
US Science Lab	Rosie Pongdee

Lower School Staff

Position	Name
Pre-K Teacher	Carolyn Langston
Pre-K Teacher	Kerri Catchings
Pre-K Assistant	Kelli Weems
Pre-K Assistant	Sarah Winters
Kindergarten	Tracey Stevens
Kindergarten	Stacye Gibson-Hart
Kindergarten	Kayla Schroering
Kindergarten	Megan Methvin
Kindergarten	Laney Holmes
1 st Grade	Beth McCoy
1 st Grade	Jennifer Zeigler
1 st Grade	Marah Smith
1 st Grade	Amanda Lafferty
1 st Grade	Heather O'Brien
2 nd Grade	Pam Nelson
2 nd Grade	Pam Caron
2 nd Grade	Anna Livermore
2 nd Grade	Kara Kruchinski
2 nd Grade	Stephanie Chapman
3 rd Grade	Emily Pittman
3 rd Grade	Courtney Heuter
3 rd Grade	Barbra Lail
3 rd Grade	Amber Scott
Inclusion	Kary Hawkins-DelSignore
Psychologist	Tara Strang/Leanne Edwards
Speech	Dana Sims
Guidance	Bonnie Callaway
Intervention	Erica Kok
Reading Intervention	Ana Rawlston
Music	Heather Shaw
PE	Brad Cowell
Library	Cynthia Locke
Art	Sarah Beddoe
Dance	Cinnamon Smith
Science/TinkerLab	Heather Scofield
Spanish	Marcy Paulson
Parent Coordinator	Heather Cockerham/ Lydia Freeman
Museum Liaison	Rachel Carroll
Principal	Carrie Willmore
Secretary	Amy Bevis
Clerical	Heather Buttram
Assistant Principal	Lauren Odum
Bookkeeper	Angie Nye