



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 – Jamelie Johns

Assistant Principal, Grades Prek-2 – Lauren Odum
Assistant Principal, Grades 3-5 – Joli Brown
Assistant Principal, Grades 6-8 - Leon Rorie

Our Values

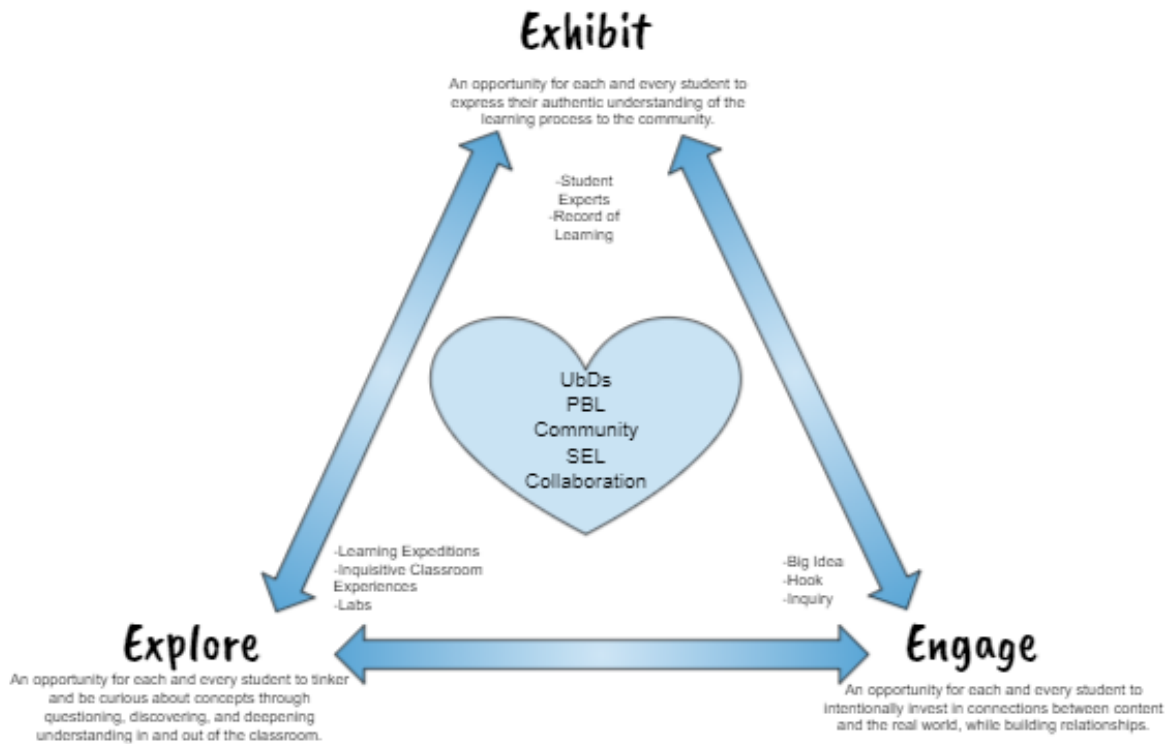
Appreciation
Collaboration
Creativity
Exploration
Scholarship
Hopefulness

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.



ACCIDENT AND ILLNESS

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

Contact the student's parents or guardians. If unable to reach them:

- a. Contact the other person(s) listed as the student's emergency contacts.
- 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. The importance of daily attendance cannot be overemphasized.

School Day

Lower School:

School hours are 8:10 AM – 3:10 PM

Carline begins: 7:45 AM

Doors open: 7:55

Breakfast begins: 7:45 AM

Classes begin: 8:10 AM

Classes dismiss: 3:10 PM

Upper School:

School hours are 8:00 AM – 3:00 PM

Carline begins: 7:35 AM

Doors open: 7:45

Breakfast begins: 7:35 AM

Classes begin: 8:00 AM

Classes dismiss: 3:00 PM

All students who desire to eat breakfast will report to the cafeteria. They will receive their breakfast, eat in the cafeteria, and then report to designated areas. All students who are not eating breakfast will report to their designated areas. Students in the carline will be allowed to enter the building at US-7:35 a.m and LS-7:45. No teachers will be on duty before that time. **No students may be left at school prior to US- 7:35 a.m. and LS - 7:45 unless in SACC.**

Morning Drop Off: In order to help with parking, we strongly recommend that students be dropped off in the car rider line. Walkers should be dropped off at the front doors. Parents should avoid walking their student into the building and are not permitted to go to the student's classroom. If a parent needs to speak with a teacher, please go to the office for assistance.

Students must be picked up by 3:25 at the Lower School or 3:15 at the Upper School.

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**.

Illness:

Illnesses are defined as students with a fever or other health-related symptoms. Returning to school is permitted when symptom free (without fever reducing medication) for a 24-hour period. Parents of children who have a fever (100.4 or higher) will need to follow the district's specific

procedures on getting clearance to return to school, which will align to CDC and health department guidance.

Excused Absence: Absences are excused that fall within the HCS guidelines to include

- 1) personal illness (with parents having greater discretion),
- 2) death in the family (not to exceed three days),
- 3) recognized religious holidays regularly attended by persons of that faith,
- 4) dental, doctor, court, etc., with proof of appointment.

Excuse notes will be accepted only during the quarter of the absence.

Unexcused Absence: Any absence that fails to fall within the HCS guidelines for excused absences are categorized as 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 quarter 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. Students in other grade levels who are absent due to visiting another school, are not excused.

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 the student out 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 this time, will be considered an unexcused early dismissal.**

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

Tardiness

Students are counted as tardy if they arrive to class 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.

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

BIRTHDAYS

In grades PreK-5, birthdays will be celebrated semesterly. Homeroom parents will organize the celebration to be held during lunch period. November 17, 2023 and March 22, 2024. We do not permit birthday celebrations on other days at school.

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

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 <https://linqconnect.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 or by clicking [here](#).

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 at the office before meeting your child for lunch. Students may not leave the campus for lunch. Students may not order food to be delivered to school. Families should not bring food from restaurants to the cafeteria.

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.

Upper School - students do have access to a shared microwave in the cafeteria

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 <https://normalpark.hcde.org> 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. Students will receive positive reinforcement, lessons to develop character, and social emotional lessons and activities to help build a well-rounded student who can adapt to different situations.

If a student is continually disruptive and needs additional support, the teacher will call the parents and arrange a conference which may be held with the student, the parent, the teacher, and administration. The student may be subject to restriction of privileges. 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. We will follow the Code of Acceptable Behavior ([Elementary](#) or [Secondary](#)) as closely as possible.

Please note the new HCDE cell phone, watch, electronic device policy. Cell phones and smart watches are not to be used on campus. If they are seen or heard, we will follow the policy as written. HCDE Board Policy

6.3.11 currently found on page 380 of the [board policies](#). This policy will be reviewed quarterly and is subject to change.

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 for the following school year.

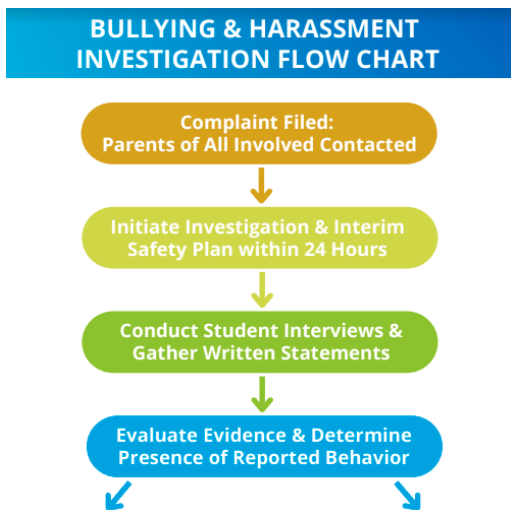
Bullying

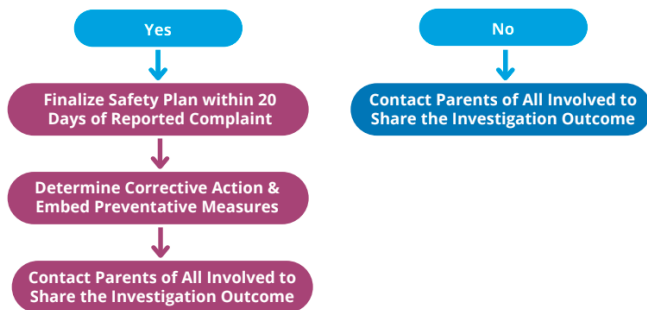
We believe that a safe and civil environment in school is necessary for students to learn and achieve high academic and personal standards. Harassment or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate in a safe and disciplined environment. Normal 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 - placed in the Principal's school mailbox
2. Verbal statement to any teacher, counselor, or administrator
3. **US:** Fill out a student incident report form and give it to a teacher, counselor, dean of students, 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/quicktup>

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





**The willful filing of a false report will itself be considered an incident and will be treated as such.
 **Upon investigation completion, all parties have the right to submit a Disagreement Resolution Form should they believe district intervention is needed.*

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 respectful, responsible and safe.

- 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 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. Students who miss an assigned Study Hall, may receive additional consequences such as in school suspension.

DRESS CODE

Normal Park Museum Magnet School Dress Code Policy.

Allowable Dress & Grooming

- Skirts, shorts and dresses must be longer than fingertips when arms are extended/mid-thigh. Shorts must be the same length all around the leg.
- Leggings may be worn with a garment that covers the backside and is equal length all the way around. Leggings or pants 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. Pajamas may not be worn unless it's a specified pajama day.
- Shoes must have a back to properly secure the shoe.

Non-Allowable Dress

- No shoes without a back on the heel.
- No crop tops.
- No hoods or hats allowed inside building.
- No pajamas (unless it's a pajama specified day).
- 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

Physical Education Attire

Students will engage in various individual and team sports/activities. They will learn and perform the basic fundamentals to encourage a healthy lifestyle and most importantly have fun. All PE students are required to wear PE shoes (running shoes).

ELECTRONIC DEVICES

Cell phones and other electronic devices (iPods, watches, air pods, hand-held games, etc.) should not be visible or heard at any point of the school day. 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. Smart watches may not be worn. Devices that are heard or seen during the day will be taken from the student and turned in to the office. Parents should not text or call students during the school day. Students may take their phones or watches out of their bag after they have been dismissed from campus.

Violations of this policy shall include the following consequences:

1st offense: Phone/watch will be confiscated for the remainder of the day and the parent or guardian must pick it up. If the guardian is unable to pick up, the device will be held for 3 school days by administration.

2nd offense: Phone/watch will be confiscated for the remainder of the day and the parent or guardian must pick it up. If the guardian is unable to pick up, the device will be held for 5 school days by administration.

3rd offense: Phone/watch will be confiscated for 10 days. The student receives in school suspension.

4th offense: Phone/watch will be confiscated for 20 days. The student receives out of school suspension.

Additional consequences will be in place if the device is used to video record or post on social media during the school day.

ENROLLMENT REQUIREMENTS/STATUS

If you are a zoned student and you move out of our school zone, your child needs 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. Proof of residence within the zone is required each year .

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. Proof of residence within Hamilton County is required each year.

GRADING

50% Teaching Assessment Tasks

These may include instructional tasks such as daily work, quizzes, teaching tasks, and problem/project based learning activities

Homework assignments should count no more than 10% of total grade.

50% Performance and/or Assessment Tasks

Assessments may include summative unit tests, essays, performance assessments, constructed response tasks and problem/project based learning activities.

K-2 uses a standards based report card. Students are scored on a 1-4 scale by subject or standard.

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 post a Monday Memo in their parent communication, 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.
- Reading is always an expectation. We expect that students will have a reading book with them at all times which they are actively reading. Help us create this expectation by promoting reading in your home by asking about what your child is currently reading, talking to your child about what you are reading, etc.
- 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 typically 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/vaping 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. In some circumstances, parent permission may be given for transportation home from a learning expedition, and parents will be required to request permission from administration in writing ahead of the 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. 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.

MAKE-UP WORK

Make-up work incurred for assignments missed during absences will be accepted according to the following:

- Make-up work for excused absences is required and shall receive full credit.
- Make-up work for unexcused absences is required and may result in reduced credit.
- Make-up work resulting from any absence is the responsibility of the student and shall be arranged at the teacher's convenience.
- Make-up work due to an absence must be completed within five school days of the absence. Teachers may provide additional time if extenuating circumstances warrant.

Incomplete classwork and homework:

- Students will be allowed to complete work not finished in class or not completed as homework by attending after school study hall for a maximum of 2 times per assignment. Grades may be given once completed at a reduced rate which will not exceed 10%

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.

Prescription medications will be administered to students using the following guidelines

- Physician must fill out Individualized Student Medical Orders form and fax to school.
- School Nurse will reach out to parent for any other forms needed
- Prescription medications must be brought to school by parent and given to the nurse.
- Nurse will work with students schedule and parent on time and dose
- Nurse or designated school staff will administer medications in compliance with the school district regulations.
- Upper school students may carry their inhalers in their backpack. All other medications will remain in the nurse's office.

Over the Counter Medications (OTC) will be administered to students as follows:

- Parent must fill out an Over the Counter medication permission form and return to nurse
- Parent must provide the OTC medication in a new, sealed package with the student's name on the bottle/package
- Nurse or designated school staff will administer medications in compliance with the school district regulations.

**Lower school students must have parent bring the medication to the office or nurse

**Upper school students can bring medications to school and give to office staff.

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.

Websites

Friend the Normal Park Museum Magnet Facebook page for up to the minute updates, or go to <https://normalpark.hcde.org> for more information!

SPARK

Spark is the parent, faculty, and student school support organization that helps provide support and funding to Normal Park Museum Magnet. Spark provides the funding to create exhibits (the cornerstone of our curriculum), pay the salaries of interventionists, dance teachers, tutors, and provide arts support. Spark provides funds for the science lab for our elementary grades, pays for a week of curriculum planning for the entire faculty with the annual Summer Institute. Spark, also, provides professional development and leadership grants for our faculty and much, much more.

NORMAL PARK SPARK

NORMAL PARK SCHOOL SUPPORT ORGANIZATION

WHAT SPARK SUPPORTS:

EDUCATION ESSENTIALS:

Exhibit Nights
Design Thinking Lab
Science Lab Instruction
Classroom Materials
Classroom Technology

ACADEMIC EXCELLENCE:

Teacher Leadership
Summer Institute (annual planning conference for entire faculty & admin)
Teacher Professional Development
Reading Interventionists
Tutors
Parent Volunteer Coordinator

ARTS:

Fine Arts
Music
Theater
Dance

FACULTY SUPPORT:

Lower School Teacher Parking
Teacher Support Events

OUTDOOR CAMPUS SUPPORT:

Playgrounds & Field
Landscaping
Grounds Repairs & Improvements

HEALTH & WELLNESS

Lightning Athletic Club
Classroom Wellness
Recreational Essentials

HOW SPARK PROVIDES SUPPORT:

FUNDRAISING EVENTS:

Annual Campaign (Reg & Year End)
Fork and Gavel Grandparent's Day
Fund the Need Showdown
Normalpalooza Lightning Dash
Blue Bolt Challenge

SPONSORSHIP & PROMO:

Business and Corporate Sponsorship
Publix & Box Tops
Amazon Smile

COMMUNICATION:

Social Media
Newsletters
Engagement Events

If you would like to contribute to SPARK with a donation, you can do that by visiting this website: normalpark.kindful.com OR send a check payable to NPMM Education Fund

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 School Messenger 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.**

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. In addition, grades 6-8th require a TSSAA Physical Form and Consent Form (available on our website) dated on or after April 15, 2023 that **MUST** be completed and provided to 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. Students will be asked to sign an athletic contract. Student athletes represent Normal Park and should always act accordingly.

STUDY HALL

Students may be assigned study hall for late or missing assignments with the purpose for the student to complete the assignment. Study Hall can be referred by a teacher, but will be an agreed upon day for the students to attend after a conversation with the parent. Study Hall is from 3:00-4:00 on selected days during the week. Students must be picked up or will be sent to after care no later than 4:05 after a study hall attendance.

TECHNOLOGY AND VIRTUAL LEARNING

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.

Unless specified by a teacher, students are not permitted to play computer games on their chromebooks during class.

Virtual Learning Norms and Expectations:

Students will be required to

- wear clothing that follows school dress code guidelines.

A student shall not

- Wear hats or hoods if they cover the face or cause the student to not be identified.
- dress, groom, wear or use emblems, insignias, badges, gang symbols or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols results in the interference or

disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause.

Virtual Learning Etiquette

- Cameras must be turned on
- Students must be signed in and ready for class on time
- Adhere to teacher guidance around being muted
 - Students may be required to be on mute during a lesson, but unmuted during small group time or a discussion.
- Students should utilize the chat feature to ask school related questions to their teacher. The chat should not be used for communicating about non-school related matters.
- When a student logs into a Zoom meeting they must use the name they provide the teacher at the beginning of the course when attendance is taken.

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. The same buses drop off at each campus.

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:

Car Rider

- **Upper School:** Please drop children off between **7:35 – 8:00** in the loop to the left front of the building. Students may not be dropped off earlier than 7:35
- **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 may not be dropped off earlier than 7:45.
- 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.
- Say your goodbyes and make arrangements for afternoon pick up prior to arriving at school so children can exit the vehicle quickly and safely. All belongings should be easily unloaded.
- Do not attempt to converse with faculty on duty – if you need to speak to school personnel, please call back later.
- No cell phone use while in the car rider line.
- Students will report to the cafeteria to eat breakfast or their designated space.
 - Grades K-5 report to their homeroom classroom
 - Grades 6-8 report to the auditorium

- Remember the speed limit is 15 mph. Take care when exiting the campus to keep everyone safe.
- Put your car in park before allowing students to exit the vehicle.

Walkers:

- 1) Walkers on both campuses will enter through the front doors and report to the cafeteria or their designated space. Walkers may enter the building at 7:45 for the Upper School and 7:55 for the Lower School.
 - Grades K-5 report to their homeroom classroom
 - Grades 6-8 report to the auditorium

Afternoon Pick-up Policies:

Car Riders:

1. **Upper School:** Do not arrive and enter the car rider line until 2:45 p.m.
2. **Upper School:** Please do not block Mississippi Avenue from other cars driving past. Do not turn your car off if waiting on Mississippi Ave. for the carline to start.
3. **Upper School:** Please be sure to pull all the way to the bottom of the car line loop.

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. Be courteous to our neighbors on surrounding streets. Please do not speed, turn around in driveways, block their traffic flow, etc.

Walkers:

1. **Both Campuses:** All students will exit from the front of the building
2. **Both campuses:** Children **MAY NOT** walk off campus to be picked up on side streets or on Mississippi Ave. Do not park in the bus lane to pick your child up as a walker. 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.
3. **Upper School only:** If your grade 4 or 5 child is walking home from school alone, we must have your written permission to allow them to leave to walk home. Otherwise a parent or guardian should be present to receive them at dismissal.

*Students must be picked up by 3:15 at the Upper School and 3:25 at the Lower School.

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 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. If at all possible, **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, performances, and Exhibit Nights (see calendar on website). There are many volunteer opportunities available for you in your child's classroom and on campus. During the school day, all visitors must display a badge from the office. Driver's license is required to be scanned in the office.

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.** In order to start school on time, we ask that parents drop off students outside and refrain from entry to the building. If you need to meet with a teacher, please go to the office or schedule an appointment.

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