

# **Spring Hill Elementary Community School**



## **Parent & Student Handbook 2023-2024**

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<https://www.knoxschools.org/Domain/52>

### **Spring Hill Bears: LEVELING UP!**

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Hello Spring Hill Families,

Our Spring Hill School Family is ready for another great year! We are determined to make this a successful year for you and your child. What does a successful year look like, you asked? It is seeing our kids being engaged in their learning each day. It's when our students take ownership of their learning. It's in the beauty of the school - inside and out. It's in the amiable partnership between parents and teachers - using respectful language and tone toward one another. It's clear communication among the school leadership, community, and home. It's in love displayed throughout each day towards one another. Success is feeling good about changing our children's lives for the better. It's also creating a safe environment for our students to grow and thrive as they become the phenomenal people they were meant to be.

At Spring Hill, you'll see the above image throughout the school. We are creating a safe (S.A.F.E. - Safe Actions from Everyone) place for our students. At Spring Hill, our expectations are for our school family to take this logo to heart, along with this statement:

"At Spring Hill, we are safe with our words. We are safe with our actions!"

It will take a village to make this happen; our kids will benefit greatly.

This handbook contains information you will need throughout the year. Becoming familiar with the content will help establish a positive and productive school year for you and your child.

So please keep it handy. For quick access, it is also on our school's website.

If you have any questions that this handbook does not answer, please do not hesitate to ask.

Working together as a team will ensure a successful year for all!

Sincerely,

Tiffany Watkins, Principal

Shane Waters, Assistant Principal

Timothy Spikes, Assistant Principal

### **Vision**

Our vision for Spring Hill Elementary School is to promote self-motivated learners and encourage respectful and responsible citizens.

### **Mission Statement**

The purpose of Spring Hill Elementary is to create self-motivated students who take responsibility for their own learning.



### **Knox Educational Foundation Mission (formerly The Great Schools Partnership)**

Knox Education Foundation is a group of educators, business, and community leaders who support Knox County Public Schools. Through advocacy, investment, community resources and programs that empower every student to excel, we are focused on supporting 'college and career.' We place equal emphasis on industry preparedness, workforce development, and higher education preparation.

Founded in 2020 to serve as the fundraising and administrative arm of three core initiatives, Knox Education Foundation strives to be a catalyst for change and tackle some of education's most pressing challenges.

**Simply put, we prepare students for the world and beyond.**



### **Animals**

No live animals may be brought to school without prior consent of the teacher and the principal.

### **Arrival and Dismissal Traffic Flow**

Guidelines and procedures have been established, which allow students to arrive at school and be dismissed from school in a safe and orderly manner. In the mornings and in the afternoons, we use a single line of cars.

During arrivals and dismissals, cars use the westbound lane of Mildred Drive. This is the lane of Mildred Drive that runs from Spring Hill Road to the school. **As per directions on a sign installed by the City of Knoxville on Mildred Drive at the entrance to the car circle, cars are not to turn left into the car circle parking lot.** Please remember that students can only be dropped off in the designated spots, as these are the only places with adult supervision. **To exit the car circle at arrival and dismissal times, a right turn is required onto Mildred Drive.**

In the morning, if you need to park and come into the school, please use one of the side parking lots. When the flow of cars has to stop in order to allow cars to back out of spaces in the front lot, the entire process slows down for everyone. During arrival and dismissal times, the front parking lot will not be available to parents.

The bus circle is only open for buses and day care vehicles. To use the bus circle, drivers need to enter from the eastbound direction (Pulaski). The only exit from the bus circle will be a right turn.

To speed up the afternoon dismissal process and to ensure safety, each student is provided a car tag that has his/her name printed on it. Please display this on the rearview mirror inside of your car. It is critical that a car tag be displayed in your car every day. If you need additional car tags for other adults who occasionally pick-up your child, we will be glad to provide these. In the afternoons, student pick-ups are only allowed from the car circle. No afternoon pick-ups are allowed from the bus

circle or the side parking lots. **These guidelines are established with the safety of all students as our priority.**

**Parents/Guardians must never drop off students in front of the school after 7:45 a.m. Students must be escorted into the building and signed in by a parent or guardian when they arrive after 7:45 a.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 AM to 2:45 PM) is essential for a student to have a successful school year. Parents have both a legal obligation and a moral responsibility to see that their children are present every day that school is in session. On November 16, 2001 Knox County Juvenile Court Judge Carey E. Garrett issued a court order requiring parents to be notified when their child has been chronically absent. This is in conjunction with T.C.A. Section 49-6-3007 requiring school systems to notify parents of students absent 5 or more **unexcused** days from school. His order stated that **parents will be held directly responsible for unexcused absences of their children.** His decision requires schools to report to Knox County Schools Central Office all absences as either excused or unexcused. Please help us this school year in ensuring that your student has excellent attendance.

When a student is absent, it will be recorded 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.** 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 will receive a letter from Knox County Schools. If the child reaches five unexcused absences, a Support-Team (S-Team) meeting will be held. If absences continue, you may be summoned to appear in court. Please understand that Knox County Schools Central Office will generate all letters from the computer absentee report that each school submits daily. The school does not "turn in" names at the school level. The purpose of the judge's decision is to emphasize the importance of compulsory school attendance and to assure that students and parents comply with the state law.

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 be given to the teacher within five (5) days of returning to school. Students who have been absent a total of five (5) days without an adequate excuse must be reported to the attendance and social services department. Any absences not complying with Knox County Schools policy will be considered 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. Parents can write a 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.

#### **Authorization for News Media Contact and Release to Publish**

Occasionally we have the opportunity to highlight some of our programs and students through special coverage by the news media. We would also like to sometimes include pictures of students on our website or school Twitter/Facebook accounts (students names will never be attached to the pictures on the website/social media). A release/authorization will be sent home the first week of school for your child to participate in any media coverage. Please check the appropriate space, sign the form, date it, and return it to school.

Knox Ed foundation has its own media release so please complete it as well. Please call the school office if you have any questions. Thank you for your assistance.



## **Breakfast and Lunch**

Breakfast and lunch are served daily (breakfast only is served on days in which students are dismissed at 11:15). Menus with breakfast and lunch choices can be found on the KCS website. Breakfast ends at 7:40 each morning. Do not bring breakfast outside of the breakfast timeline. If your child is late and wish to have breakfast, they must eat food provided from the cafeteria or finish eating the outside food you provided prior to coming into the building.

**Spring Hill Elementary is still participating in the KCS Community Eligibility Provision (CEP) which allows the school to serve a free healthy breakfast and lunch to each student every day.** A-La-Carte and extra breakfast and lunch items will be available for purchase with cash or an account through [k12paymentcenter.com](https://k12paymentcenter.com). Funds must be available in the student's account to purchase additional breakfast, lunch, or A-La-Carte items. It is the responsibility of the parent or guardian to ensure that your student has the money to purchase additional items.

Prices:

- Extra Milk - \$.75
- Ice Cream - \$1.00
- Adult KCS Personnel Breakfast - \$2.25
- Adult Breakfast - \$2.50
- Adult KCS Personnel Lunch - \$3.50
- Adult Visitor Lunch - \$4.00

Special holiday lunches are served. Please notify the cafeteria (865-579-2174) in advance if you are planning to join your child for lunch. It is possible that we may invite families in on the special lunch dates. We will wait until the holidays are closer and follow the guidance of KCS.





## **Bullying Definition, Reporting and Response**

**Acts of harassment, intimidation, bullying and cyber-bullying are prohibited at Spring Hill Elementary and are taken very seriously.** Spring Hill Elementary follows [Board Policy J-211](#). Please read the following excerpt from the board policy:

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices. "Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites.

### **Bullying Definition**

1. Per the [Board Policy J-211](#), "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance; and:
  - a. If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:
    - i. Physically harming a student or damaging a student's property;
    - ii. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
    - iii. Causing emotional distress to a student or students; or iv. Creating a hostile educational environment; or
  - b. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

2. All students are expected to refrain from acts of harassment, intimidation, and bullying or cyberbullying in any form and to be aware that such disciplinary measures as are appropriately assigned in [Board policy J-191](#) will be utilized for the unacceptable behavior described above.

### **Reporting and Response**

- Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher, school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.
- All school employees are required to report alleged violations of this policy to the principal or the principal's designee for investigation and appropriate action. Submission of a written incident report to the principal is required by all district employees. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
- Once a report is received, the principal or his or her designee must initiate an investigation within forty-eight (48) hours for student well-being unless the need for additional time is appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar days from the receipt of the report unless the need for more time is appropriately documented. Parents of all students must be immediately informed if their student is involved in an act of harassment, intimidation, bullying or cyberbullying. Restorative practices will be used to the extent practicable in those schools where training has been completed.
- This is only an excerpt from the district Bullying Policy with pertinent information. To see the full [Board Policy J-211](#), please visit <https://www.knoxschools.org/> and go to the Board of Education page and click Board Policies on the left-hand side.

### **Bus Transportation**

Bus transportation is provided to children who reside in the Spring Hill zone and those that live at least one (1) mile from school. Bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at bus stop locations. Riding a bus is a privilege that can be revoked if a student chooses to break any bus rules or regulations.

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 first thing in the morning. The office staff will verify the note then the note will be given 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 must understand that the bus is an extension of the school and they must 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.
2. Follow the bus driver's first request.
3. The bus driver is authorized to assign seats.
4. No loud, rude, abusive, or profane language.
5. No eating or drinking allowed.
6. Keep the bus clean.
7. Keep hands and head inside the bus.
8. Never throw objects inside or out of the bus windows.
9. Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
10. Parents will be financially responsible for any act of vandalism.



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 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.

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 the student can ride a different bus.

## Civility Code

According to the [Board Policy B-230](#), it is the intent of Spring Hill Elementary to promote mutual respect, civility and orderly conduct among employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school employees. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility.

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

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. 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 individual who: (1) disrupts, threatens, attempts to do, or does physical harm to school personnel, students, others lawfully on school premises; (2) intentionally causes

damage to school property; (3) uses loud, vulgar, obscene, or offensive language, or enters a part of the school not open to the public, may be directed to leave the school property by the school administration or designee. If the person refuses to leave the premises as directed, the administration or designee shall seek the assistance of the school security officer and request that he/she take action as necessary. If the offender threatens personal harm, the administration or designee shall contact law enforcement officers. **If any school employee receives written communication, an email, or voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the written communication, email, or return the telephone call.**

## Communication

If you have a concern about your child's grade or a situation that has occurred in the classroom, please contact the teacher before going to the principal or assistant principals. The teacher will be the most informed about the situation and be able to inform you to a greater extent. We welcome the opportunity to hear your concern, but in order to facilitate great teacher/parent partnerships, it is only fair that the teacher has an opportunity to listen to and address your concern first.

## **Discipline**

The Spring Hill Elementary staff is committed to developing outstanding citizens. The commitment is the foundation of our school's goal to improve student self-control and character enhancement. Our desire is for students to be responsible for their own behavior and respectful of themselves and others. We further believe that every student has a right to learn, and every teacher has a right and responsibility to teach. Thus, classrooms must establish expectations that support an organized and positive learning environment that encourages students to be focused on learning. In order for this to occur, we believe that teachers and students must work collaboratively to construct classroom expectations that promote a positive and safe learning environment.

At the school level, we have established procedures that all students are to follow that are vital to orderly movement of students. Students may not say or do anything that may cause a problem for anyone else. If a student does cause a problem, he/she will be asked to solve it. If the student cannot, or chooses not to solve the problem, then something will happen. If a problem cannot be solved in the classroom, the student will be sent to the office. When working with students who have been referred to the office, the administrator will discuss students' choices, and the resulting consequences.

More severe discipline problems will be handled according to board policy, and could result in suspension from school. A component of Spring Hill Elementary discipline is to highlight students who demonstrate outstanding self-discipline and responsibility. Additionally, we will have quarterly behavior celebrations to recognize and celebrate outstanding behavior. In all matters of discipline, Knox County Board of Education Policies and Procedures will be followed.

## **Dismissal Procedures**

At the beginning of each school year, parents and guardians are asked to complete Student Profile Sheets. This is the information that is used to make dismissal decisions about your child. Please make sure that these are updated as changes occur. In the event of an emergency, it is imperative that the school be able to reach parents/guardians. The school is always happy to send another profile sheet home, should you need to make changes. One part of the sheet asks you to provide us the usual way your child will be dismissed in the afternoons (bus, day care, car, walker.) **THIS IS THE METHOD BY WHICH YOUR CHILD WILL BE DISMISSED DAILY, UNLESS YOU SEND WRITTEN INFORMATION REQUESTING A DIFFERENT DISMISSAL OPTION. THIS INFORMATION CANNOT BE TAKEN OVER THE PHONE, BECAUSE WE HAVE NO WAY TO VERIFY THAT YOU ARE THE ACTUAL CALLER.**

### **Early Dismissal**

Children should be in school every day until normal dismissal time. When a child leaves class early, 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 or legal guardian must come to the office to document the time and the reason the child is leaving and present a picture ID.** Make sure that other adults who may pick up your child are on the emergency cards and will have a picture ID. **We will not allow anyone not listed on the emergency card to pick up your child without parental permission and a picture ID.** This is for your child's safety. When possible, try to schedule medical or personal appointments after school hours. Late arrivals and early dismissal times are recorded and reported to the state.

### **No Early Dismissals After 2:15**

We do not allow parents to pick up their students in the front office after 2:15 p.m. This is a common rule across Knox County elementary schools and has been put in place in order to increase student safety and reduce some of the logistical problems that occur when students are picked up this close to normal dismissal time. If you wish to pick up your student after 2:15 p.m., you will need to line up in the car rider line and wait until school ends at 2:45 p.m. to pick up your child. The only time students will be able to be checked out in the office after 2:15 p.m. is in the event of a family emergency.

### **Dress Code**

Spring Hill student will follow the elementary dress code outline in [Board Policy J-260](#) as outlined below:

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:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.

3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
5. For all students in "short shorts", mini-skirts, and skin-tight outer materials without proper coverage are inappropriate attire.
6. For all students, 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 the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. 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.

### **Emergency Drills**

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 that 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 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.

### **Enrollment Requirements**

Every student who enters the Knox County School System for the first time or who is re-entering after being in another school system must provide the school with the following information before being enrolled:

1. An up-to-date immunization record completed by a physician on a Tennessee Child Health Record
2. A complete physical examination completed by a physician on a Tennessee Child Health Record

3. Birth Certificate
4. Proof of Residency.

**\*\*\*Students will not be enrolled without these items.**

### **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 may put himself/herself or others in danger, the student may not be allowed to take part in the field trip opportunity. It is our desire that all students be a part of these learning opportunities, so please encourage your child to demonstrate appropriate behaviors at school.

When an out of school field trip is taken, your child will bring home a permission form giving the destination and date of the field trip. The form will require your signature and must be returned to school. Failure to return the permission slip will prohibit your child from attending the scheduled trip. No verbal permissions will be granted by phone calls to allow attendance of a field trip.

### **Grades**

Knox County Grading Scale			Kindergarten Grading Scale
A - (93-100)	Exceptional	E- Excellent	EE- Exceeds Expectations
B - (85-92)	Above Average	S- Satisfactory	ME - Meets Expectations
C - (75-84)	Average	N- Needs to Improve	AE - Approaching Expectations
D - (70-74)	Below Average		NS - Needs Support
U - (Below 70)	Unsatisfactory		

E, S, N – Behavior for 1<sup>st</sup> and 2<sup>nd</sup> grades

E, S, N – Work Habits for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades





### **Report Card Explanation:**

Children should receive a report card every nine weeks. Additionally, an Interim Progress Report will be sent home at the midpoint of the grading period (4 ½ weeks). Students enrolled in our school for at least 15 days of the grading period will be issued a report card. Students enrolled in General Ed and Special Ed for a given subject will receive a combination of grades from both Gen Ed and Special Ed to determine the overall grade. Additionally, students receiving Special Educational services must receive a special educational progress report card that indicates progress toward the goals outlined in their IEP through the Special Ed department.

- **Report Card Grades for K**

- There will be no interim reports for the 1<sup>st</sup> grading period. Students will receive an interim report for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grading period.
- K report cards are standard-based and not recorded in ASPEN or Parent Portal
- K academic and behavior reports receive proficiency levels:
  - ◆ ME (Meets Expectations)
  - ◆ DE (Developing Understanding of Expectations)
  - ◆ LE (Limited Understanding of Expectations)

- **Report Card Grades 1-2**

- The report card in Grades 1-2 will be issued by the school for each of the four nine-week grading periods. These grading periods are defined by the Knox County Schools annual system-wide school calendar.
- Grades 1<sup>st</sup> -2<sup>nd</sup> use E S N for grading:
  - E = Excellent
  - S = Satisfactory
  - N = Needs to Improve
- Reading, Health & Safety, Language/Writing, Art, Mathematics, Music, Social Studies, Physical Education, Science, and Work Habits
- Behavior reports receive a letter grade: A B C D U
- On the first Interim Report of the school year, first grade teachers will mark "Readiness" for all core subject areas rather than E/S/N grades.
- First grade teachers will begin issuing E/S/N grades in all core subject areas beginning with the report card for the first nine-week grading period of the school year.

- **Grades 3<sup>rd</sup> -5<sup>th</sup> Grade Scale for all subject areas and behavior:**

- A = Excellent (93% - 100%)
- B = Good (85% - 92%)
- C = Average (75% - 84%)
- D = Below Average (70% - 74%)
- U = Unsatisfactory (0% - 69%)

- **Grading Periods:** Please see the current year calendar for beginning/ending of grading periods. Grading periods may change due to days missed because of inclement weather or other reasons.
- Parents will have access to their child's grades.

### **Medication Policy**

If it becomes necessary for a student to take any form of medication at school, the medicine and 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 medication will be kept in and dispensed through the school clinic. Medical forms are available in the school office.

Prescriptions or over-the-counter medicines should never be sent to school with a student. Knox County Board Policy forbids students to be in possession of any form of medication. The medication must be brought to school by a parent in the container and/or box received from the pharmacy. We are not allowed to dispense any medication unless the guidelines are followed correctly.

### **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. 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.

### **Parent Portal**

Students and parents can access students' grades, schedules and other information through the parent portal, an online student information system at [knoxschools.org](http://knoxschools.org). Parents that do not have a Parent Portal account should have received an email in the past with a security code for access to this service. Parent accounts for newly enrolled students will have a Parent Portal security code emailed within one week of registration.



Once you have received your security code, you should be able to follow the simple instructions attached to the email to create your Parent Portal account.

**After your account is created:**

- Visit [knoxschools.org](http://knoxschools.org), and click on the red “I Want To ...” button
- Click on “Find Family Portal Info”
- Log in using your username and the password that you created.

**Helpful hints if you have forgotten or misplaced your Parent/Family Portal login:**

- If you have forgotten your PASSWORD, you may click on the Link for “I forgot my password”.
- You will need your LOGIN ID and the email address that you have given the school in your contact information.
- Both the LOGIN ID and PASSWORD field are case sensitive. Most email addresses were originally entered in UPPERCASE.

Once you have logged in successfully, click on the PAGES top tab and look for the “PUBLISHED REPORTS” section. There will be a .pdf report with a schedule for each student in your family.

If you cannot find your LOGIN ID that was issued to you by the school (in previous years), you may do one of the following.

- Email [helpdesk@knoxschools.org](mailto:helpdesk@knoxschools.org). Please be patient and do not email more than once. Emails are being answered in the order received and sending the same request multiple times is only making the wait time longer.
- You may also contact your child’s school to obtain your LOGIN ID.

You will need to provide the following to verify your identity when calling the school:

- Student Name
- Student Date of Birth
- Parent email address

If parents have questions or need further explanation, please contact the Knox County Schools’ Help Desk at 865-594-1830. To join multiple students to a parent account, please email this request to the Help Desk at [helpdesk@knoxschools.org](mailto:helpdesk@knoxschools.org). Email should include:

- Parent name
- Names and birthdates of students to be joined together

### **ParentSquare**

ParentSquare is a system that has been established by our district. This system is critical in providing information to parents quickly and efficiently. All families need to opt in to this system in order to receive school messages. It is so important that the information on the emergency cards is correct in order to ensure that valuable information is given to you at appropriate times. Please know that if you do not opt-in to this program, you will only receive messages for emergency purposes. We encourage everyone to opt-in to this program since we will use this system to call and give reminders of important events and deadlines. You can go to Knox County Schools ParentSquare <https://www.knoxschools.org/parentsquare> and create an account. It takes less than a minute. You sign-up using your mobile phone or any desktop/laptop devices.

Parents or legal guardians can choose how to be contacted based on the category of message (from emergencies to school activities) and provide contact permission. There is also a ParentSquare app that can be used directly from your mobile device.

As a reminder, every time your phone number changes, you must opt-in to this program in order to continue to receive these important messages. It is our 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.

### **Personal Property**

Personal belongings should be clearly marked with the student's name. Lost and found items may be brought to the office by students and we will make every effort to find the owner. If parents will call and let us know when items are lost, we will try to find the items. Anything not needed for class should be left at home. Cameras, radios, candy, gum, electronic games, and toys of any kind should not be brought to school unless the teacher gives permission for these to be brought to class. Fidget spinners should only be brought to school if a student has a doctor's note. Fireworks, firearms, knives, tobacco of all types, alcohol and illegal drugs are illegal on school property and possession will result in serious consequences.

### **Personal Communication Devices (PCDs) (Ex. Cell Phones)** KCS [Board Policy J-240](#)

Students may possess PCDs while on school property. However, the PCD must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used unless the principal or the principal's designee grants a student permission to do so. The principal or the principal's designee may specifically grant

permission for a student to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

### **Public Notice**

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title II of the Genetic Information Nondiscrimination Act of 2008, Title IV and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

*No person shall, on the ground of race, color, national origin, sex, genetics, religion, age, disability or veteran status, be excluded from participation in, be denied, the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.*

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law.

Student complaints of discrimination on the basis of disability under the IDEIA should be directed to Jason Myers, Executive Director of Student Supports, telephone number (865) 594-1540. All other complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, genetics or veteran status should call Title VI, Title IX and ADA and OCR Coordinator, Room 1612B of the Andrew Johnson Building, telephone (865)-594-1686 and/or Title VI Coordinator Tennessee Department of Education and/or The Office for Civil Rights, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta, Georgia, 30301-2048.

### **Restorative Practices**

Spring Hill is also a school that utilizes more Restorative Practices techniques. Restorative Practices is a strategy that seeks to repair relationships that have been damaged, including those damaged through bullying. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim. Once an incident has occurred the staff asks some of the following questions to help learn more about the incident, the person that was harmed and the person that harmed:

#### **To respond to challenging behavior:**

- What happened?
- What were you thinking about at the time?
- What have your thoughts been since?

- Who has been affected by what you did?
- In what way have they been affected?
- What do you think you need to do to make things right?

#### **To help those harmed by others actions:**

- What did you think when you realized what had happened?
- What have your thoughts been since?
- How has this affected you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

#### **School Hours**

Students may begin arriving at Spring Hill **at 7:10 AM. as supervision is provided at that time.** Students may not be dropped off at school prior to 7:10 AM. Schoolwide dismissal will begin at 2:45 PM. In order to ensure the safety of all children, children will not be called for early dismissal after 2:15 PM Monday through Friday. Students will be dismissed to their cars from the various pick-up stations noted by the numbered signs. This pick-up area will be monitored until approximately 3:00 PM. After 3:00 PM, parents and guardians will need to sign the students out through the front office. Students will be dismissed in the following order: Buses and daycares, car riders and walkers. **Please be aware that Spring Hill Elementary does not have a Crossing Guard. Parents should be at cross streets to ensure student safety as they cross.**

#### **Student Information**

**It is imperative that the school office be notified immediately of a change of address, cell phone, home or office telephone number, or emergency information.**

In order to change information on an emergency card, such as who is able to pick up your child, you must come into the office. We cannot change any information on the card over the phone.

#### **School Nurse**

A school nurse is a part of our Spring Hill staff. If you need to contact her, please call the school office at 865-594-1365.

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

Decisions to close school because of inclement weather or a disaster are made by the Knox County School System. 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 school closings or early dismissal information as soon as the decisions are made. If school is delayed one hour, we will not have a teacher on duty at the regular time. The school will open one hour later and we will have someone at that time to monitor the students.

### **School Parties**

School parties are planned for pupils, with the approval of the teacher and principal. Classrooms are allowed three parties per year.

We respectfully ask that when planning a birthday party outside of school, students do not distribute birthday invitations at school unless every child in the classroom is invited. This is because passing invitations out to only a few students in the class can create hurt feelings that the teachers must try to smooth over. It also creates a disruption to teaching. The school is also not allowed to give students or parents addresses in order to mail invitations to certain students. Thank you for cooperating with these procedures.

- Spring Hill Elementary will have up to three (3) school-wide parties throughout the school year, which will be a teacher's choice of three of the following: a fall party, winter holiday party, a Valentine's day party, or an end of the year party.
- Treat bags for the children are permissible at Halloween and other holidays for which parties are not planned.
- Please respect cultural differences.
- All food items for celebrations must be store bought and/or individually wrapped for easy distribution and clean ups.
- Cupcakes are only permissible for any of your three school-wide parties – not for birthdays.

### **School Property**

It is the students' responsibility to take care of Spring Hill's facility and equipment. Any student who misuses, damages or destroys school property will be required to replace or repair, if possible, the item. This includes, but is not limited to: textbooks, furniture, computer equipment, school building and grounds. Students not replacing or paying for missing textbooks or library books will not be issued more books or receive report cards until missing books have been returned or paid for.

## **School Wide Behavior Expectations**

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

Spring Hill is continuing to implement Social Emotional Learning targets. This is “...a **framework or approach comprised of intervention practices and organizational systems for establishing the social culture, learning and teaching environment, and individual behavior supports needed to achieve academic and social success for all students.**” (Sugai, et al, 2010, p. 13)

Expectations are outlined in the Spring Hill PBIS Handbook. PBIS stands for Positive Behavior Intervention Supports. These will be taught and reinforced during the first weeks of school.

**At Spring Hill, we are SAFE!**

**Safe Actions From Everyone**



**Safe with our words. Safe with our Actions!**

## **Special Education Services Available Through Knox County Schools**

Many times, parents are unaware that Knox County Schools offer Special Education Services. We would like to encourage you to bring any concerns you may have about progress or any special needs your child may have.

### **Tardies**

A student arriving later than 7:45 AM is considered tardy and must sign in at the front office to receive a tardy note. A parent must accompany the child to check in when arriving late. You will need to enter the school by coming to the front 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. **Students will not be admitted to class late without the tardy note.** Tardiness and “early check-outs,” before 11:15 AM, will also affect students’ eligibility for attendance awards, given out each nine weeks. *No more than two tardies are allowed per nine-week period to be considered for an attendance award.*



### **Tobacco Policy**

Public Law 103-227 states that there can no longer be designated smoking areas in any public-school building. There is a fine of up to \$1,000 for each violation. Please refrain from smoking while on our campus.

### **Unsafe School Choice Policy**

Under the Tennessee State board of Education's Unsafe School Choice Policy, any public-school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting **Brian Hartsell at 594-1502**.

### **Visitors**

Visitors will follow the standard operating protocols and policies for coming to a school campus. Please see below:

Parents and visitors are always welcome at Spring Hill. We must, however, insist upon the following policies for the safety and welfare of the students. All visitors must sign in at the school office and receive a visitor badge.

Conferences should be scheduled in advance with the teacher. Classroom instructional time is important and interruptions diminish the quality of the lesson. Please contact your child's teacher to schedule classroom visits and/or to volunteer. We welcome your presence and support.

### **Volunteers**

There are many opportunities for parents to volunteer at Spring Hill Elementary School. Please watch for information in school newsletters throughout the year for ways to become involved. **Depending on the type of volunteer activity proposed, volunteers may be required to submit to a background check.** These are managed by the Knox County Schools Public Affairs Office at no cost. If you have additional questions, please consult the office staff or ask for a background check request link. Once approved, the background check is valid for 6 years.

#### **In order to volunteer in the Knox County Schools, an individual must:**

- Sign a confidentiality agreement to protect the rights of students and parents
- Sign in and out each time they visit a school
- Appear clean, neat, and appropriately attired
- Wear an identification tag at all times while on school grounds
- Work with students in areas designated by school staff

- Only provide food or drink to a student if authorized by the student's teacher or principal.

### **Withdrawing a Student**

When withdrawing a student from school, please notify the school office several days in advance. This will enable teachers to complete all records prior to the student's last day in school. 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.



# Spring Hill Elementary School

Tiffany Watkins, Principal

Shane Waters and Tim Spikes, Assistant Principal



4711 Mildred Drive  
Knoxville, Tennessee 37914  
Telephone: 865-594-1365 Fax: 865-594-1370

Dear Parents,

Thank you for taking the time to read the 2023-2024 Spring Hill Elementary Parent and Student Handbook. We ask that you and your student please sign below to let us know that you have read and reviewed the handbook together. We are beyond excited for this new school year and encourage you to let us know if you have any questions. We look forward to partnering with you this school year!

Sincerely,

*Tiffany Watkins, Principal*



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A completed form is due to each student's teacher by Friday, August 25, 2023. For Kindergarten students or later registering students: the form is due five days after their first full day of school.

Please check, sign, and return. Thank you!

\_\_\_\_ We have received the 2023-2024 Spring Hill Elementary Parent-Student Handbook. We have read the handbook and are familiar with the school's expectations and procedures.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Date