

# Norwood Elementary School



## **2024-2025** **Parent and Student Handbook**

Robyn Ellis-Principal  
Sara Harris-Assistant Principal  
Noelle Stuteville, Assistant Principal

Dear Students and Parents,

I welcome you to Norwood Elementary School for the **2024-2025** school year. Once again, the summer has flown by, and we are ready to begin a new year! The faculty and staff are striving to do the very best job possible to provide a quality education for every student. We strongly believe that each child **can** learn and achieve. We will strive to provide a program that will meet the individual needs of each child as we work together to develop characteristics of self-discipline, independent thinking, being considerate of others and respecting the rules. We ask that you help us in this quest. By working together, we can accomplish great things!

I am happy to be able to present you with this handbook for students and parents. I hope this handbook will serve as an informational guide and answer many of your questions regarding policies, rules, and procedures.

**What you will not find is the answer to every issue that could arise during the school year, but I hope it will be a guide for most situations.**

Please take the time to read this handbook thoroughly and review it with your child. All too often, the home and school are looked upon as two functioning entities separated by a student. It is with the hope of bridging this gap that this handbook was prepared.

We need your positive support and encourage you to become actively engaged in the activities here at Norwood. We depend on your positive support and involvement with the hope that it will grow and together, we can provide your children the best education possible.

I would like each of you to feel that you are a welcomed part of the school, and that Norwood Elementary School is **your** school. Together, we can make a difference for each child.

Sincerely,

Robyn F. Ellis

Principal, Norwood Elementary School

**Important Addresses and Phone Numbers:**

- Norwood Elementary Home Page:  
<http://knoxschools.org/norwoodes>
- Norwood school office: 865-689-1460
- Norwood fax number: 865-689-9160



# Knox County 2024-2025 School Calendar

## August

- August 1-(**Thursday**)-First day for teachers
- August 8-(**Thursday**)-First day for students-**1/2 day for students-dismiss at 11:15**
- August 14-(**Wednesday**)-Early Release Day-students **dismiss at 12:30**

## September

- September 2-(**Monday**)-Labor Day-Holiday-**NO SCHOOL**
- September 9-(**Monday**)-End of 4½ week grading period
- September 18-(**Wednesday**)-Early Release Day-students **dismiss at 12:30**

## October

- October 4-(**Friday**)-End of first 9-week grading period
- October 7-11-(**Monday through Friday**)-Fall break-**NO SCHOOL**

## November

- November 5-(**Tuesday**)-In-Service Day for teachers-**NO SCHOOL**
- November 13-(**Wednesday**)-End of 4½ week grading period
- November 20-(**Wednesday**)-Early Release Day-students **dismiss at 12:30**
- November 27-29-(**Wednesday-Friday**)-Thanksgiving Holidays

## December

- December 20-(**Friday**)-End of second 9-week grading period.  
**1/2 day for students-dismiss at 11:15**
- December 21-January 2-Winter Holidays

## January

- January 3-(**Friday**)-In-service Day for teachers-**NO SCHOOL**
- January 6-(**Monday**)-First day of school for students
- January 20-(**Monday**)-Martin Luther King, Jr. Day-**NO SCHOOL**
- January 23-(**Wednesday**)-Early Release Day-students **dismiss at 12:30**

## February

- February 5-(**Wednesday**)-End of 4½ week grading period
- February 12-(**Wednesday**)-Early Release Day-students **dismiss at 12:30**
- February 17-(**Monday**)-In-Service Day-**NO SCHOOL**

## March

- March 10-(**Monday**)-End of third 9-week grading period
- March 17-21-(**Monday-Friday**)-Spring Break-**NO SCHOOL**
- March 26-(**Wednesday**)-Early Release Day-students **dismiss at 12:30**

## April

- April 17-(**Thursday**)-End 4½ week grading period
- April 18-(**Friday**)-**NO SCHOOL**
- April 21-(**Monday**)-In-service day for teachers-**NO SCHOOL**

## May

- May 22-(**Thursday**)-Last day for students-**1/2 day for students-dismiss at 11:15**; End of fourth 9-week grading period



## **Mission Statement**

Norwood Elementary School and community provides a safe, healthy and caring environment where all students acquire the knowledge and problem-solving skills to be contributing members of society.

## **Motto**

1. I am responsible for all my actions and behaviors today.
2. I will listen, do my work and learn.
3. I will respect the feelings, property and rights of others.
4. I will be a good citizen by doing what is right, not because I am being watched by others, but because it is the right thing to do.

## **Arrival and Dismissal:**

The school day begins at 7:45 a.m. and ends at 2:45 p.m. **Students should not arrive prior to 7:10 a.m. nor be left at school after 3:00 p.m.** All students should be picked up by 3:00 p.m. unless they have after-school activities. If your child is a car rider and you have an emergency that causes you to run late, **please call the school by 2:00 p.m. at 689-1460** to inform us.

All bus riders will be dropped off at the main entrance between 7:10-7:35. Car riders arriving between 7:10-7:45 a.m. will need to report to the gym door at the back of the building. This door will be locked at the 7:45 a.m. each day. For the safety of all children, no car riders may be unloaded or picked up on Merchant Drive unless there is extenuating circumstances. Students that walk to school will need to enter the school through the main door. Kindergarten through third graders will report to the gym and fourth through fifth graders will report to their designated hallways. Students will be dismissed to their classes at 7:30 a.m. After 7:45 a.m., everyone should enter the main entrance and report to the office to be greeted, sign in, and receive a tardy slip to take to class. This helps us to ensure the safety of our students and staff. For the safety of your child, all car riders will be issued **one car tag**. The car tag will need to be displayed on the rear-view mirror, dash or on the side passenger window in order for the name to easily be read during dismissal. **If you or your designee forgets the car tag, you will need to drive around to the front of the school and come to the office with picture identification in order to sign out your child.** If you need more than one car tag, please write a note to your child's teacher and we will provide the number requested. When giving

out car tags, please make sure the people that are given car tags are listed on the student's emergency/profile sheet that is housed in the office.

A student **will not** be released to another adult unless written permission from the parent or guardian is provided. The student will need to bring the note to the office by 8:00 a.m. for the office staff to make a phone call to verify permission for the student to leave or go home with a particular person or student. In an extreme emergency situation, verbal permission may be granted over the phone by the office staff.



All students must be signed out in the office if leaving before regular dismissal time. A picture I.D. will be **required** of anyone picking up a child when leaving early. Due to safety concerns, anyone picking up a child without a picture ID will need to go back to the car to retrieve it or go back home and bring it back to school. Please understand this is for the safety of your child. Parents or guardians will need to come to the office and the office staff will call your child to the office. We also do not allow students to be checked out after 2:15 p.m.

### **Attendance Policy:**

Attendance is a major factor in determining the academic success of students. Arriving on time and remaining the entire school day provides students with full academic instruction. Regular attendance for the full day school day (7:45 a.m. to 2:45 p.m.) is essential for a student to have a successful school year.

When a student is absent, it will go into our computer as an unexcused absence. It is the parent's responsibility to provide appropriate documentation regarding these absences to the teacher within **five days** of returning to school. The district **will not** allow schools to take medical or mommy notes after five days of a child being absent. It will be imperative that notes are turned in the day the student returns to school. Remember, even if you call the school office to explain an absence for an illness, a written note that will be kept on file will still be required. A written note is always required for an excused absence. Telephone calls will not substitute for a written note. After five unexcused absences, you should receive a phone call from your child's teacher to schedule a meeting and complete the Progressive Truancy Intervention Tier 2A Contract. If the child reaches ten unexcused absences, the teacher should submit the student's name for next steps and a meeting with the administration will take place.

Knox County Board of Education policy allows student absences to be excused for such reasons as: personal illness, illness in the family, death in the family, recognized religious holidays of the student's faith, and verifiable family emergencies. The Knox County Board of Education requires that written excuses indicating the date and reason for an absence be signed by the parent or guardian of the child and given to the teacher within five (5) days of returning to school. Any absences not complying with the above reasons and not providing documentation for the excused absences will be considered as unexcused.



Although illness is an excused absence, Knox County elementary school guidelines require a statement from a medical provider for illness beyond ten (10) days per school year. Prior to the ten (10) absences, parents can write a "mommy note" for up to ten absences before requiring a medical statement.

In order for a student to be counted present, a student must be in attendance at least three (3) hours and fifteen (15) minutes per day. If a student is not present for these minimum times, he or she must be counted absent for the full school day.

### **Tardy Policy:**

According to the Knox County School Board Policy, all students are expected to be on time to school. Children should be in school every day until normal dismissal time. As you know, this disruption affects both the student and the entire classroom. If it is absolutely necessary for a child to leave during the school day, the parent, legal guardian or those on the emergency card **must present a photo ID** before a student is released to his/her care.

Please do not request that your child wait in the office for an early pick-up. The student is missing quality instructional time that is difficult for the teacher and student to find the time to make up the work.

Children need to be in the classroom prior to 7:45 a.m. each day. This will give the student time to get materials ready and be prepared for the day before the bell rings. Any student who arrives to school after 7:45 a.m. is considered tardy and must report to the office. A parent must accompany the child to check in when arriving late. You will need to enter the school by coming to the main entrance of the school. If no reason is given for the late arrival, the tardy will automatically be

designated unexcused. The student will be given a tardy slip, which he/she must have when entering the classroom.

It is the responsibility of the parent to ensure your child arrives at school on time. I encourage you to take appropriate measures to have your child at school and be in his/her classroom prior to the designating time of 7:45 a.m. Morning announcements will begin promptly at 7:45 a.m. and all students need to be present and ready for the day, not preparing for his/her school day. This will allow your child to be in his/her seat, paying close attention to morning announcements. If appointments need to be made during the school year, please try to make all appointments after 2:45 p.m.

### **Bus Transportation:**

Bus transportation is provided to children who reside in the Norwood zone and those that live at least one (1) mile from school. Most of our buses begin their routes at approximately 6:30 a.m. and should complete their routes by 3:30 p.m.

Assigned school personnel will be on duty to meet the buses each morning at 7:10 a.m. and to monitor boarding of the buses at dismissal time at 2:45 p.m. Buses load and unload at the main entrance of the school. Please do not block the bus lanes in the mornings or afternoons. Bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at the bus stop locations. **Riding a bus is a privilege that can be revoked if a student chooses to break any bus rules or regulations.** (Please see bus rules below).

Anytime a student needs to ride a bus other than his/her assigned bus, a note from the parent or guardian is required. Please have the student bring the note to the office. The office staff will verify the note then give the note to the student to give to the bus driver, allowing him/her to ride the bus.

In order to ensure the safety of all students, those students being transported by bus are under the authority of their bus driver and must obey his/her requests. Knox County Board of Education policy states that the school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. More specifically, students must follow the official Knox County bus rules as listed below:

## **Bus Rules:**

1. Obey the bus driver and/or the bus aide on first request.
2. The bus driver is authorized to assign seats.
3. No loud, rude, abusive, or profane language.
4. No eating or drinking allowed on the bus.
5. Keep the bus clean.
6. Keep hands and head inside the bus at all times.
7. Never throw objects inside or out of the bus windows.
8. Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
9. Parents will be financially responsible for any act of vandalism.
10. Arrive at the bus stop at least five minutes early.
11. Be respectful and courteous to the bus driver and/or bus aide.



The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary.

A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause a disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. School authorities will investigate and determine which consequence(s) to impose.

Permission to ride a bus other than the one that your child is assigned can only be granted by the principal and approved by the bus driver. The parent must make the request in the form of a written note. The request must be signed by the principal and presented to the bus driver before approval is given.

Any time a child goes home in a manner that is different from his/her "regular" way, a written note is required. The note must be given to the teacher when the child first arrives. The teacher will send the note to the office and the office staff will verify the note by calling the parent. This will help to alleviate any confusion at the end of the day.

### **School Closing Due to Inclement Weather:**

Decisions to close school because of inclement weather or a disaster are made by Dr. Jon Rysewyk, Knox County school superintendent. Please do not call the school to find out if school is to be closed or dismissed early due to snow, ice, or other disasters. Local television and radio stations will broadcast schools closing or early dismissal information just as soon as the decisions are made. Parents will be notified through ParentSquare from a representative of Knox County Schools. If school is delayed for any reason, breakfast will be served.



### **Breakfast and Lunch Programs:**

**All** students enrolled at Norwood Elementary receive breakfast and lunch at no charge, regardless of your economic status. Therefore, we will not be sending home the free and reduced meal applications that many of you are accustomed to filling out each year. However, you are encouraged to use the new online system to create an account for your child.

Beginning this year, your child will type his/her student number on a key pad for breakfast and lunch. This is to ensure accuracy of the food being served as well as the number of students being served. This is a district expectation.

The cafeteria is a place where students may enjoy their lunch with friends. Students who follow these rules will make it a pleasant place to eat:

- ⇒ Walk at all times.
- ⇒ Sit at assigned tables.
- ⇒ Once you sit down, stay seated. Raise your hand if you need anything.
- ⇒ Please use appropriate behavior...quiet voices, table manners, etc. and show good character at all times in the cafeteria.
- ⇒ When the teaching assistant calls your class, check your table area for trash. Pick up all trash on top of the table as well as underneath the table. Take this with you to the trash-can.

Students who bring their lunch may purchase milk and/or ice cream. Fast food items and soft drinks are strongly discouraged. Your child is encouraged to take advantage of our nutritious meals that are prepared daily for all students.

### **School Fees:**

Students will be assessed a school fee to cover the cost of consumable materials and supplies. The cost per student is \$25.00. In the event you are unable to pay the fee in one lump sum, you may pay **\$13.00 by Friday, December 1<sup>st</sup>** and the remaining **\$12.00 by Friday, April 5<sup>th</sup>**. Please make every effort to have fees paid by the deadlines. **All checks must be made payable to Norwood Elementary School.**

### **Field Trips:**

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Students must demonstrate appropriate behavior while away from the school building during these learning experiences. They must demonstrate self-discipline, good character and act in a safe manner while away from school. If a student's behavior indicates that he/she is unable to follow the teacher's directions and act in a safe manner during the nine-week period that the field trip occurs, the student may not be allowed to take part in the field trip opportunity. It is my desire that all students be a part of these learning opportunities, so please encourage your child to demonstrate appropriate behavior at school. When an out of school field trip is taken, your child will bring home a permission form giving the destination, date, and other important information.

### **Chaperoning School Events:**

Field trips are great opportunities for parents to be involved in their child's classroom education. If a field trip requires parent chaperones, please remember it will be your responsibility to help supervise a small group of students, help supervise all students, and/or to assist the teacher in any way he/she needs. For this reason, siblings are **not allowed** to attend field trips, or any other school function that requires a chaperone. Knox County has developed a policy regarding volunteers working at the school and chaperoning on field trips. Background checks are required for anyone working with or chaperoning students. If you are interested in being a chaperone, you will submit your name and email address to your child's teacher. A school specific link will be emailed to you to start the process.

### **Textbooks:**

Students are fully responsible for the care of all textbooks that are issued to them during the school year. Parents will be assessed replacement costs if books are lost or damaged. Knox County is responsible for calculating the cost for lost or damaged textbooks. This information can be found on the Knox County website. Textbooks, library books, and other school materials assigned to a student are the responsibility of that student and must be returned or replaced if lost, stolen or damaged.

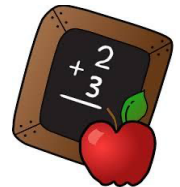
### **Medication Policy:**

If it becomes necessary for a student to take any form of medication at school, **a medical form signed by a doctor must be presented to the office.** The parent or guardian must fill out the form along with the physician that is prescribing the medication. All medicine will be dispensed and kept in the clinic. Medical forms are available in the school office.

**Prescriptions or over-the-counter medicines are never to be sent to school with a student.** Knox County Board Policy forbids students to be in possession of any form of medication. A parent or guardian must bring the medicine to school along with the medical form filled out by the doctor and bring it to the office. The medication must be brought to school in the container and/or box received from the pharmacy. We are not allowed to dispense any medication unless the guidelines are followed correctly.

### **Fundraisers:**

Our annual fundraising drive will begin September 12<sup>th</sup>-October 1<sup>st</sup>. All Knox County Schools will be selling school coupon books during this time. The cost for each coupon book will be \$20.00. The profits from this sale support curriculum enrichment materials, computer hardware and software and other needs the school might have. We hope to reach a goal of five (5) books per child this year. Please encourage your neighbors, relatives, and friends to reserve their coupon purchases for Norwood Elementary. We appreciate your continuing support of our school and programs.



### **School Visitors/Volunteers:**

Parents are always welcome to visit the school. Teachers and students work on a carefully planned schedule to ensure maximum time daily to be devoted to student learning. If you would like to speak to a teacher concerning an emergency or special need, please stop in the office and

leave a note. The office staff will get the note to the teacher and he/she will get in contact with you at his/her earliest convenience.

**All visitors, upon entrance into the building, are required to report to the office, sign in, and receive a visitor's badge.**

### **Home/School Communication:**

Report cards are distributed every nine (9) weeks or four (4) times a year. The parents should sign the report card and return it promptly to the teacher. In addition, interim report cards will be sent home half way through each nine-week grading period, every 4½ weeks. Please review this report and contact the teacher if you have questions or concerns.

We will have a parent/teacher conference night once in the fall and once in early winter. The dates for the conference nights will be announced at a later date. However, parent conferences are encouraged and can be arranged at any time during the school year by sending a note to the teacher or calling the school office.

Please look for information (school-wide notices, graded papers, report cards, etc.) that will be sent home with your child. Teachers will send home newsletters and other ways to communicate in order to keep parents informed of the curriculum and various activities.

### **School-wide Rules and Discipline:**

The Norwood Elementary School faculty is committed to establishing and maintaining an atmosphere that supports and facilitates the learning process. One of the most important lessons that education teaches is self-discipline. It underlies the entire educational structure and is the key to developing self-control, character, and consideration for the Norwood students.

#### **The Classroom:**

- ⇒ Each classroom will have class rules developed by the teacher.
- ⇒ There will be consequences if a student chooses to break a classroom rule.
- ⇒ Each student and parent will be informed of the class rules and consequences. They will be posted in each classroom.
- ⇒ Positive behavior will be reinforced through rewards and privileges such as free time, treats, happy notes, special activities, etc.

#### **School-wide Rules:**

- ⇒ Be safe

- ⇒ Be responsible
- ⇒ Be respectful

We have developed a school-wide behavior plan and we encourage you to go over these expectations with your child as we strive to have a safe, learning environment for all students.

### **School-wide Matrix**

	<b>Classroom</b>	<b>Cafeteria</b>	<b>Hallway</b>	<b>Playground</b>	<b>Restroom</b>	<b>Arrival/ Dismissal</b>	<b>Bus</b>
<b>Be Safe</b>	Walking feet  Keep hands, feet, and objects to yourself  Sit in a chair properly  Push in your chair before going anywhere	Stay seated  Walking feet Report any spills	Walking feet  Always watch in front of you (where you are going)  Keep your line straight and stay to the right	Pay attention  Respect personal space  Stay out of the tree  Use equipment appropriately	Use methods to reduce the spread of germs  Take care when opening stall doors	Walk at all times	Board/ exit bus orderly  Stay seated at all times  Keep hands, feet, and objects to yourself  Keep aisles clear
<b>Be Responsible</b>	Maintain a clean classroom  Be prepared daily  Follow classroom routines right when you walk in the door/leave	Raise your hand for help  Stay in your seat  Clean up after yourself  Keep hands, feet, and objects to yourself	Report <b>significant</b> problems:  Putting hands on each other  Destroying property Let us know if an adult doesn't have a badge	Report accidents, injuries, or damage  Follow playground rules	Clean up after yourself  Place trash in trash can  Flush the toilet  Report graffiti and damages	Stay in designated areas  Stay quiet at all times	Report inappropriate behavior  Sit face forward with feet flat on the floor  Keep the bus clean
<b>Be Respectful</b>	Use encouraging words Listen to others  Follow first request  Respect school property  Respect personal space	Use quiet voice  Only talk to students at your table  Keep conversations appropriate  Use good manners	Hands at your side  All eyes forward  Lips zipped Low speed  Respect hallway displays	Include others  Take turns Be a good sport	Respect others' privacy  Get in and out as quickly as possible	Follow first request	Use quiet voices  Use positive and appropriate language Listen and be cooperative with driver/aide



- ⇒ According to the Knox County School Board Policy, a student may possess personal devices, such as cellular phones, while on school property during the regular day. **The personal communication device must be in the off mode and must be placed in a backpack, purse or a similar personal carry all.** The use of the device during class time is forbidden unless approved for a specific academic purpose or at other times for other purposes that the principal deems appropriate. However, the principal or principal designee may grant a student permission to use a personal communication device at the principal's or principal's designee's discretion.
- ⇒ A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a message to the possessor. A person who discovers a student in possession of a personal communication device outside the parameters of this policy shall report the violation to the principal. The device shall be taken up until it can be released directly to the student's parents and/or guardians.

If a child chooses to break a school rule, the teacher will administer the consequence. This may include loss of some playtime or other privileges, parent notification, time-out or etc.

Teachers are expected to deal with their students in an orderly and constructive manner. When a child is sent to the principal for severe behavior problems or a major offense, it is regarded as a serious matter. Depending on the seriousness of the situation and/or the number of previous referrals to the office, the principal will choose to conference with the student, contact parent(s) by telephone or in writing, or place the student in PAC. Students may be suspended out of school based on the severity and continuous behavior problems.

### **Special Areas: (Cafeteria, Art, P.E., Music, STEM, Library, TAG, Guidance and PAC):**

Each special area will have rules developed for these areas. The rules will be posted in each classroom. Special area teachers and cafeteria supervisors will document misbehavior in these areas and discipline notices will be given to the classroom teacher or the principal. Positive behavior will be reinforced with rewards and privileges.

### **Playground Rules:**

Many children use the playground daily. In order to ensure safety for all, guidelines have been developed for the playground. The teachers will go over these rules on the first day of school. It is imperative that the students follow these rules in order to have a safe and fun playtime period.



### **Knox County's Dress Code Policy for Elementary Schools:**

The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided.

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

- ⇒ Pants must not sag below the waist and must be at a safe length.
- ⇒ Head apparel, except for religious or medical reasons, must not be worn inside the school building.
- ⇒ Footwear is required and must be safe and appropriate for indoor and outdoor physical activity. (Since the students go outside to play each day, it would be helpful if the students wore tennis shoes every day to school.)

- ⇒ Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
- ⇒ For students in grades 3-5, "short shorts", mini skirts, and skin-tight outer materials such as spandex are inappropriate attire.
- ⇒ For students in grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Skin-tight outer materials are prohibited without appropriate coverage.

The school administration reserves the right to determine whether the student's attire and appearance are within acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail.

Hoodies can be worn to school, but hoods **are not** allowed on the head while in the building per Knox County policy.

The principal may allow exceptions for school-wide programs or special classroom activities.

The teachers and the principal will administer appropriate consequences for policy infractions.



### **Civility:**

It is the intent of Norwood Elementary School to promote mutual respect, civility, and orderly conduct among employees, parents, and the general public. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, other staff, parents, and other members of the community.

**Expectations:**

Students, faculty, staff, parents, guardians and all other members of the community shall:

- ⇒ Treat one another with courtesy and respect at all times.
- ⇒ Take responsibility for one's actions.
- ⇒ Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of the students.
- ⇒ Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

**Personal Property/Lost and Found:**

Personal belongings should be clearly marked with the student's name. Students and parents should check the lost and found located right inside the cafeteria doors. Jewelry, glasses, keys and purses will be kept in the main office. Unclaimed property will be given to a charitable organization at the end of the first semester and also at the end of the school year. The school is not responsible for any loss or damage of personal property.

**Emergency/Safety Information:**

In case of an emergency, each student is required to have on file in the office **current** emergency information. This emergency form, kept on file in the office, is our link to you in case of an emergency. These are issued to students the first school day and should be returned the next day. It is vital that we always have correct phone numbers for parents, both at home and at work. Neighbors' or friends' numbers are also very important so we can contact them if we were unable to reach you. Please help us by providing several numbers and by keeping them up to date. Do not be afraid to give us unlisted numbers. We regard all phone numbers and addresses as private information. If your phone number changes or any numbers on the emergency form changes, please stop by the office and make the correct changes. It is extremely important that we have current, working numbers for our families.

Under no circumstances will a child be released to someone who is not listed on the emergency information sheet. **Please, do not ask us to do this by phone or fax.** If you want to add or delete a person with whom your child can be released, **you must make these changes in person.**

Safety is a prime concern at Norwood Elementary School. We ask parents to support our efforts to provide a safe environment by reinforcing school rules with their children regarding behavior at school, on buses, and walking to and from school. We require parents to follow safe driving practices around our school and demonstrate good character by conducting themselves in a civil manner. We also ask that parents not walk their child to their classrooms after the first day of school. Kindergarten parents will be allowed to walk their child to class the two days of their staggered weeks. After that, we expect all students to walk in the building without the parent at arrival and staff will be waiting to help them get where they need to be.

### **General Guidelines for Acceptable Behavior for Students and Parents:**

- ⇒ Your child is not permitted to bring dangerous or distracting articles to school, such as toys, guns, knives, water guns, or other similar articles.
- ⇒ Instruct your child in stranger safety.
- ⇒ Tobacco products are not allowed in the building, playground, or on buses.
- ⇒ Vaping is not allowed in the building, playground, or on buses.
- ⇒ Students are to stay on the playground or the designated area for play.
- ⇒ Appropriate language should be used at all times.
- ⇒ Chewing gum or bubble gum is not allowed in school.
- ⇒ Glass containers are not to be brought to school.
- ⇒ Soda or soft drinks are strongly discouraged during lunch.
- ⇒ Every student is responsible to every teacher or assistant at all times and is expected to behave in a respectful manner to all school personnel.
- ⇒ Mutilation or destruction of school property must be paid for. The parents of the student will be responsible for taking care of the situation and disciplinary action will be taken.
- ⇒ Running in the hallways, pushing, shoving, yelling, whistling, and slamming doors will not be acceptable behavior.



### **Emergency Procedures:**

The safety of your child is our greatest concern. The school holds regular safety drills to teach students to respond calmly in the event of an emergency. Detailed evacuation plans are posted inside the door of each classroom. Each classroom has an escape route to an outside area and away from the building. Please know if you are visiting our school during any of these drills, you are responsible for following protocol for that particular drill. You will not be allowed to enter the building or leave the building until the drill is over.

An emergency drill is a sequence of actions that the staff practices several times throughout the year with students so that everyone will know what to do in the event of a real emergency at our school.

### **Withdrawing a Student:**

When withdrawing a student from school, please notify the school office several days in advance, if possible. The school where the child will be attending will notify us which will enable teachers to complete all records. A student's records will only be forwarded to the new school when all textbooks and library books are returned and all outstanding fees are paid.

### **Money at School:**

When making checks out to the school, please include your child's name somewhere on the check. Please do not combine fees or other items when writing a check. This makes it difficult for the teacher and also for bookkeeping purposes. You are encouraged to use the online platform to pay for things throughout the year. If money needs to be returned for any reason, that goes through the district level and not at the school level. If paying with cash, since we are not allowed to give change, please make sure you have exact change.

Sometimes students wish to bring cash to school for specific purposes. All students should place their money in an envelope with their name, teacher's name, the amount enclosed and its purpose. Neither the teacher nor the school can be responsible for lost or misplaced money.

### **Birthdays:**

If you would like to send in a treat for your child's birthday, you will need to contact the classroom teacher several days in advance and he/she will make the decision as to when the best time would be to have the treat. Any items that are brought should be **store bought and individually**

**wrapped**. The treat should not interfere with the classroom instruction. Treats should not be given to students during lunch in the cafeteria. When planning a birthday party outside of school, students will not be allowed to distribute birthday invitations at school unless every child in the classroom is invited. The school is also not allowed to give students or parents addresses in order to mail invitations to certain students.



### **ParentSquare:**

ParentSquare is a tool that can be used to communicate with our families in their native language. Certified staff will also have the capability to communicate and have the message translated in the language spoken by the parent whether it be an individual message or a class message. The administration will use ParentSquare to communicate important information throughout the school year. It is imperative that phone numbers are current and updated when necessary. Parents should have received an email from Knox County explaining the steps to enroll in this program. ParentSquare will be the only form of communication you will receive from anyone at the district level. Teachers will no longer be using Remind, Class Dojo (only to share behavior points), personal text messages, etc. The district will continue to communicate with parents when it's necessary to close schools due to inclement weather, emergencies, or for any other reason. We understand that multiple forms of communication can be frustrating to parents so we are trying to streamline the communication process and make it easier on our families. It is my hope that this form of communication will be an effective tool to help keep you informed of events and important information that you will need to know throughout the school year.

### **Aspen Family Portal:**

Aspen Family Portal allows parents to have online access for important student information. This secure site provides an easy way to view student academic information including grades, upcoming assignments, attendance, progress reports and report cards and state testing scores. If you have any questions or need help in creating your account, please go to [www.knoxschools.org/apseninfo](http://www.knoxschools.org/apseninfo).

**Devices:**

All students will receive a device in grades in K-5<sup>th</sup>. Chromebook insurance is strongly encouraged to cover any damages occurred during the school year. The cost of insurance is \$20.00. If a parent chooses not to purchase insurance, any damages will need to be paid for by the parent. Damages made to Chromebooks that need to be repaired normally start at a minimum of \$100.00. The school encourages device payments be made online. If paying the total amount is a hardship on the family, payments can be in installments. A QR code was sent to parents in a message from ParentSquare which allows parents to pay online for the insurance and also sign the device agreement. Please call the school at 865-689-1460 if you have any questions.

