



Handbook for Students & Parents
2019-2020

School Motto:

I will work hard today because hard work pays off!

School Expectations:

We are safe. We are responsible. We are respectful.

School Theme:

At CRE Learning is my Superpower!!!



TABLE OF CONTENTS

Entrance Requirements	3	
Hours		3
School Bus Transportation	3	
Changes in Transportation	4	

Attendance		5
Illness		7
Medication		8
School Dress Code		9
School Closing		11
Electronic Devices		11
Report Cards		11
Party Invitations		11
Field Trips		11
Gifted & Talented		12
Traffic Patterns	12	
Textbooks & Library		14
School Supplies & Fees	15	
Fundraising		15
Resolving Complaints		15
Conferences		16
Visitors/Volunteers	16	
Communication		18
School Meal		20
School Discipline		21
Illegal/Inappropriate Items	23	
Photography of students/Social Media	24	
PTO		25
Calendar		26

Students must also comply with all policies determined by the Board of Education. These policies are located at <https://www.knoxschools.org/Page/2107> under Student Section J.

SCHOOL ENTRANCE REQUIREMENTS:

1. Children must be five years of age by August 15 in order to be eligible for Kindergarten.
2. Children must be six years of age by September 30, and must have completed a year of accredited Kindergarten, to be eligible for First Grade.
3. Before any child may enter school in Knox County, the school office must receive an official record of immunizations, including the dates of all required shots, combined with the record of a medical examination by a licensed physician. This information must be

recorded on the official form required by the State of Tennessee, and the form must be signed by a licensed physician.

4. A photocopied document verifying date of birth must be provided at the time of registration. Parents are asked to provide Social Security Numbers and a copy of the Social Security card.

5. All students must reside within the Copper Ridge zone.

SCHOOL HOURS:

Regular school hours are 7:45 a.m. - 2:45 p.m. for all students in Grades K-5.

Doors open at 7:05 a.m. for breakfast service.

Note: Kindergarten Staggered Enrollment hours are 7:45 a.m. – 12:00 p.m. Since there is no bus service provided during staggered enrollment for kindergarten dismissal, parents are responsible for providing transportation for their kindergarten child at 12:00 p.m.

Following the period of “staggered enrollment” at the beginning of the year, regular hours for Kindergarten students will be 7:45 a.m. - 2:45 p.m.

SCHOOL BUS TRANSPORTATION:

The Knox County Board of Education establishes **Parent Responsibility Zones** around all schools. Children who reside within these zones are **not** eligible for school bus transportation. CRE will conduct a bus safety drill each semester for all students. For all eligible children, school bus routes have been established and are posted at school. As the community continues to grow, bus routes are subject to revision. Parents and students will be notified of any changes that may occur during the school year.

School bus transportation is **not** required by state law, but is a **privilege** extended to eligible students by our Board of Education. Misconduct on the bus endangers safety and may result in a loss of this privilege.

The following bus rules must be followed:

1. Obey the driver at all times including seat assignments.
2. Refrain from making excessive noise.
3. Keep hands, feet, and head inside the bus.
4. If riding a different bus or getting off at a different stop, give a note signed by parent or guardian to the office.
5. Be on time.
6. Walk on the left side of the road facing traffic.
7. Never stand in the road while waiting for the bus.
8. Observe the same conduct rules as in school.
9. Keep the bus clean and in good condition.

10. Stay in your seat while the bus is in motion.
11. Do not leave the bus without the driver's consent.
12. Report to the driver at once any damage to the bus.

These rules are strictly enforced in order to promote safety for all students. Both parents and students must understand that the bus driver is in full charge of the bus and the students, and any student who is reported by the bus driver for a safety rule violation will definitely be subject to disciplinary action.

**The school has no direct authority over the behavior of children at school bus stops, either morning or afternoon. This is an area of parental responsibility.

CHANGES IN STUDENTS' TRANSPORTATION:

Any time a child goes home from school in a manner that differs from his or her 'regular' way, **the parent must provide a written note to the school.** This should be done when the child first arrives at school. **Parents must avoid last-minute telephone calls attempting to change a child's method of transportation, for these changes must be in writing. This is for the safety and protection of your child.**

SCHOOL ATTENDANCE POLICIES:

Tardiness

If a child arrives in the building after 7:45 a.m., he/she is considered tardy and must report to the office for a tardy slip before being admitted to the classroom. The KNOX COUNTY BOARD POLICY states that "students who habitually arrive at school late are to be considered excessively tardy and are to be referred to the social services worker." A student will be considered ineligible for a perfect attendance award or perfect attendance certificate (end of school year) if he/she has accumulated:

- 2 tardies during a nine-week period

The Advisory Committee will be working closely with parents to set up appropriate consequences for tardiness.

Leave-Early

Please avoid early checkout after 2:15 p.m. Classroom instruction continues daily until dismissal at 2:45 p.m.

Attendance/Absences

Excessive student absences were a serious challenge for Copper Ridge Elementary during the 2016-2017 school year. Therefore, we will be monitoring student

attendance very closely and will take action to contact and support families with students missing more than 10% of the school year.

County Policy

The late Judge Garrett of Juvenile Court handed down a decision that impacts all Knox County Schools, parents, and students. His order states 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. The only absences that will be excused are the following:

1. Personal illness**(absences will be excused for student illness up to 10 days supported by parent notes; these notes must be signed by the parent or guardian)
2. Family illness requiring student's assistance **(documentation is required)
3. Verifiable family emergency **(documentation is required)
4. Death in family **(obituary is required)
5. Recognized religious holiday **(note is required but will not count towards 10 parent note limit)

** Absences will be considered unexcused until written documentation is provided.

Upon returning from an absence, a student has five (5) school days to provide a written excuse for one of the above reasons. The written excuse should include the child's name, parent's name, dates to be excused, and a contact phone number. A telephone call or email will NOT excuse an absence. Knox County School's guidelines require a doctor's statement for sick days beyond ten (10) per school year.

Please note Judge Garrett's directive. After five unexcused absences, you will receive a letter from Knox County Schools. "The school system has been directed to furnish information and assistance to the Court regarding students that have ten (10) unexcused absences from school." If your child reaches ten unexcused absences, you will be required to attend a District Attorney/Parent meeting. Charges may be filed by the District Attorney General's Office for excessive unexcused absences.

Please understand that Knox County Schools Central Office will generate all letters from the computer absentee report that each school must submit daily. 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 Tennessee State Law.

School Information about Absences

Absences due to family vacations, outside performances, or other student work-related events are classified as unexcused. For an absence to be excused, the student must bring to their teacher a signed note within 5 days of absence as stated in county policy. We cannot accept email messages as the official notes. The teacher will then send a note to the office to be recorded. If you feel that your child is not being responsible with turning in their notes then the parent may want to bring the note directly to the office as a last resort. **If**

the student fails to provide such a note within five school days following the absence, the absence is permanently classified as unexcused. Each student in a family must have their own note rather than providing a group note when more than one child is absent for the same day or days.

*****State Law Defining School Attendance:** In order to be counted as **present** for the full day, a student in Grades K -5th must be at school for a minimum of three hours and thirty minutes. **Any child not present for these minimum times must be counted as absent for the full day.**

Truancy is a serious violation of law and requires punitive legal action by the school. Tennessee law holds parents legally responsible for ensuring that their children attend school. Students who have been absent a total of five days without adequate excuse must be reported to the administration, attendance, and social services department.

Children who maintain perfect school attendance will receive recognition during each nine-weeks grading period and for the full school year. Tardiness and leaving early excessively may deprive students of such recognition. Any absences caused by recognized religious holidays will not prevent any child from receiving such recognition if there are no other absences or problems with tardiness.

Make Up Work

Students may request make-up work upon return from absence and will be permitted to make up all missed class work within a reasonable amount of time determined by their teachers. If your child is out of school for an **extended period of time** due to illness or an emergency and you wish to pick up the child's school assignments, you may call the office and place your request for missing work. The work will be available for pick-up in the office the following day.

IF YOUR CHILD BECOMES ILL AT SCHOOL:

Our school does not have a full time nurse. Copper Ridge Elementary is very fortunate to have a **School Clinic**, sponsored by our PTO and staffed by parent volunteers on occasion. **If your child becomes ill or is injured at school**, the Clinic will attempt to contact you. Each parent must fill out an **Emergency form for each child that they have attending school**. This form includes a space for dual information for parents not residing in the same household if needed. It is **vital** that we have up-to-date telephone numbers for parents and guardians, both home and work. Numbers for neighbors and friends are also needed so we can act if we are unable to reach you. **By law, we can contact only the persons on the Emergency form.**

If your address, email, or home or work numbers change during the school year, please notify your child's teacher so that this information can be updated. The school

treats this information as confidential.

By law, any child determined to have a contagious or communicable medical problem cannot remain at school. This includes such common conditions such as “pinkeye,” nausea, or an elevated temperature.

If your child has been diagnosed as having a significant medical condition, such as diabetes, epilepsy, or severe allergies, it is imperative that you notify your child’s teacher.

Our School Clinic provides an INVALUABLE service to every child at Copper Ridge. We urge all parents to consider VOLUNTEERING for this important activity.

MEDICATION AT SCHOOL:

No medication of any kind shall be self-administered by students, even with assistance from school personnel, except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Medications such as Tylenol, aspirin, and other over the counter (O.T.C.) medications are included in these regulations. Any student who is required to take medication during the regular school day must comply with the medication policy. These regulations include the following:

1. Written orders must be provided by a physician, dentist, nurse practitioner or D.O. (health care provider), who has the legal right to write a prescription. The orders should include the name of the drug, dosage, and time interval medication to be taken by the student. **Only one medication per Physician Form is allowed and must be renewed each school year.** This policy applies to overnight field trips as well.
2. A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
3. A responsible adult (parent/guardian) must bring the medication to the school.
Students will not be allowed to transport medication to or from school.
4. Any over-the-counter (O.T.C.) medication prescribed for a student must be in an **unopened original container with the label listing the ingredients** and must be **labeled** with the student's name.
5. A secure location will be provided for the storage of medications.
6. All medications administered must be given in accordance with these guidelines. Any medication given must be documented on forms provided by the Health Services department.
7. School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis.
8. Medication forms and administration records will be kept in the student's cumulative

record when completed.

9. The school system retains the right to reject requests for administering medications.

10. The Parent/Guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year.

11. Any medications not picked up shall be destroyed as per Knox County policy. Many medications administered at school are considered Schedule #2 drugs and require special handling.

12. Teachers or staff members may not give out medication to any student, even to close family friends. Please do not ask our teachers to break this very strict policy.

SCHOOL DRESS STANDARDS:

The Knox County Board of Education has adopted system-wide student dress codes for all students. **The current Knox County Schools Elementary Dress Code is as follows:**

The standards for the elementary school dress code 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 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 display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, “short shorts”, mini-skirts, and skin-tight outer materials are inappropriate attire.
6. 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.

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 as follows:

First Offense: The teacher will send the student to the Office or will contact parent(s) for a change of clothes. The parent will be notified and the infraction will be documented.

Second Offense: The principal/designee will communicate with the parent(s) and will send a copy of the dress policy. The infraction will be documented.

Third and future offenses: Consequences will be administered by the principal/designee.

SCHOOL CLOSING OR EARLY DISMISSAL DUE TO SNOW OR SEVERE WEATHER:

The decision to close schools due to weather conditions is made by the Superintendent of the Knox County Schools, not by individual schools. Local television and radio stations will broadcast such information.

When severe weather threatens, please do NOT call our school to find out if it is to be closed or dismissed early. This ties up our limited phone lines and office personnel. If we have an abbreviated day and you come to pick up your child before the new dismissal time you must have valid photo ID and you must be listed on the child's emergency card. If we are in an emergency situation parents will not be allowed on campus. This includes emergency practice drills. We have strict safety procedures outlined by the county that we are required to follow. We will send out detailed information, such as pick up if needed or details of the emergency once the situation has come to pass.

CELL PHONES/APPLE WATCHES, TABLETS, MP3 PLAYERS, & OTHER ELECTRONIC DEVICES:

According to Board Policy J-240, elementary students may possess an electronic device at school, but it must be in the OFF mode and stored in a backpack or purse at all times.

Devices may not be used during school hours or on the bus. If students break this policy, parents must come to school to retrieve the device from the front office. Other disciplinary actions may occur.

REPORT CARDS:

Report cards are issued to students every nine weeks. Parents or guardians should sign the Report Cards and promptly return them to the classroom teacher. Interim reports will be issued at the midpoint of each nine-week period.

PARTY INVITATIONS:

Invitations may only be given out at school if every child in the classroom is to receive one. We are not able to provide addresses of students due to security.

FIELD TRIPS:

Many Copper Ridge teachers offer field trips to students as a means of enhancing the instructional program. In all cases, children must have **written parental consent** (no last-minute permission by phone) in order to participate in any field trips. Students who exhibit persistent misconduct, or who exhibit chronic problems with poor work habits may lose the privilege of participating in field trips. All participating children must use the transportation provided by the school. Only those parents who are designated by the teacher as chaperones are permitted to accompany students on any field trip, and no pre-school siblings are permitted. All chaperoning parents who will be with students must have the proper background check through Knox County Schools. See your child's teacher for the background check packet. Once completed, the background check is valid for six years.

G/T (GIFTED AND TALENTED):

The G/T Program at Copper Ridge offers supplemental and enrichment activities to students, Grades 3-5, who meet Knox County's formal eligibility standards. The model that will be used, per Knox County School Policy, is that of an inclusion model where the G/T coach comes to the classroom and works with groups of students with minimal pull out needed. This model allows the G/T coach to closer supplement the grade level curriculum as well as provide direct support to the classroom teacher. Students' eligibility for G/T is subject to annual review, based primarily upon their TCAP scores from the previous school year as well as formative data throughout the year.

TRAFFIC PATTERNS:**Arrival (*Please – Help us keep your child safe*)**

The school day begins at 7:45 a.m. and ends at 2:45 p.m. Safety Patrollers will begin opening car doors around 7:15. Students should not arrive at school prior to 7:05 a.m. nor be left at school after 3:00 p.m. Students must be dropped off at the front entrance of the school only in the far right lane near the sidewalk (Never at the gym door). Students can enter the building at 7:05 and breakfast will start promptly at 7:05. **Adult supervision is not provided before or after these designated times. Students not riding buses must be dropped off in the designated drop-off areas in the front of the school.** Please do not drop students at the back or side of the school, by the gym door, or in the front parking lot. **Due to safety concerns we are asking parents to limit walking students to**

classrooms after Labor Day. Anytime you are entering the school and going past the school office, you must come into the office, sign in and get a visitor badge using your photo ID. We encourage you to kiss you student goodbye at the corner and let them walk to class on their own.

Dismissal

We will not dismiss students after 2:15 p.m. in the afternoon due to safety concerns for our students. If your student needs to be picked up early for an appointment, **BE SURE TO PICK THEM UP BEFORE 2:15 p.m. All students must be signed out in the office before leaving school early. Proper I.D. must also be provided. Please be patient with the office staff as these procedures may take additional time, but your child's safety and well-being is our major concern. No child may be picked up at the classroom door during the school day. Parents or guardians should come directly to the office, show proper ID and school personnel will call your child to the office. Students will not be released to another adult unless written permission from the parent or guardian is provided and the adult is listed on the student's emergency card.** After 2:15 p.m., parents will be asked to wait in the office until all bus riders are dismissed.

After school pickup and childcare are provided by a number of centers in our community. Please call the school if you need assistance in locating one. Also, please remember Kid's Place (938-2277) is located on site and does a wonderful job.

Bus Riders - Buses will pick up students in the front of the building under the awning to protect students from weather. The front drive will be blocked after 2:10 p.m. so parents must park at the road or at the church if they need to pick up students early. The dismissal of **bus riders** begins each day at 2:40 p.m. Only after all students have boarded all buses are the buses permitted to leave at 2:45 p.m.

Car Riders - In the afternoon, car riders will be dismissed after all buses have left the school (approximately 2:45 p.m.). All cars that are waiting to pick up students should be in the line that wraps around the church. Drivers who are blocking the roadway from either direction may be cited by the Sheriff's department. Please use the church parking lot as an alternative to blocking the road. Also, we expect the drivers to be courteous and take turns merging into our school parking lot. Car Riders are dismissed by announcing the child to come to a specific cone. Parents must remain in your cars. Safety Patrollers will load students into cars only at the head of the line. For safety reasons, we prefer to load students under 12 years old into the backseats only.

In the event of storms or extreme temperatures (above 95 or below 32), the Safety Patrol students will NOT work outside in the mornings or afternoons. Please be patient on these days. We welcome parent volunteers for our COOL COUGAR Volunteer team.

Walkers - Students will be dismissed at 3:00 p.m. when the campus is less congested.

Kids' Place - Students who are enrolled in the Kids' Place after-school program at Copper Ridge will be escorted to the Cafeteria at dismissal time, where they will be supervised by the Kids' Place staff until they are picked up by parents. Kids' Place Contact: 865-938-2277 or 865-660-7149

Daycares - Students are escorted to the gym at dismissal time, where they remain under school supervision until their daycare vans arrive for pick-up. Students must behave cooperatively during this time.

Please remember: Our school traffic patterns are designed for SAFETY, not for speed. We expect all parents to respect these requirements. Anyone who drives in an unsafe manner will be reported to security and/or police. Any students who knowingly violate our arrival or dismissal procedures will be subject to disciplinary action. Remember the state law that prevents the use of cellphones in school zones.

TEXTBOOKS and LIBRARY BOOKS:

Textbooks and library books are provided by the taxpayers of our state. Students are responsible for textbooks issued for their use and for library books in their use. All lost or irreparably damaged textbooks or library books will result in payment to the school system by the parent.

If you would rather your student not check out books during the school year, please send a note to Mrs. Allie Shipwash with your request.

SCHOOL SUPPLIES and FEES:

A fee of **\$25.00 per student**, used to purchase art supplies, worksheets, and other consumable items, is requested as the school year begins. Please make checks payable to Copper Ridge Elementary School.

FUNDRAISING:

As a public school, we receive portions of our funding from the State and from local government. Because the system is unable to provide funding specifically for technology, playground equipment and wood chips, and grounds maintenance (other than mowing), we rely on fundraising efforts to support these areas. Copper Ridge participates in the Knox County Schools Coupon Book campaign, and we sell student photographs during the year in order to raise needed funds. We appreciate your support of these activities. We also appreciate your support of our PTO, which relies upon membership dues and fundraisers to provide many services, materials, and equipment to our school and students.

RESOLVING COMPLAINTS AND PARENTAL CONCERNS:

Our teachers strongly desire to work closely and cooperatively with parents. If you have

questions or concerns regarding your child, please convey such concerns directly to the teacher through a note, email, phone call or schedule a parent-teacher conference. This will lead to a positive resolution of most concerns.

If you wish to discuss a concern regarding your child's teacher with the Principal or Assistant Principal, please call the school office to request a conference. **The Principal requires that the teacher be included in such conferences**, since the resolution of any concern requires the teacher's full participation. Anonymous concerns do not merit or receive consideration of any kind.

The Principal is fully responsible for assigning all students to their grade-level classes. In the spring, parents will receive information about the policy for parent input into the grouping process at Copper Ridge for the next school year. **Please take all concerns regarding next year's placement or concerns about a specific teacher to the school's administration team. At no time should any teacher or staff member be questioned by a PARENT about a non-request or request of another teacher. Parents who ignore this request will be spoken to by administration. Thank you for your support in supporting a positive school culture.**

CONFERENCES AT SCHOOL:

All parent-teacher conferences must be scheduled in advance. Please do not "drop by" classrooms to informally visit with a teacher. This disrupts either instruction or teacher planning time. While you are welcome to visit your child's classroom, it is considerate to **talk with the teacher to determine a mutually agreeable time.**

If you wish to confer with a teacher, please place your request with the school office. The teacher will contact you by note, email, or phone to arrange a mutually convenient date and time.

If you wish to confer with the Principal or Assistant Principal, please place your request through the office. Such conferences should also be scheduled in advance. Our office staff will work with you to schedule an appointment.

Parents and students are discouraged from calling teachers at their homes. The school will not provide phone numbers.

We appreciate your cooperation and full compliance with these policies.

VISITOR/VOLUNTEER POLICY:

We welcome the community to our school and appreciate the sincere efforts of parents and community members to make our school one of the best in the region. However, due

to the ever-changing events in the world, and new federal, state, and local laws governing students' rights to privacy, we must make changes in our visitor policies. These changes are meant to ensure that we are enforcing the maximum safety and security precautions for our students.

Therefore we ask all visitors, including parents and other family members of our students and staff, to observe the following guidelines:

1. All visitors must first go to the office show appropriate PHOTO ID and indicate the reason for their visit. Each visitor will receive an identification tag, to be worn throughout the visit.
2. Volunteer parking is located near the front road or near the front teacher lot.
3. Many of our teachers utilize parent volunteers. They will contact you with a specific task, date, and time if they need your assistance. The PTO also coordinates many volunteer efforts, such as working in the clinic. Please know that we appreciate all of your help very much! All volunteers who will be working with students one on one without a teacher present must be background checked. Please see your child's teacher for the background check packet.
4. Teachers are available for parent conferences by scheduled appointment only. Please understand that teachers have scheduled responsibilities throughout the day and are not available for impromptu conferences. If you need a response to a question, please send a note or an email. *Parents cannot leave the main lobby area before 7:40 a.m. to walk a student to the classroom. Parents are asked to drop their child off at the door and not come into the classroom. This typically leads to conference type conversations and teachers are busy getting ready to start the school day promptly at 7:45. If parents are dropping in, this could delay the beginning of class.
 ***We encourage parents to let students walk themselves to their classrooms after Labor Day.
5. According to Knox County School's security procedures, we should not have adults in our hallways (including portable classroom areas) unless they are performing a task approved by the administration. Therefore, when your task (dropping off your child, volunteering, participating in a parent conference or meeting, etc.) has been completed, please immediately sign out in the office and exit the building.
6. If you wish to observe your child working in his/her classroom, please make an appointment with the teacher for a mutually agreeable time. This should be a **minimum of 48 hours notice**. Such visits will be **limited to 30 minutes** and will not be used for parent-teacher conferences. It is critical that students' right to privacy and confidentiality not be violated.
7. Do not enter any classroom in which the teacher is not present, including before and after school hours. For safety's sake, please do not send your child into an empty classroom or allow them to play on our playground without adult supervision.
8. During school hours, students are under the authority of the staff.
9. Feel free to join your student for lunch. **After lunch, parents must return to the office and not remain in the building or classrooms. If anyone other than a student's**

parent or guardian wishing to eat lunch with a student, the visitor must be on the student's emergency card or special events card. They too will need a photo ID present when checking in at the office. This procedure will require additional time so we urge you to come to the school 15 minutes before the child's lunch to go through the check in process. If we do not have the name on the emergency card, the person coming to eat will not be granted permission from the school.

10. If you bring children of any age with you to after school activities, please accompany and supervise them at all times. Children should not be allowed to wander around the building or play on the playground without adult supervision.

11. Photo identification is required when checking out a student **whether or not the office staff is familiar with you.** Photo ID is required whenever you plan to be in our building.

COMMUNICATION WITH SCHOOL:

Teachers will not be called from their classroom duties to speak with parents on the phone. If you wish to speak with a teacher, please place your request through the office, email the teacher, or send a written note to the teacher. The teacher will return your call when he or she is not responsible for instructing or supervising children; such time is very limited during the school day.

*Only emergency messages will be relayed to your child.

*In cases of illness, calls to parents are placed by our Clinic or Office.

*As noted earlier, for safety reasons, **please avoid calls to the school to change your child's transportation. We must have a signed permission form for change of transportation.**

COMMUNICATION FROM SCHOOL:

Dr. Atkins will send a weekly call out and email to families sharing important information about the coming weeks. You must OPT IN for this phone call option on your cell phones. Once you go through the steps to OPT IN, you can also adjust which phone numbers receive the weekly calls.

Frequently Asked Questions

Why is my school asking me to provide permission to receive automated telephone calls and SMS text messages?

Recent updates to the Telephone Consumer Protection Act (TCPA) will require school systems and organizations across the nation to potentially modify the ways in which it contacts consumers via their mobile device.

In the Knox County Schools, updates to the TCPA law will now

require all parents to “opt in” to receive automated communications on their mobile device – this means parents must provide written permission to receive automated calls and SMS text messages on their mobile device(s). An exception to this updated law is if the call or text is for emergency purposes, in which consent is not required.

What if there is an emergency?

An exception to this updated TCPA law is if the call or text is for emergency purposes, in which consent is not required.

An “emergency” is defined by the TCPA as a call made necessary in any situation affecting the health and safety of consumers. In the Knox County Schools, this could mean automated calls or text messages to cancel or delay school due to inclement weather, important security alerts absence information, transportation news, etc.

Is my teacher still permitted to contact me?

Yes. Revisions to the law do not require a parent to “opt in” to receive non-automated calls directly from a principal, teacher or other staff member.

How do I “opt in?”

In order to comply with this updated law, the Knox County Schools’ parent notification system will terminate all subscriptions in order to allow parents and/or legal guardians to legally comply with TCPA opt-in regulations (which means parents must re-register for SchoolMessenger and verify that they give permission to be contacted via mobile and SMS text messaging). Parents can take action now through the SchoolMessenger InfoCenter. Simply go to schoolmessenger.com/start – create an account by clicking “Sign Up” on the top right menu, and use the email address that you have provided the school. 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 SchoolMessenger InfoCenter app that can be used directly from your mobile device.

Who do I call if I have questions?

Should you have any questions, please contact the Knox County Schools Technology Help Desk at 594-1830 or email to helpdesk@knoxschools.org

SCHOOL MEALS PROGRAM:

Copper Ridge Elementary School offers both **breakfast** and **lunch** daily. We are no longer receiving the grant for free lunch and breakfast, so families need to fill out the free and reduced lunch paperwork as soon as possible.

Additional information on this and a variety of subjects can be found on the School Nutrition webpage located on the Knox County Schools website at: <http://knoxschools.org/Domain/1039> or by calling Mona Underwood at (865) 594-9563.

Students:		Faculty:	
Breakfast, Reduced	\$0.30	Breakfast	\$2.00
Breakfast, Paid	\$1.75	Lunch	\$3.25
Lunch, Reduced	\$0.40	Visitor:	
Lunch, Paid Elementary	2.50	Breakfast	\$2.25
		Lunch	\$3.75

All classes, numbering more than 500 students, eat lunch in our cafeteria every day. All children must assume appropriate responsibility for the cleanliness of their table and the surrounding area. In order for lunch to be a pleasant experience for all children, students must behave in accordance with our cafeteria rules. Students will be monitored during this time by our assistants, and students who misbehave will be subject to disciplinary action including silent or working lunch.

School Meals For Parents And Visitors

Parents, grandparents, and other visitors are welcome to eat lunch at school, at a cost of \$3.75. If you wish to eat lunch with your child at school, please notify your child's teacher in advance so that seating arrangements can be made. Please also keep in mind our lunch visitor procedure mentioned earlier in this handbook.

Wellness Policy

Knox County School System's Wellness Policy (federally mandated by the No Child Left Behind Act) is very specific regarding foods and drinks that can be provided by schools (and others) to students. Please review this policy on the system website or talk with your child's teacher if you have questions. A copy of the approved food list has been placed on the website.

SCHOOL DISCIPLINE POLICIES:

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 others. The new Discipline Policy is attached to the back of this guide. Copper Ridge has 3 school expectations: We are safe. We are responsible. We are respectful.

Each individual classroom will discuss and agree to these rules at the beginning of the school year, and creating additional classroom rules as needed. Consequences for not following the rules will also be clarified and may include:

1) verbal reminder by the teacher

- 2) teacher-student conference
- 3) time out within the classroom
- 4) denial of privileges
- 5) parent contact
- 6) PAC
- 7) parent-teacher-student conference
- 8) Restitution assignment
- 9) Written assignment
- 10) Principal referral for additional consequences

Consequences

If a child exhibits severe or persistent misconduct, he or she will be sent to the Principal or Assistant Principal for correction. In such cases, any K-5 student is subject to disciplinary action, which may include extended time away from the classroom (generally spent in the office, in the classroom of a teacher at a different grade level, or in our Personal Accountability Class – PAC) or Out-Of-School Suspension. The type and length of suspension will vary in accordance with the nature of the specific misbehavior. If a child is suspended, the parent will receive written notification in accordance with the policies of the Knox County Board of Education.

General Conduct

In addition to the specific rules in individual classrooms, children must behave appropriately in the hallways, restrooms, cafeteria, playground, and all other areas of the school campus. Conduct expectations are the same for field trips as well. Students must not physically hurt others, whether by actual fighting or through pushing, shoving, tripping, or other forms of rough “horseplay.” Copper Ridge Elementary School does not tolerate any violent or physically aggressive behavior by any child, from Kindergarten through 5th Grade. Other severe forms of misconduct, which will involve serious action by the school, include cheating, stealing, vandalism, vulgar or disrespectful language, defiance toward any teacher or staff member, bullying, harassment of other students, or repeated violations of the Knox County elementary dress code. As noted earlier in this Handbook, misbehavior on the school bus will result in suspension from school bus transportation. Also weapons, toys, electronic games, iPods (and similar items) and chewing gum are not allowed at Copper Ridge. Students are not allowed to use personal communication devices during the school day. If your child brings a cell phone or similar item, it should be kept in the backpack in the “off” mode.

PBIS

We will be continuing the Positive Behavioral Interventions and Supports (PBIS) system at CRE. This is a proactive strategy for defining, teaching and supporting student behavior resulting in academic and social gains and a positive school environment.

Recognizing Effort, Attendance, and Good Behavior

There will be school-wide and class incentives for showing a growth mindset and using best effort, attending school regularly, and for good behavior choices. More information will come home from your child's teacher.

General Rules for Recess

1. Be respectful to others.
2. No contact sports.
3. Do not climb or pick the leaves off the trees.
4. Do not throw rocks, mulch, or sticks.
5. No digging.
6. No sitting or standing on the picnic tables.
7. Report safety or bullying issues to an adult immediately.
8. Do not touch or peel yellow tape on equipment.

Play Ground Rules

Swings:

1. Do not walk in front of swings.
2. Wait in line behind the swings (TAKE TURNS).
3. Hold on with both hands (and stay at a safe height).
4. Do not jump out of swings.
5. Sit on swings only (do not stand).
6. Do not push others in the swings.
7. Do not twist the swings.

Slides:

1. Slide *feet first* on bottom only.
2. Do not slide until the person in front is off the slide.
3. Do not stand in front of the slide.
5. *No rocks on the slide.*
5. Go up the steps, not the sliding surface.

Climbing Equipment:

1. Only one person on the ladders at a time.
2. No hanging by feet or knees on bars (no gymnastic stunts).
3. Stay off the top of ladders.
4. Smaller students use small climbing equipment, larger students use large pieces.
5. Do not sit on or have your body above the top bar.

ILLEGAL OR INAPPROPRIATE ITEMS:

Students must not bring to school any items that violate laws, safety rules, or disrupt the learning process. **As noted earlier, no student may possess any medication or drugs of any kind at school.** Other prohibited items include alcoholic beverages, tobacco products, beverages in glass bottles, radios or similar items, electronic games, toys (unless pre-arranged with teachers), matches, lighters, firecrackers, or any other items that threaten safety or produce distractions. **Fidget Spinners are NOT allowed at Copper Ridge Elementary.** Such items will be confiscated and students will be subject to immediate disciplinary consequences.

Parents and students are especially reminded that no weapons of any kind may be in any student's possession at school. This includes guns (including "toys" or "water guns"), knives, razor blades, sticks or any items judged capable of inflicting threat/harm to others or causing property damage. The Knox County Schools practice strict "no tolerance" procedures with regard to students' possession of weapons of any type, and students - including elementary students - who violate these rules will be subject to severe disciplinary action, including the possibility of long-term suspension or expulsion from school. In accordance with Knox County Schools Policies JCAD and JCADA, Copper Ridge Elementary School does not tolerate bullying, harassment, or intimidation. We believe that consistent equitable enforcement of school-wide and classroom rules will help us provide a positive learning atmosphere for all of our children.

**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.

No live animals may be brought to school without prior consent of the teacher and the school office. If an animal visit is approved, the animal must remain in a cage and will not be handled by the children.

Photography of Students and Social Media

In order to take photographs or videos of other children, you must have the specific written permission from the guardians of that student. KCS employees and our yearbook volunteers can take photographs and videos of students with signed media releases.

Because of potential security concerns for our students (foster care, custody concerns, adoption, other security risks), we ask that no one post pictures or videos of other children on any social media platform unless you have specific permission from the child's guardians. This is very important for the safety of our children. Be extremely careful as you take groups shots and videos of performances, field trips, class parties, and field day as these will potentially contain other children. All concerns will be addressed by the administrative team.

Our PTO is the primary channel for parent involvement in a host of school programs and activities. Without the support of our PTO, our school could not have attained its present level of success. **You are urged to join with the Copper Ridge Faculty and Staff in joining and supporting our outstanding PTO!**

PTO Board Members for 2019-2020

President: April Miller

1st Vice-President Fundraising – Paula Skeen

1st Vice-President Fundraising– Amanda Hill

2nd Vice-President Volunteers – Kim Taylor

3rd Vice-President Volunteers Memberships – Jennifer Jordan

Recording Secretary – Chelsea Cunningham

Corresponding Secretary – Suzanne Stokes

Treasurer – Haley Turner

Historian – Tarah Goodman

Parliamentarian –

