

# BARGER ACADEMY OF FINE ARTS

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4808 Brainerd Rd  
Chattanooga, TN 37411



## Parent and Student Handbook 2023-2024

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*"We Are Achieving Excellence Through Arts Based Learning."*

Mrs. Andrea Johnson, Principal  
Mrs. Patricia Holder, Assistant Principal

# **TABLE OF CONTENTS**

## **GENERAL INFORMATION:**

Welcome .....	3
Daily Schedule School Day, After School, Early Dismissal, Car Riders .....	3,4

## **POLICIES AND PROCEDURES:**

Accidents or Illnesses.....	5
Attendance Law/ HCDE Policy/ Procedures .....	5
Bus Policy .....	6
Cafeteria .....	7
Changes in Address, Phone, Etc. ....	7
Child Abuse .....	7
Class Dojo .....	8
Closings .....	8
Custody Concerns .....	8
Damage to School Property .....	8
Discipline Plan .....	8
Dress Code .....	9
Emergency Information .....	10
Field Trips .....	10
Fundraising.....	10
Grades.....	10
Grounds and Building .....	11
Homework .....	11
Library .....	11
Lost and Found .....	12
Magnet Guidelines .....	12
Money .....	12
Parent, Teacher, Student Compact .....	13
Principal's Information .....	13
Promotion and Retention .....	13
Searches of Students/Lockers/Etc. ....	13
Supervision .....	14
Telephone/Cell Phone Policy .....	14
Visitors .....	14
Safety, Website, and Social Media.....	15

# Parent and Student Handbook 2023-2024

## WELCOME TO BARGER ACADEMY OF FINE ARTS!

Barger Academy is a Hamilton County zoned - magnet school serving children in grades Kindergarten through Fifth Grade. Our school mascot is a star.

We have a talented and experienced teaching and support staff vigorously working toward teaching needed skills and providing a positive and favorable climate for children to learn and grow.

The success of your child at Barger is the joint responsibility of the school and you, as a parent. It is the policy of our faculty and staff to work closely with our parents in all areas of student performance. We ask you to help us keep all lines of communication open.

There are a number of ways parents can help, so please feel free to offer your time and service. Generally, each year parents volunteer to work and assist in directing morning traffic, fundraising, special programs, the library, cafeteria, and in many other areas.

### **DAILY SCHEDULE SCHOOL DAY:**

- Our school hours are 8:55 AM to 3:55 PM.
- Students may enter the building beginning at 8:30 AM. Since faculty members do not provide supervision until 8:30 AM, students are not allowed to enter the school building before this time. Breakfast is served from 8:30 AM to 8:50 AM.
- Morning announcements begin promptly at 8:55AM.
- The Tardy Bell is at 9:00 AM – Students who arrive after 9:00 AM will be counted tardy if they are not in their classrooms by 9:00 AM as instruction begins promptly at 9:00 AM.
- Lunch is served from 11:15AM to 12:45PM. All students and teachers receive 25 minutes for lunch.
- **Our school day ends at 3:55 PM.** We begin dismissing kindergarten car rider students at 3:50 PM. The center lane (lane 2) of the front drive is used for **kindergarten car rider dismissal only**. Starting at 4:00 PM the first and third lane of the front drive is used to dismiss all remaining car riders and the back drive is used for loading and dismissing buses.
- All students must be picked up by 4:15 PM. Teachers are off duty at 4:15 PM. Parents will be contacted and will have to sign students out as late pickups. Late pickups may be asked to

register for afternoon School Age Child Care. If there is no resolution, the school social worker, child protective services, and/or the police will be contacted to assist.

**PLEASE DO NOT PARK IN THE REAR OF THE BUILDING AT ANY TIME.**

**After School:**

Safety is of the utmost importance at Barger Academy, therefore we have guidelines in place. Students are required to go directly home after school unless the student attends aftercare or is involved in a school approved activity. Students need to bring a note if they are not going home in their usual manner. When the request involves a change of bus transportation, the note must be signed by an office staff member and delivered to the bus driver by the child. If a student is to go home with a friend after school, a signed parent permission note must be brought to school. The friend must also bring a signed permission note stating that they are expecting the student. We cannot allow students to call home to receive permission to go home with friends. Please do not ask us to call the classrooms for dismissals except in emergency situations. Calls interrupt classroom instruction; therefore, please write a note and make these arrangements in advance if possible. If an unexpected change of transportation arises, please text the transportation change to 423-254-0634 before 3:00 PM. The school text line is checked throughout the day (before 3:00pm) to ensure your child's teacher gets the message to your child.

**Early Dismissal:**

There are some legitimate reasons for dismissing a child early. A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be scheduled outside of school hours.

The student will remain in the classroom until the teacher is notified by the office to release the student. The parent or authorized person must report to the office and sign the student out prior to the student being dismissed from instruction.

Early dismissals must be done before 3:15 PM. After 3:15 PM, students will be dismissed at 3:55 PM.

**Car Riders:**

**Afternoon Dismissals**

Please hang your car rider sign, provided by the office, on your rearview mirror each afternoon to help our teachers load the children safely in cars. **If your car rider ID card is not available, it will be necessary to park, and come into the office to dismiss your child from the office. Students will not be loaded in cars without the car rider identification card provided by the office.** Students will only be released to approved adults that are listed on the registration card. This procedure is in place for the safety of your children. Students will NOT be dismissed without proper identification. In the event it is necessary for someone

else to pick up your student as a car rider, please provide them with the car rider sign, or explain that they will need to dismiss the student through the office rather than with car riders in the afternoon. Please remember that it is necessary for individuals dismissing students to report to the office, to be listed as having been given permission to dismiss your student from school, and they must provide proper identification at the time of dismissal. Students may then be called by the office for dismissal. Please remember, when dismissing through the office, to arrive prior to 4:15 PM. All students must be picked up by 4:15 PM. Teachers are off duty at 4:15 PM. Parents will be contacted and will have to sign students out as late pickups.

### **ACCIDENTS or ILLNESS**

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

1. Assess the student's situation.
2. Contact the student's parents/guardians or other persons on the student's emergency contact card.

(Indicating other persons to contact is critical for treatment of normal injuries.)

3. In an emergency situation: call family physician, emergency medical response team, or local hospital.

If illness or injury occurs, parents will be notified as quickly as possible. School personnel cannot be asked to remove splinters, treat old wounds or cuts, or diseases/infections such as impetigo, poison oak, or pinkeye (See Board Medication Policy). Should your child suffer from asthma, allergies, a heart condition, or any other potentially serious health condition, be sure to indicate this on the registration documentation, notify the school nurse and your child's teachers describing the condition. Provide in writing to them the appropriate steps to take in an emergency involving the condition. Please be sure to complete the health information during registration and keep the school informed of any changes of address and phone numbers for home and work.

Kindergarten and first grade parents are asked to have a change of clothes in their backpacks in case of a toileting accident.

### **ATTENDANCE LAW/HCDE POLICY/PROCEDURES**

#### **Tardiness and Early Dismissals**

Parents are expected to have their child(ren) on time for school each day and for the student to remain at school the whole school day. However, it is understood that emergencies and occasional medical appointments may arise. Excessive tardies and early dismissals will be addressed as it causes students to miss out on important instruction and detracts from the time spent on task. Each interruption takes away from class concentration.

All students who arrive at school after the beginning of the school day (9:00AM) shall be marked tardy.

Tennessee State Law requires students to attend school a total of seven hours each regular school day. Early dismissals prior to at least ½ day (12:25 PM) will result in the student being counted as absent for attendance purposes. The policy dealing with make-up work also applies to work missed due to a child being tardy or dismissed early.

Early dismissals after 3:15 PM are very difficult without an advance note to the teacher and office staff. If an early dismissal is necessary, please make arrangements to dismiss your student before 3:15 PM.

Excessive tardies and early dismissals are reported to the social worker/ truancy officer. Students who are tardy or need to be dismissed from instruction due to a doctor or dentist appointment may show proof of the appointment to be excused. We wish only to emphasize the need for regular attendance by our students. We appreciate our parents who encourage regular attendance for their children.

### **BUS POLICY**

Appropriate behavior on the school bus is expected to be the same as in the classroom. For the safety and welfare of all students, misconduct on the bus will not be tolerated. It is the driver’s right and responsibility to report unacceptable behavior on the bus to the administration. Administration is responsible for enforcing the Hamilton County policies regarding such behavior, which can result in suspending students from riding the bus for a period of time or other consequences due to behavior. For a safe and enjoyable ride to and from school, children should be reminded frequently about appropriate behavior on the bus.

Students are not allowed to ride a bus other than their assigned bus route, or get on or off at a different stop unless a written request is received from the parent/guardian and is signed by office staff.

By law, school bus transportation is a privilege and not a right. A student shall be prevented from using school bus transportation if his/her behavior physically endangers other riders, causes problems on the school bus or when he/she breaks state and/or local rules and regulations pertaining to school bus transportation. Students’ safety is foremost our priority. Students are expected to follow the directions of the bus driver, and all bus rules and procedures.

#### The HCDE Transportation Policy states:

##### Disciplinary Action for **MINOR** Bus Offenses:

First Referral	Verbal Warning
Second Referral	Letter/written referral to Parent
Third Referral	3-day Bus Suspension and Conference with Parent(s)
Fourth Referral	Suspension of riding privileges for five (5) to ten (10) days, in addition to parent conference
Fifth Referral	Suspension of riding privileges for the remainder of the year

Disciplinary Action for **MAJOR** Offenses:

First Offense	3 to 5-day suspension and parent conference
Second Offense	Suspension of riding privileges for remainder of the year

**CAFETERIA**

Breakfast (8:30am -8:50am) and lunch are served at school. These meals are served free of charge due to Barger being part of the Community Eligibility Provision program. CEP is a non-pricing meal service option for schools and school districts in low-income areas. A la Cart items such as ice cream, potato chips and other items must be paid for upon receipt and not charged. **Large bags of chips are not allowed to be brought to school.** If you have questions, please call the Cafeteria Manager at (423) 493-0348, ext. 30609.

Students who bring their lunch to school are encouraged to have a nutritious well-balanced diet. **Cokes and other carbonated beverages are not permitted at school.** Please do not send food in metal pop-top containers (desserts, etc.) as injuries may occur from sharp edges on these containers. Do not send food that needs to be warmed up. Students are to be respectful to cafeteria monitors and workers just as they are to their teachers. The monitors are present for the purpose of supervising the cafeteria and providing assistance to students while teachers have a duty-free lunch. The monitors will report misbehavior in the cafeteria to the teachers and/or administration who are responsible for the discipline of students. Please encourage your children to use their very best manners in the cafeteria.

**CHANGES IN ADDRESS, PHONE NUMBERS, ETC**

It is very important that the school has current addresses and phone numbers in order for parents to be contacted in special situations. Please be sure to notify the school office and teacher if there are changes during the year of your home address, phone number, place of employment, babysitter, or emergency numbers.

**CHILD ABUSE**

Hamilton County Board Policy states that school staff is required by law to report any instances of suspected or alleged abuse or neglect.

## **CLASS DOJO**

Class Dojo, <https://home.classdojo.com>, is a website and app that allows for quick communication and updates. All Barger Academy teachers are on Class Dojo and post regularly. All parents are strongly encouraged to join and regularly engage in Class Dojo to use it as a communication and instructional tool with your child's teachers and administration, as well as stay up to date with the exciting learning taking place in your child's education.

## **CLOSINGS**

During adverse conditions, please listen to media modes i.e. radio, television regarding school closings or emergencies. If an early dismissal is necessary due to inclement weather, the school will follow parental directions given on the emergency forms. Also remember to check valid social media sites for the latest updated information regarding school closings.

## **CUSTODY CONCERNS**

If there are any custody concerns regarding your child, please be certain that the teacher and office staff are aware of your concerns and please note this on the student's registration documentation. A copy of any court orders regarding custody must be provided and kept on file in the office. Please speak with the principal, or another member of the administrative team personally about your concerns. The school must allow parents to see their children unless there is a court order on file at the school.

## **DAMAGE TO SCHOOL PROPERTY**

Should a student willfully damage school and teacher property, the student's parents will be expected to pay for replacement or repair of that property.

## **DISCIPLINE PLAN**

The HAMILTON COUNTY CODE of Acceptable Behavior is designed to create a safe and secure environment on school campuses, school buses, and at school functions. The code's objective is to establish an environment which encourages student interaction and school pride. The Code of Acceptable Behavior can be found on the district's website, [www.hcde.org](http://www.hcde.org).



## **DRESS CODE**

Student attitudes are sometimes affected by the clothing they wear. Barger's dress code **will be enforced** in order to maintain a strong focus on learning. Administration reserves the right to determine if any attire is felt to be distracting, disruptive, and/or inappropriate for the learning environment. Parents will be called and students required to change in this event. Please be sure your child is dressed appropriately for school as well as suitably for weather conditions.

If a student violates the dress code, the following process will take place.

1st Violation: Notification of student not in appropriate uniform.

2nd Violation: Parent will be contacted to bring required uniform to school for student

3rd Violation: Parent conference with teacher and/or administrator about the dress code policy and consequences of future violations

The Barger Academy of Fine Arts Dress Code requires students to wear **ONLY solid** colored polo or button-down collared shirts with **Navy, Khaki, or Gray** solid colored bottoms (no denim of any color) with closed toe gym type shoes (for safety). A belt is highly recommended as shirts must be tucked in. If needed, solid colored (no stripes or patterns) **HOODLESS** sweatshirts, sweaters, and/or jackets may be worn inside the building. Official Barger Academy t-shirts are permitted.

<b><u>DO WEAR: (DRESS CODE)</u></b>	<b><u>DO NOT WEAR: (NOT PERMITTED)</u></b>
A solid colored polo or button-down shirt	Do not wear <u>any</u> clothing that has patterns, stripes, plaid, graphics, or is distressed in any way (has any rips, tears, or holes).
Full length shorts, dresses, skirts, and jumpers	Do not wear shorts, dresses, skirts, jumpers, etc. that are shorter than 2 inches above the knee.
Full length shirts that are able to be tucked in	Do not wear any graphic clothing.
A belt	Do not wear hats, bandanas, head scarves, etc.
Navy, Khaki, or Gray solid colored pants/slacks (cotton style slacks) Only solid color leggings	Do not wear any bottoms made of denim (jeans) of any color unless on a designated day. Do not wear leggings as pants.
Closed toe and heel shoes (tennis shoes preferred)	Do not wear open toe shoes, Crocs (or Crocs like), sandals, slides, or dress shoes unless on a designated day.
Solid colored <b><u>HOODLESS</u></b> sweatshirts, sweaters, or jackets	Do not wear any clothing with a hood inside the building.
Any Official Barger Academy t-shirt	Do not wear heavy winter coats throughout the building.

## **EMERGENCY INFORMATION**

Parents of every student will be required to complete emergency phone numbers and medical information during registration. In completing this, all information requested should be given. These forms are vital in helping assure your child's safety and well-being. It is absolutely necessary that emergency contacts and their phone numbers (other than yourself) be provided. Please make sure this person is also permitted by both custodial parents to pick up your child if there is a need. Emergency information is kept on file. It is the responsibility of parents to provide us with accurate and up-to-date information in case of an emergency. We would encourage parents to list as many emergency contacts and numbers as possible.

## **FIELD TRIPS**

Generally, students may be invited to attend field trips planned by their teacher as an integral part of instruction and an extension of classroom learning. Deadlines for permission forms and payments must be met as indicated by the teacher. This would include any payment and signed parental permission forms that are required to attend the trip. It may not be possible to receive a refund after arrangements have been finalized for a total class rate for admission and transportation. To be eligible to participate in field trips, students must have an established pattern of exhibiting appropriate behavior and safety. Unsafe conduct at school may require parent attendance and/or prohibit students from attending field trips. At least a one week notice will be given if a parent/guardian is required to attend the field trip with their student.

Hamilton County Board of Education policies require written permission in advance for students to be permitted to leave the school campus on a field trip. Teachers will send required permission forms home well in advance of the field trips to allow ample time for parents to sign and return them. Students are not permitted to attend a field trip without a permission slip signed by the parent. No verbal permission will be allowed.

## **FUNDRAISING**

The school and PTA will have several fundraisers throughout the school year. The success of these fundraising efforts is linked directly to family participation. Clearly, it is intended that children NOT go door-to-door to "sell" anything. Active parent involvement is the primary moving force in these events. While our goal is that 100% of our families contribute to the overall success of these programs, it must be understood that no one is required to participate in any fundraising event. Your support and active participation are, however, greatly appreciated.

## **GRADES**

Kindergarten, first, and second grade students receive a numerical grade on a standards-based progress

report and report card each quarter (nine weeks) of the school year. The scoring scale is as follows:

4= Mastered standard

3 = On track

2 = Approaching

1 = Area of concern

Third, fourth, and fifth grade students receive a letter grade on a content-based progress report and report card each quarter (nine weeks) of the school year. The grading scale is as follows:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = under 60

## **GROUND AND BUILDING**

Please help to maintain and improve the appearance of our school building and grounds. Please become a partner in keeping the building clean and orderly. Please pick up any paper or debris you find in the building or on the school grounds and place it in a proper receptacle. Your efforts and support are appreciated. We want Barger Academy of Fine Arts to be a school of which you are proud.

## **HOMEWORK**

Homework will be assigned regularly and is expected to be completed and turned in to the teacher. This may be done daily or weekly. Your child's teacher will decide and let you know the homework policy for your child's grade level. K-2nd grade homework will last an average of 20 minutes or less per night and 3rd-5th grade homework will last an average of 30 minutes or less per night. Reading 20 minutes daily alone or with family is a habit we strongly encourage in addition to homework.

## **LIBRARY**

Generally, students are encouraged to use the library for research and to check out books and each class has a regular circulation time, and the library can be made available at other times as well for students to do research as assigned by their teacher. Two Book Fairs are generally held each year. This is a special time when students can purchase books. Profits from this sale are used by the library to purchase new books, materials, and equipment.

## **LOST AND FOUND**

Articles found in and around the school should be turned into the Lost and Found where the owner may claim their property by identifying it. Please check this area when articles are missing. Please write your child's name in their outerwear to avoid lost clothing.

## **MAGNET GUIDELINES**

Barger Academy of Fine Arts is a Zone-Magnet Elementary School meaning half of our students are zoned for our school and half of them are magnet and apply to come. Each year a Parent/Guardian Commitment form must be completed by Magnet families. Attending a Hamilton County Magnet School is an option for parents that desire for their children to attend a school outside their school zone. Because this is a choice that has been made by the family, parents and students must be willing to follow and abide by the requirements. Please read the guidelines and commitments carefully. Your initials and signature indicate your agreement to these requirements for the **current** school year. All Magnet families receive the **current** Magnet Guidelines and Parent/Guardian Commitment form when registering your student on-line. All of these commitments must be satisfied in order for your child to continue in a magnet school for the following school year.

Attendance: Eight (8) unexcused absences or ten (10) unexcused tardies will jeopardize your child's magnet status at Barger Academy.

Behavior: The HCDE Code of Acceptable Behavior and Discipline Policy must be followed. Two major referrals and/or suspensions can result in a warning letter. Three major referrals and/or suspensions can result in loss of magnet status.

Parent/Teacher Conferences: Parents are required to attend two (2) conferences per year.

Parental Involvement: 18 hours of service to the school is required of parents who choose magnet schools for their children.

## **MONEY**

Whenever you send CASH or a CHECK to school with your child, it would be wise to PUT IT IN AN ENVELOPE WITH YOUR CHILD'S NAME, TEACHER'S NAME, AND PURPOSE. When paying by check, write separate checks for field trips, pictures, etc. Each department has a separate account for our auditing and accounting purposes.

## **PARENT/TEACHER/STUDENT COMPACT**

Please be certain to read, sign and return the Parent/Student/Teacher/Principal Compact. We thank you for pledging to help your child learn. We look forward to working with you to accomplish that goal for your child.

## **PRINCIPAL'S INFORMATION**

- Principal, Mrs. Andrea Johnson
- Phone – (423) 493-0348
- Address – 4808 Brainerd Road, Chattanooga, TN 37411
- Email – johnson\_andrea@hcde.org

## **PROMOTION AND RETENTION**

Please be advised that the determination of whether a student is promoted or retained in a grade or which class he/she is assigned to is made by the appropriate school team officials. Please notify the Principal of any concerns you may have as a parent.

Since the 2022-2023 school year, the TN Learning Loss Remediation and Student Acceleration Act requires any 3rd grade student that is not proficient on the literacy portion of TCAP to repeat the 3rd grade or receive additional instruction in literacy to be promoted to the 4th grade.

## **SEARCHES OF STUDENTS/LOCKERS/ETC.**

Students have the right to be safe and secure at school and pursue their education in a disciplined environment conducive to learning. Therefore, students and all their property can be subject to administrative searches under reasonable causes. Refusal to cooperate with a reasonable request may result in disciplinary action. The school has the authority and control over lockers and may gain access at any time. Any lock which the school does not have the key or combination will be removed by the school.

Per TCA 39 – 17 – 1309

## **SUPERVISION**

Students should be under the direct supervision of school personnel throughout the school day. Students are not allowed to leave adult supervision at any time.

## **TELEPHONE/CELL PHONE POLICY**

The school telephone is for the use of the school staff and for incoming calls. Students should be discouraged from asking permission to use the telephone. Parents, please assist us by making arrangements outside of school hours if your child is to go home with someone else. Please help your child be certain that he/she has books, homework, and all needed materials before leaving home in the morning. We cannot allow students to call for forgotten materials. Learning to be responsible for one's belongings and being prepared for the day is an important life skill. According to the Hamilton County School Board policy, elementary students are NOT to have cell phones/personal communication devices (such as smart watches, earbuds, ipads, etc.) at school. If these devices are seen or heard, the student will be required to give the device to the teacher/staff who will give it to the main office. A parent will then be contacted to pick the device up. Administration reserves the right to impose reasonable consequences for repeated violation of school or cell phone policies.

**To avoid disrupting classroom instruction, teachers will not be called to accept phone calls except for an emergency. The office staff will take a message and pass it along to the appropriate person. However, in the event of an emergency or extenuating circumstance, a message will be taken for a student and given to him/her.**

## **VISITORS**

Visitors and volunteers are welcome at Barger Academy of Fine Arts. All visitors are expected to first report to the main office to state their reason for visiting. Before visiting any other areas of the building or campus, all visitors must sign in and obtain a visitor's pass. This procedure is necessary for the safety of our students.

If parents wish to have a meeting with a teacher, an appointment should be made by calling the school office at (423) 493-0348 or contacting the teacher on Class Dojo, email, etc. **Please refrain from speaking with school personnel during instructional time, or any time they are "on duty" since this will take away from the learning and/or safety of all students. All class/student observations are limited to 15 minutes to ensure minimum classroom distractions.**

## **SAFETY**

Safety is our top priority. To assist the school with safety, we have a full-time Safety Security Officer (SSO) who patrols the school, ensures that no unauthorized individuals gain access to the campus, is highly visible on campus, and helps to correct identified security issues on campus. The safety committee meets monthly to review safety protocols and to address any safety concerns.

## **WEBSITE AND SOCIAL MEDIA**

The Hamilton County Schools' website address is [www.hcde.org](http://www.hcde.org). Our website is found by going to [www.hcde.org](http://www.hcde.org), select "Schools", find "Magnet or Elementary Schools" and select Barger Academy of Fine Arts or visit <https://bargeracademy.hcde.org/>.

Follow Barger Academy on Facebook, Instagram, and Twitter for updates as well.