

East Knox County Elementary School

Cougars Care!

- * We care about each other. * We always problem solve.*
- * We are reading and responding. * We are engaging in learning.*



Photo Credit: <http://bit.ly/2tH7VtU>

*Strengthening PRIDE in our Community...
Because our Students are Achieving!*

2019-2020

Parent and Student Handbook

Kristi Woods - Principal

Jennifer Morrell - Assistant Principal

Administrators' Message

On behalf of the teachers, staff, secretaries, and custodians, we are honored to welcome you to the 2019-2020 school year. Whether you are new to our campus, our district, or are returning for another year, please be assured that we are all dedicated to providing an educational experience of the highest quality for each and every student that walks through our doors! Throughout this school year, we will hold the highest academic and behavioral expectations for all the school and community stakeholders. We will hold ourselves, our school community, and our students accountable for cultivating an environment conducive to raising productive, well-rounded, high performing, self-reliant citizens. Only through a collaborative effort can we provide our students a safe, structured, supportive, and student-centered environment focused on learning. As a caring, supportive, and engaged school community, we must work together to maximize the probability that **all** of our students will thrive. We are here to serve our school community and the best interests of our students; therefore, if you have any questions, comments, and/or concerns please call the front office to leave a message and we will get back to you. We are truly looking forward to partnering with you to help your child learn and grow during this new school year!

Kristi Woods, Principal

Jennifer Morrell, Assistant Principal

Title 1 School – 2019 - 2020

East Knox County Elementary will be a Title 1 school for the year 2019-2020. We are a Title I school due to the percentage of students that qualify for economic assistance with the school lunch program. The wonderful and exciting part of being Title 1 is that it will provide the school with some funds to help with expenses for our school. It will also provide human resources, technology, and other resources to ensure every child has the opportunity to be successful.

One of the major goals of a Title 1 school is to keep parents informed of the organization of the school, major decisions that affect the school programs and to provide information to parents of how to assist their students in schoolwork. We hope to engage parents in the education of their children. Please look for the Title I handbook that will be sent home. Please sign the student, teacher, and parent commitment form and return it to the school.

**If you would like to be a part of Title I Parent Meetings,
please call (865) 933-3493 and let our staff know.**

East Knox County Elementary School Staff

Kindergarten	Pre-Kindergarten
Atkinson Hannah	Evatt, Amie - Blended PK
Brown, Sara	Buckner, Carolyn (Assistant)
Chandler, Tara	Lowery, Brandy (Assistant)
Glaviana, Megan - UT intern	Biggs, Samantha - Voluntary PK
Morrison, Hillary	Wood, Karen (Assistant)
Stephens, Emilee - UT intern	Art
Jones, Evelyn (Assistant)	Nitz, Audrey
Grade 1	Music
Baggett, Carrie	Simpson, Steve
Bass, Jessica - UT intern	Library and Media Center
Gore, Sarah	Law, Joanna
Reece, Sarah	Physical Education
Ziegler, Caroline	Majors, Kim
Grade 2	Shipman, Amy
Biggs, Mike	Educational Assistants
Helton, Abby	Chandler, Debbie (4,5)
Ray, Olivia - UT Intern	Cockrum, Ginger (3, RTI)
Morris, Jenna	Tullock, Donnia (1,2)
Winegardner, Serena	Special Education
Grade 3	Davis, Amanda
Coffey, Abigail	Finamore, Tiffany (Assistant)
Linebarger, Ginger	Kopp, Terri (Assistant)
McClanahan, Bailey-UT intern	Lawson, Jan (Assistant)
Parrott, Bekah	Walker, Valerie (Assistant)
Whaley, Justin	McCord, Gretchen
Grade 4 and 5	Oakley, April (Assistant)
Douglas, Beverly	Wynn, Tabetha
Hickman, Lisa	Ford, Melissa
Linsley, Sherin	Morton, Beverly- Speech/Language Specialist
Mauldin, Mark	Coaches
Noles, Sarah	Maples, Carmen - Instructional Coach
Purkey, Kaitlan	Mercer, Sarah - TPaCK Coach
Principal	Terry, Jean - GT Coach
Woods, Kristi	Behavior Team
Assistant Principal	Rines, Krista - Behavior Coach
Morrell, Jennifer	McCaleb, Kristi - PAC Assistant
Secretary	Support Staff
Barnard, Jackie	Quarles, Ellen - Counselor (Tues, Wed, Fri)
Bookkeeper	Greenwood, Amanda - Social Worker (Mon, Tues)
Vandergriff, Theresa	Williamson, Hannah - Sch. Psychologist (Mon, Tues)
Nurse	Custodians
Pierce, Laurel	Thomas, Tammy
Officer	Johnson, Betty
Officer Jimmy Dance	Spivey, Codie

2019-2020 Knox County Schools Calendar

July 29 (Monday)
July 30 (Tuesday)
July 31 (Wednesday)
August 1 (Thursday)
August 2 (Friday)
August 5 (Monday)
August 27 (Tuesday)
September 2 (Monday)
September 5 (Thursday)
September 17 (Tuesday)
October 4 (Friday)
October 7-11 (Monday-Friday)
November 5 (Tuesday)
November 14 (Thursday)
November 27-29 (Wednesday-Friday)
December 20 (Friday)

First Day for Teachers – In-service (Building)
In-service Day (PreK-12 System-wide)
Administrative Day (Teacher Work Day)
Administrative Day (Teacher Work Day)
In-service Day; Administrative Day
First Day for Students (1/2 day for students)
In-service (Building) (Student Holiday)
Labor Day – Holiday
End 4 1/2-weeks Grading Period
Constitution Day (Students in school)
End First 9-weeks Grading Period (43 days)
Fall Break
In-service Day
End 4 1/2-weeks Grading Period
Thanksgiving Holidays
1/2 day for students, End Second 9-weeks Grading Period (46 days), End First Semester (89 days)

December 23 – January 3 (10 days)

January 6 (Monday)
January 7 (Tuesday)
January 20 (Monday)
February 7 (Friday)
February 17 (Monday)
March 3 (Tuesday)
March 13 (Friday)

Winter Holidays

In-service Day & Administrative Day
First Day for Students after Winter Holidays
Martin Luther King, Jr. Day – Holiday
End 4 1/2-weeks Grading Period
In-service Day (Student Holiday)
Holiday
End 9-weeks Grading Period (Third 9-weeks Grading Period) (46 days)

March 16-20 (Monday-Friday)

April 10 (Friday)
April 13 (Monday)
April 22 (Wednesday)
May 21 (Thursday)

Spring Break

Holiday
Holiday
End 4 1/2-weeks Grading Period
Last Day for Students (1/2 day for students)
End Grading Period (Fourth 9-weeks Grading Period) (42 days) End Second Semester (88 days)
Administrative Day (Teacher Work Day) – Last Day for Teachers

May 22 (Friday)

Calendar Summary

177 Instructional Days (excludes days earned through extended hours)
4 Scheduled Administrative Days
2 Unscheduled In-service Days
1 Unscheduled Parent-Teacher Contact Hours (formerly Teacher-Parent Conference Day)
6 Scheduled In-service Days
10 Vacation Days
200 Days Total

Under this calendar the Knox County Schools may cancel up to ten (10) instructional days due to inclement weather before any makeup days will be required.



Leader in Me at East Knox County Elementary School

East Knox is excited to announce we are a Leader in Me School. We believe this framework will have a profound effect on the staff, students, and community of our school. The Leader in Me program empowers young people to make positive, effective, and responsible choices by introducing and reinforcing the 7 Habits, a set of leadership and life skills from Stephen Covey's book The 7 Habits of Highly Effective People. Starting this fall, we will be implementing The Leader in Me program as an introduction to personal leadership.

The Leader in Me provides students with activities that will help them learn practical character and life skills that will lead to those positive choices. Your student is about to embark on an exciting journey and our hope is that you will ask your student how he/she is doing along the way. When taught and practiced in a school environment, these 7 habits have been proven to improve academic engagement, comprehension, and performance by strengthening individual work habits and improving social interactions. They help improve student performance and support school success by helping to foster the qualities of independence (goal-setting, organization, time management, and planning); interdependence (teamwork, conflict management, creativity, and analytical skills); and renewal (fun, desire to learn, and good health & hygiene).

The staff at East Knox County Elementary has made the commitment to model and implement the 7 Habits of Highly Effective People in order to provide a caring and nurturing learning environment for our students. Teaching students and developing leaders is what we do! Through the teaching of the 7 habits, our staff is working together with students to create a school that maintains the dignity of children through productive interactions while fostering positive relationships with parents and other community members.

We are excited to be taking this leadership journey as a school family.

Ms. Woods and Ms. Morrell

School Hours

7:45 a.m. to 2:45 p.m. (Kindergarten through Fifth grade)

7:45 a.m. to 1:00 p.m. (Blended Pre-K)

7:45 a.m. to 1:15 p.m. (Voluntary Pre-K)



Arrival and Dismissal Procedures

It is the parent's responsibility to ensure the child arrives at school on time. Knox County Schools Board Policy states, "students who habitually arrive at school at least 15-30 minutes late are considered excessively tardy and are to be referred to the social services worker." **After 7:45 a.m., you must accompany your child into the building and sign them in as tardy, because the school day begins at 7:45 a.m. for students.** Please do not just let your child out and leave them outside the building. A student will be considered ineligible for a perfect attendance award (nine-week grading period) if he/she has accumulated five unexcused tardies during a nine-week grading period, or twenty-five or more unexcused tardies within the year. The gym doors open at 7:15 a.m. to all students. Please do not drop off students until this time. There is no supervision outside or inside the building.

Upon arrival, all students will report to the gym. Students will be dismissed to their classrooms at approximately 7:30 a.m. Students are not allowed in the classroom until after 7:30 a.m.

Buses, preschool, 5th grade Safety Patrol members, and students with physical needs will unload behind the school in a single file lane. All other car riders will unload in front of the school. No private vehicles will be allowed in the bus loading-unloading area or behind the school for dropping off or picking up students.

Parents wishing to walk their child in are to park in the visitor parking area located on the east end of the school building at the Rutledge Pike entrance. As you exit the parking area, please merge into the car rider line and follow the traffic all the way until you exit. Parents dropping off and/or picking up in the car rider line please enter the line in a single file. Please keep the car rider line full by watching the next station that is available as the line moves forward. If you are picking up a safety at the end of day, stay in the car rider line until you reach the available space to park located in front of building.

Fifth grade Safety Patrol members that are car riders should be dropped off no earlier than 7:10 am. Safety parents are allowed to drop off in the back of the school. Please proceed down the staff parking lot and drop students off at the cross walk in front of the bus drop off area. Staff parking is at the rear of the school. **Please do not park in this area because we have very limited space for staff.**

Students are dismissed at 2:45 p.m. daily. These students must be picked up by parents or daycare, be transported home by bus, or report to Kid's Place for after school day care. Students who are picked up by parents will exit through the gym doors. **Students may not be called from classes after 2:30 pm for early dismissal.** Teachers and students are very busy ending the day, collecting books, lunch boxes, reviewing homework, etc.

This is a safety issue because we have to make sure that every child is leaving only with the adult listed on the emergency card. We use a car tag system where your family will receive a car tag with a number to pick up your child. Every person who will pick up your child will receive the same number. Everyone picking up a child must verify that they are on the child's emergency card and present an ID to be added to the "list" to pick up your child. Each family will be allowed to have up to three cards. Additional cards will cost \$1.00. If a card is lost, replacement cost will be \$1.00. Parents of safeties should pick their children up at 3:05 p.m. Younger brothers and sisters can wait in the car lines until they are finished.

After the first week of school, we respectfully ask **that you do not walk your child to his/her classroom on a regular basis. We would ask you to drive through the pick-up line to take your child home or drop off.** All hallways are monitored during dismissal. We appreciate you trusting us with your children's safety.

Students should be picked up no later than 3:00 p.m. Teachers are off contract at 3:15 p.m. If you have an emergency and cannot be there to pick up your child at the designated time, please notify the office. Continual lapses of being tardy or being late for after school pick-up will be reported to child and family services for resolution.

After School Care

We are fortunate to have Kids Place at East Knox County Elementary School for after school day care. They take care of students at the school from 2:45 p.m. until 6:00 p.m. You may call them at 865-660-7230.

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. Acceptable reasons for being tardy or being dismissed early would include medical or dental appointments (doctors' excuses required) or a death in the family.

State law in Tennessee excuses absences caused by sickness, death in the family, recognized religious holidays, and genuine family emergencies (**documentation required**). A parent is allowed ten days of "mommy notes" during the year for absences. A doctor's excuse is required for all other absences. Please remember how important your child's attendance is to meet grade level standards.

The Knox County Board of Education requires that excuses indicating the date and reason for an absence be signed by the child's parent or guardian and given to the child's teacher **within 5 days of returning to school**. Students who have been absent a total of five days without adequate excuse must be reported to the attendance and social services department.

If your child will be absent for an extended period and you wish to pick up school assignments, please call the school office by **9:30 a.m.** so that the assignments can be ready for pickup at 2:45 p.m.

Bullying and Harassment 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. **Please see the end of the handbook for the full KCS Board of Education Policy J-211.**

Bus Safety Guidelines

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

- Driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.
- No eating or drinking allowed.
- Keep the bus clean.
- Keep hands and head inside the bus.
- Never throw objects inside or out of the bus windows.
- Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
- Parents will be financially responsible for any act of vandalism.

The following rules are posted in a prominent place at the front of the bus.

- Backs and bottoms on seat
- Keep hands, feet, and belongings to yourself
- Use voice level 2
- Use kind words

The principal 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, if he/she endangers the safety of other children, 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.

East Knox provides bus safety training during the first two weeks of school for each bus. We invite the bus driver to be a part of that meeting.

Cafeteria

Please do not bring fast food restaurant lunches into the cafeteria. Our cafeteria provides nutritious hot lunches daily. Our school is a part of the National Breakfast in the classroom project. This enables every student in the school to have a free breakfast every morning between 7:30 to 7:45. Monthly menus are posted in advance in each classroom and on the website, www.knoxschools.org. These menus are also sent home in student folders. Students who bring their lunch may purchase milk and/or ice cream. No soft drink containers are allowed. Through Community Eligibility Provision, all students in our school of are provided breakfast and lunch free of charge. All children will be given a number to memorize if they wish to purchase an additional milk or ice cream.

School meal prices:

Lunch:

- Visitors - \$3.75
- Extra milk - \$0.50, with purchase of lunch; \$0.75 a la carte
- Ice Cream - \$0.75

All treats, birthday celebrations, and parties must follow Knox County Guidelines for healthy eating at school. The classroom teacher or principal must approve all refreshments ahead of time.

Cafeteria Guidelines

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

- Keep hands and feet to self.
- Walk.
- Use voice level 2.
- Listen to adults.
- Sit correctly.
- Clean your space.

Civility Code

According to KCS Board Policy B-230

EXPECTATIONS

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.

RESPONSE TO UNCIVIL BEHAVIOR

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.

2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

Classroom Discipline Plan

Each teacher will send home a copy of their classroom discipline plan with rules and consequences. At any time, a staff member may address inappropriate behavior. Students are to respect the authority of every adult in the building.

- Keep hands and feet to yourself
- Line order
- Four on the floor (legs of chairs)
- Use voice level set by the teacher (0 = no talking to 4 = playground voice)
- Listen and follow directions
- Take turns
- Be ready to work
- Do your best
- Stay on task

When a student has repeated or serious behavior problems, a staff member will complete a CONDUCT REPORT. Depending on the seriousness of the situation and the number of previous referrals to the office, the administrator/designee, or behavior coach will determine the consequence. It could be conferencing with the students, contacting the parent(s) by telephone or in writing, and/or placing the student in PAC. PAC (Personal Accountability Class) helps students to learn appropriate behaviors and support students in correcting behaviors that inhibit their learning in the classroom. Students may be suspended out of school based on continuous or serious behavior problems. The same rules and procedures apply to behavior on the bus.

Communication

Communication to and from school is extremely important and will be provided a variety of ways: mid-term reports and report cards, daily folders, assignment books, newsletters, phone calls, parent conferences, Class Dojo, School Messenger, school website <http://knoxschools.org/eastknoxes>; Twitter @EastKnoxElem, and East Knox Facebook page. It is our goal to keep you informed about the happenings in the classroom and school.

Crisis Planning

The safety of your child is our greatest concern. The school holds regular safety drills to teach pupils to respond calmly in the event of an emergency. Emergency drills are conducted regularly and evacuation plans posted inside the door of each classroom. Each class has an escape route to an outside area and away from the building. Our school crisis plan covers the following potential emergencies: armed intruder, student with firearm, class hostage, arson, bomb threat, disruptive student, missing student, life-threatening crisis, death of a student/staff member, bus accident, fire, and weather-related emergencies.

Discipline

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 other East Knox students. We have three basic rules of discipline. They are:

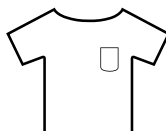
1. Be safe.
2. Be respectful.
3. Be responsible.

We implement Positive Behavior Intervention Supports at East Knox. Our school-wide expectations are posted throughout our building. Please refer to our School-Wide Expectations matrix:

East Knox County Elementary School Expectations

 Be Safe	Be Respectful	Be Responsible
Classroom	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Line Order • Four on the floor 	<ul style="list-style-type: none"> • Use voice level set by Teacher • Follow Staff's 1st request • Take turns
Lunchroom	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Walk 	<ul style="list-style-type: none"> • Use voice level (2) • Use good manners • Follow Staff's 1st request
Hallways	<ul style="list-style-type: none"> • Walk Right – Single File • Hands and Feet to self 	<ul style="list-style-type: none"> • Use voice level (0) • Silent Greetings • Give Personal Space
Bathroom	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Wash and Dry Hands 	<ul style="list-style-type: none"> • Use voice level (1) • Respect other's privacy • Follow Staff's 1st request
Playground	<ul style="list-style-type: none"> • Stay within recess area • Follow playground equipment rules • Follow Teacher's Signals 	<ul style="list-style-type: none"> • Use voice level (3) • Share equipment • Include others • Follow staff's 1st request
Bus	<ul style="list-style-type: none"> • Backs and bottoms on seat • Keep hands, feet, and belongings to yourself 	<ul style="list-style-type: none"> • Use voice level (2) • Follow Driver/Staff's 1st request
Arrival/Dismissal	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Face Forward • Stay in Line 	<ul style="list-style-type: none"> • Use Kind Words • Take all belongings off and on by yourself

Dress Code



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 that 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 (**Board Policy J-260**):

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 students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper coverage 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 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/Safety Information



In case of emergency, each student is required to have on file in the office **current** emergency information. This emergency form, kept on file in the office and in the clinic, is our link to you in case of emergency. These are issued to students the first school day and should be returned the next day. It is vital that we always have correct phone numbers for parents, both at home and at work. Neighbors' or friends' numbers are also very important so we can act if we are unable to reach you. Please help us by providing several numbers and by keeping them up to date. Do not be afraid to give us unlisted numbers. We regard all phone numbers and addresses as private. Student information can also be changed through the parent portal. Directions are sent home at the beginning of the school year.

Under no circumstances will a child be released to someone who is not listed on the emergency information sheet. Please, do not ask us to do this by phone or FAX. A FAX will be accepted for another person to pick up your child only in an emergency. If you want to add or delete a person with whom your child can be released, **you must make these changes in person with a valid photo I.D.** A number system will be used in student loading of cars in the afternoon to further insure safety. Make sure your child has an issued number for your vehicle in order for pick-up in the afternoons. No child will be released without a number vehicle tag, or must check with office with your valid I.D. If you need a car tag number for your child please check with the office.

Safety is a prime concern at East Knox County Elementary. The school safety plan is updated annually and addresses everyday safety as well as emergencies. All doors in the building will be locked. A buzzer system will be used to allow entrance at the front door. This is to help ensure that strangers do not enter the building. **Do not knock on the back doors of the building for admittance. Everyone but Knox County staff must enter through the front door entrance after being identified.** We now have active surveillance cameras over doors. East Knox County also has a full-time police officer, Officer Dance.

We ask parents to support our efforts to provide a safe environment by reinforcing school rules with their children regarding behavior at school, and on buses. We require parents to follow safe driving practices around our school and demonstrate good character by conducting themselves in a civil manner. All parents **MUST** sign in at the office and receive a visitor's badge. If you do not have a visitor's badge, we will ask you to get one. This will help keep your child safe by identifying all adults in the building.

Fees

A materials' fee of \$25.00 is requested for each student at the time of enrollment. This fee is used to provide classroom materials for instruction. Homeroom teachers will collect these fees. Please make checks payable to East Knox County Elementary School. If at all possible, please try to pay school fees. This pays for many expenses, such as, pencils, crayons, folders, notebooks, duplicating paper, art supplies, field trips, and materials for the classroom. The payment of this fee helps us to keep supply lists at a minimum. A monthly payment schedule can be created to fit your needs. Thank you for your help.

Field Trips

When a field trip is to be taken, your child will bring home a permission slip giving the destination and date. This form must be signed and returned to the teacher by the legal guardian before your child will be allowed to go on the trip. **No child will attend a fieldtrip without a signed permission note.** Every effort should be made to pay for fieldtrip costs. Children must ride the school bus to the fieldtrip and return to the school on the bus. Parents cannot check children out at the end of a fieldtrip to go home. No child may leave a fieldtrip except for an extreme medical emergency and only with the approval from an administrator.

General Guidelines for Acceptable Behavior for Students and Parents

1. Your child is not permitted to bring dangerous or distracting articles to school, such as toys, guns, knives, water guns, lighters, or other similar articles.
2. Instruct your child in stranger safety.
3. Tobacco products are not allowed in the building, playground, or on buses.
4. Students are to stay on the playground or the designated area for play.
5. Appropriate language should be used at all times.
6. Chewing gum is not allowed in the school.
7. Glass containers are not to be brought to school.
8. Soda or soft drinks are not allowed for lunch. Parents may eat in the lunchroom with their child.
9. Appropriate behavior is required in the restrooms.
10. No student is to be outside without permission from his/her teacher.
11. Every student is responsible to every teacher or assistant at all times and is expected to behave in a respectful manner to all school personnel.
12. Parents must pay for mutilation or destruction of school property, and disciplinary action will be taken.
13. Running in the hallways, pushing, shoving, yelling, whistling, and slamming doors is **not** acceptable behavior.
14. Students will be disciplined and/or suspended for fighting.

Illness

If a student becomes too ill to remain in class, we will recommend that someone pick up your child. This is why it is so important that we have an **updated, working phone number on the emergency card to reach you**. The school has a full-time nurse on duty to assist in the clinic, which is an emergency station and is not equipped to take care of serious illness. If your child has vomited before school or is running a fever, please keep him or her at home.

Instruction Time

Instructional time will be protected by this administration. If you need to get a message to your child or your child's teacher, you may do so through the office. While teachers want to be available to you, their first priority is teaching during the school day. Your child needs and deserves uninterrupted learning time.

Library and Media Services

The library is part of the school curriculum and is open daily for our students. Students go to the Library once every 5 days. Our library provides a great source of information and facts. Parents are encouraged to volunteer in the library. Computer use by adults is limited to 15 minutes and must be arranged through the librarian. Students and parents are encouraged to use the library as much as possible. Library books are part of the school property. Students who check out books must return the books in a timely manner or they must pay for the book.

Media Releases for Students

Student Media Release Form (Form PA-100) should be signed by parents/guardians for all students on campus. Any student who does not have a signed Media Release Form on file will be unable to participate in media opportunities, interviews, or videos by either external news groups or Central Office.

Medication Policy



If it becomes necessary for a student to take any form of medication at school, a medical form signed by a doctor must be presented to the office. These forms may be picked up in the nurse's office. All medication will be kept in a locked box in the nurse's office and is dispensed by the nurse.

Prescriptions or over-the-counter medicine are never to be sent to school with a student. For temporary illnesses, the parents must fill out the medical form issued by the school nurse and completed by the child's doctor for medicine to be administered at school. The form and medication should be delivered to the office by the parent. The medicine will then be given to the nurse to keep in a locked box.

Personal Property

The school is not responsible for any loss or damage of personal property. Personal belongings should be clearly marked with the student's name. Lost items are usually placed on the lost and found rack located in the hall beyond the cafeteria. Due to the volume of lost items collected in the past, we cannot store them for an indefinite period. Therefore, at the end of each semester, all unclaimed items will be donated to charity. Please check the lost and found area as soon as you realize an item has been lost at school.

Please do not send toys or valuables to school with your child. Students are not allowed to bring electronic devices. **If you choose to send a cellular phone to school with your child, it must remain turned off and stored in his/her backpack at all times.** If the child has the phone displayed during school, the phone will be removed and parents will be notified. The cell phone will be kept in the office to be picked up by a parent.

School Closing Due to Inclement Weather

Decisions to close school because of inclement weather or disaster are made by the Knox County School System. Please do not call 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 closing or early dismissal information just as soon as the decisions are made. The Knox County Schools' Twitter account **@KnoxSchools** or Mr. Bob Thomas' Twitter account **@KnoxSchoolsSupt** are usually the first to announce school closings. Calling the school "jams" the phone lines and slows dismissal.

Smoking/Tobacco/Alcohol/Drug Use Policy

Smoking and the use of tobacco products are prohibited on all school property. Alcohol and other drug use is prohibited among all students, school staff members, and visitors.

Student Transfer

If a student transfers to another school, parents should notify the teacher or the secretary in advance if possible. Students should not leave with debts to the school. Library books and textbooks must be returned before leaving, and before records can be released.

*Transfer Option for Students Victimized by Violent Crime at School 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 40-38-111 (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, Supervisor of Transfers at 865-594-1502.

Visiting/Volunteering in our School

All visitors or volunteers, upon entrance into the building, are required to report to the office, to state the purpose of your visit, and to get a visitor's badge. No exceptions.

VOLUNTEERING: Parents are encouraged to help a teacher when help is requested. Visits should be one hour or less, unless the teacher is doing a special project and he/she has arranged with the parent for an extended visit. Parents should check into the office, office staff will confirm their visit, and they will sign in the volunteer book, and receive a badge before going to the teacher's room.

VISITS: Parents are welcome to visit the school. If you wish to visit your child's classroom, you will need to call the office and a time will be arranged. Visits will be limited to one hour unless you are helping with projects or activities at the request of the teacher. Teachers and students work on a carefully planned schedule to ensure maximum time daily be devoted to student learning. If you would like to speak to a teacher concerning an emergency or special need, please stop in the office and Ms. Theresa or Ms. Jackie will check to see when he/she will be available to speak with you. Please do not try to discuss problems with teachers during 7:30-7:45 a.m. since it is a busy and crucial time to set the tone for each school day and breakfast is being served. Please do not go to classrooms to tell teachers about changes in dismissal. Any changes in a child's dismissal should be sent to the teacher in a written note so there will be no confusion about the changes. **We cannot take a child's verbal statement to make changes. Notification must be done in writing and sent to the teacher.**

EATING LUNCH with your CHILD: Parents are welcome to eat lunch with their children. **Only people listed on the student's emergency card are allowed to eat lunch with students.** Please sign in, be prepared to show your ID, and meet them in the lobby on their way to lunch. Lunch times will be sent home at the beginning of school. **Due to Federal Guidelines concerning our lunch program, please do not bring outside food into our school cafeteria.**

Addendum: KCS Board Policy J-211 Harassment, Intimidation, and Cyber-bullying

GENERAL

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;

"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.

All students are expected to refrain from acts of harassment, intimidation and bullying or cyber-bullying 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.

PREVENTION AND TRAINING

At the beginning of each school year, principals will provide this policy to parents and ensure that students are aware of the expectations for their behavior under this policy. This policy shall also be posted in the Board of Education policy page of the Knox County Schools website.

To promote and foster intergroup awareness, appreciation and understanding by students of the diverse ethnic, racial, and cultural groups represented in the school district, United States, and the world, the Knox County Schools shall:

- Provide on-going professional development to prevent harassment, intimidation, and bullying.
- Implement practices to achieve safer and less violent schools for students, teachers, and administrators.
- Endeavor to ensure that the curriculum does not promote stereotypical views of any group and recognizes the accomplishments and contributions of all peoples.

REPORTING AND RESPONSE

Students who feel they are being harassed, bullied, or intimidated may report this concern to any teacher, or 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 with forty-eight (48) hours 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 must be immediately informed if their student is involved in an act of harassment, intimidation, bullying or cyber-bullying.

A school employee, student or volunteer who possesses reliable information that a student has electronically transmitted a credible threat to cause bodily injury or death to another student or school employee shall report such information to the Principal or other school administrator. The Principal shall, in consultation with the appropriate district administrative personnel, make a determination regarding the disposition of the report with respect to appropriate investigations and disciplinary actions.

Failure to report reliable information about an electronically transmitted credible threat to a student or employee may result in disciplinary action for the student or employee withholding the information. If a volunteer fails to report such information, the volunteer may be restricted from volunteering at any further school related activities.

A school employee, student or volunteer may not engage in reprisal or retaliation against a victim of, witness to, or person with reliable information about an act of harassment, intimidation, bullying or cyber-bullying.

No student shall be the subject of reprisal for any report of bullying, harassment, and intimidation. Students found to have perpetrated acts of reprisal shall be subject to appropriate disciplinary action as described in Board Policy J-191.4.

Consequences for a student found to have falsely accused another as a means of harassment, intimidation, or bullying range from behavioral interventions up to and including suspension or expulsion, as permitted under Board Policy J-191.

The following factors will be considered in determining the appropriate response to students who commit one or more acts of harassment, intimidation, bullying or cyber-bullying:

1. The developmental level and maturity levels of the parties involved;
2. The levels of harm as determined by the student's ability to be educated in a safe and orderly environment;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board policy, case law, and federal and state statutes.