

# BLUE GRASS ELEMENTARY



# PARENT HANDBOOK

8901 Blue Grass Road  
Knoxville, TN 37922  
PHONE: 865-539-7864 FAX: 865-531-2164

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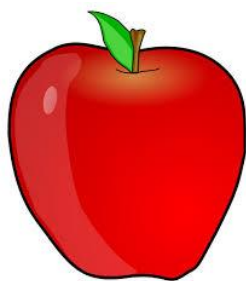
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# PRINCIPAL



*Jamie Cantrill*

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# ASSISTANT PRINCIPAL



*Katie Jordan*

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# Blue Grass Staff 2020-2021

## Kindergarten Teachers

Tiffany Carpenter  
Laura Devaney  
Jami Holden  
Kelsey Kincaid  
Brittany Kosbab  
Christine Krueger

## First Grade Teachers

Jessica Brady  
Michelle Hanks  
Laura Morgan  
Dawn Sobieralski  
Kimberly Sveksa

## Second Grade Teachers

Chantel Deichert  
Hayley Gouge  
Melissa Vagnier  
Holly Wells

## Third Grade Teachers

Hilary Grant  
Carrie Johnson  
Marta McBride  
Nikki Sawyers  
Cheryl Triko

## Fourth Grade Teachers

Kelly Baker  
Jennifer Ellis  
Tina Pomeroy  
Jake Sand

Tori Winkle- Brenna Wilson (Interim Teacher)

## Fifth Grade Teachers

Lacy Adorante  
Karen Binger  
Lauren Rosenbush  
Eliza Hauk

## Office Staff

Deb Petersen  
Geraldine LaBanca  
Pam Carr

## Safety and Security

Sarah Boone, SRO  
Diana Kidd, KCS Officer

## Encore Teachers

Elizabeth Cross, PE  
Emerson Heflin, Library  
Amy Maxwell, Technology  
Lori Moss, Stem  
Samantha Peters, Art  
Wendy Skinner, Music

## Instructional Specialists

Liana Gibson, Instructional Coach  
Corey Gurskyj- GT Coach

## Special Education Teachers

Tucker Hardin  
Daniel Murphy

## Educational Assistants

Robin Arnurius  
Genie Borrego  
Leah Finger  
Jennifer Fischer  
Stephanie Hauke  
Gina Jacobs  
Geraldine LaBanca  
Maria Landry  
Jill Mize  
Susan Snyder  
Susan Whitaker

## Support Staff

Kelly Thompson, School Psychologist  
Michelle Cox, OT  
Lynn Holt, PT  
Beth Morgenegg, Speech/Language  
Anthony Reda, Guidance  
Lacey Crabtree, School Nurse

## Custodians

Terri Lethco  
Jonathon Sullivan  
Summer Wilkerson

## Cafeteria Staff

Sherri Green  
Brittney Harper  
Becky Key  
Mary Ellen Roberson



To provide learning experiences that will enable our students to be productive, caring citizens who make responsible choices, solve problems, and communicate effectively.

**SCHOOL MASCOT**

The school mascot is *Eddie the Eagle*.

**SCHOOL COLORS**

Blue and Yellow

**SCHOOL MARQUEE**

The marquee in front of the school lists events that are taking place.

# GENERAL SCHOOL INFORMATION

School Hours: 7:45 a.m. to 2:45 p.m.

## SCHOOL ENTRANCE REQUIREMENTS



Children must be five years of age by August 15th in order to be eligible for Kindergarten.

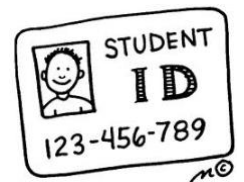
Children must have completed a year of accredited Kindergarten, to be eligible for First Grade.

Before any child may enter school in Knox County, the school office must receive an official record of the new TN Certificate of Immunizations (April 2010), 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 a licensed physician must sign the form.

A certified photocopied birth certificate verifying date of birth must be provided at the time of registration. Student must also provide Social Security numbers and a copy of the Social Security card.

All students must reside within the Blue Grass zone and proof of residence (original utility bill) must be provided at the time of registration. Due to our growing enrollment and facility capacity, it is important that all students reside in the Blue Grass zone.

## EMERGENCY CARDS



Emergency care cards are urgently needed when a child becomes ill or is injured at school. Please provide the school with accurate emergency information and report changes promptly. Correct home and work telephone numbers are essential. The main purpose of this card is to help us locate a parent or guardian in the event of illness or emergency involving your child. It is very important that we are able to locate you at any time. Please list phone numbers of neighbors who will know where you are for emergency calls and who may pick up your child when he/she feels ill and you are not at home. In special cases, you may wish to call and give the school secretary a number where you can be reached for the day. Please note any allergies or other serious medical conditions your child has so we can be aware and recognize the symptoms.

# TARDY/EARLY DISMISSAL/ABSENCES



## TARDY/EARLY DISMISSAL

It is important that every effort is made to ensure that students arrive to school on time. If a student is late to school, **a parent/guardian must accompany the child to the main office and sign him/her in** for the day, and the student will receive a tardy slip. A student will be considered ineligible for the perfect attendance award (first semester and end of year) if more than one tardy/early dismissal is accumulated in a nine-week grading period. Students should be in their seats and settled when school starts at 7:45 a.m. This allows our students to start the day on time.

When a child leaves class early, it is considered an unexcused tardy, unless a medical note is provided upon returning to school. If it is absolutely necessary for a child to leave during the school day, anyone picking up the child must present a photo ID and be on the emergency card.



## PREARRANGED ABSENCE

When a parent or guardian knows ahead of time that a student will miss a day of school, a formal written request will need to be sent to the classroom teacher if student work is needed for those days. The parent/guardian should state the reason for the absence and the exact dates of the absence(s). This will be submitted to the Attendance Secretary as well.



## MAKING UP ASSIGNMENTS

If a student must be absent from school (excused or unexcused), he or she has up to ten (10) days to make-up any and all assignments that were missed during the student's absence. The student must request make-up assignments within **three (3) days** after returning from the absence. Teachers shall set a reasonable time for the completion of make-up work. Failure of a student to initiate a request for make-up work within three (3) days will result in a lost opportunity for credit for that assignment.

## **ABSENCES**

Our computer system initially marks all absences as unexcused. It is the parent's responsibility to provide appropriate documentation regarding absences to the classroom teacher within three (3) days upon returning to school. A written note is always required in order for the status of an absence to be changed to excused. Telephone calls will not substitute for a written note. After five days, Knox County School guidelines require a doctor's statement for sick days beyond ten (10) per year.

After five unexcused absences, a letter will be sent from Knox County Schools. If a student reaches ten unexcused absences, you will be summoned to appear in Judge Garrett's Court. Please understand that all letters will be generated by Knox County's Central Office.

Attendance is an essential element in students' school success. Every student is expected to be present every day of the school year. Knox County Board of Education policy allows students' absences to be *excused* for such reasons as: personal illness, illness in the family, death in the family, recognized religious holidays of the student's faith, and verifiable family emergencies. Any absence not complying with the above reasons for excused absences will be considered unexcused.

Although illness is an excused absence, Knox County elementary school guidelines require a statement from a medical provider for illness beyond ten days per school year. Board policy permits parents to appeal for reconsideration of absence decisions. Such an appeal must be submitted to the principal/assistant principal, using forms available from the office, within five days following the student's return to school, and the principal/assistant principal will determine if the absence was unexcused or if the excused absence requires a medical providers' statement. The decision of the principal/assistant principal is final.

In order for a student to be counted as present for the full day, a student in grades K-5 must be at school for a minimum of three hours and sixteen minutes. If a child is not present for these minimum times, he or she must be counted as absent for the full school day.

## **COURT ORDER**



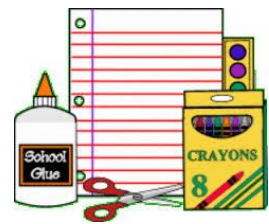
On November 16, 2001 Knox County Juvenile court Judge Carey E. Garrett issued a court order requiring parents to be notified when their child has been chronically absent. This is in conjunction with T.C.A. Section 49-6-3007v requiring school systems to notify parents of a student's absence of 5 or more unexcused days from school. This order states that parents will be held directly responsible for the unexcused absences of their children. His decision requires schools to report all absences as either excused or unexcused to Knox County Schools Central Office.



# NOTES REQUIRED BY PARENTS

The school requires notes from parents explaining the following:

- ---Absences
- ---Requests for early dismissal
- ---Permission for field trips
- ---Permission to ride bus with another student after school
- ---Permission to go home with another student
- ---Changes in usual method of transportation home
- ---Allergic reactions (insect, milk, food)



## SCHOOL SUPPLIES

At the beginning of each school year, parents receive a general supply list compiled by the grade level team. This list can be located on our website under "For Families." Students may also receive a request to purchase additional supplies for individual classrooms.



## PERSONAL PROPERTY

Children should not bring personal belongings without permission from their teacher. The school will not be responsible for lost or broken items such as MP3 players, iPads, dolls, toys, phones, etc. They will be taken up and given to the child at the end of the day. If it occurs again, the parent will be responsible for picking up the item.

## TELEPHONE

It is important to teach our students responsibility. Therefore, students will not be permitted to make calls home during the day, except in cases of emergencies. Please help your child develop a system of placing things that must be brought to school in a designated area, so that money, books, homework, etc., will be remembered.

A clinic aide/secretary will make the call home if you child becomes sick at school. For this

reason, please make sure the school has up-to-date phone numbers and accurate emergency information.

# TRANSPORTATION



## Transportation Changes

A note to the teacher is required any time a child's transportation method changes (even if the change is for one day only). The teacher should be notified via note when the child first arrives at school in the morning. **WE DO NOT ACCEPT CHANGES IN TRANSPORTATION BY PHONE, FAX, or E-MAIL.**

## Routine Dismissal

In the afternoon, odd-numbered car riders are to be picked up at the front of the school, and even-numbered car riders are to be picked up at the rear of the building. Daycare children are also picked up in the back of the building. Children will not be allowed to be picked up without a car tag (the official tag) hanging from the mirror. Without a car tag, drivers will be asked to pull over, report to the office, and show proper identification. This is for the safety of each child at Blue Grass. **NO EXCEPTIONS.** Thank you in advance for your cooperation!

## Student Walkers

**ONLY students who live within 1 mile of the Parental Responsibility Zone are permitted to walk to and from school.** Student walkers will be dismissed at approx. 2:45 PM each day. For the first few weeks of school, there may be a slight delay in the dismissal time as students acclimate to dismissal procedures. If your child walks home, please send written instructions to your child's teacher regarding exit routes from campus. Be sure to discuss safety and behavior expectations between home and school with your child. It is the parents' responsibility to get children onto the school campus safely. Please remind your student to only cross streets at designated crosswalks.



In the interest of safety, never tell your child to wait at a business for pick-up. Children should only be picked up at Blue Grass School.

## Pedestrians

Patrols are stationed at hazardous intersections for the safety of the children. Walkers are asked to walk on sidewalks (or sidewalk right-of-way), and to cross at intersections at the direction of the crossing guard.

## **Student Transportation by Car**

The driveway in the front of the building is reserved for cars during student arrival and dismissal periods. The driveway on the left side of the building, going to the back entrance, is also reserved for cars. All cars must enter through the front entrance for drop off in front or back of the school. The back entrance is for buses and staff only.

Two staff members are on duty during arrival and dismissal to ensure the safety of all arriving students. Students on Safety Patrol will be opening and closing car doors in the afternoon. Due to safety concerns, the back-car rider line will be closed at 7:43 AM, and parents should drop students off at the front door. The doors are promptly locked at 7:45 a.m. Parents will need to come to the office to sign-in students arriving after 7:45 AM.

## **Going Home with Friends**

If your child will be going home with a friend or having a friend go home with him/her, a note from each child's parent must be brought to school stating permission. Both children should give their notes to their teacher. A permission slip will then be issued to allow the change in dismissal.

## **Bus**



Bus transportation is provided for children who live at least one mile from the school. It is important that you help your child learn his/her correct bus number and route stop. For all eligible children, school bus routes are posted on the Knox County Schools web site, or you may inquire at our school's office (865) 539-7864. The KCS Supervisor of Transportation arranges bus routes and stops. Transportation may be reached at (865) 594-1550 for questions about bus routes.

In the event that school is delayed or dismissed early due to inclement weather, buses may follow a prearranged snow route. Transportation may be reached at (865) 594-1550 for questions about bus routes. State law does not require school bus transportation, but is a privilege extended to eligible students by our Board of Education.

*Tennessee State Board of Education States:*

"A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys state and local rules and regulation pertaining to pupil transportation."

Misconduct on the bus endangers the safety of others and may result in a loss of bus privileges. Both parents and students must understand that the bus driver is in charge of the bus and students, and any student who is reported by the bus driver for a safety violation will be subject to disciplinary action. Please go over bus rules with your child.

## Knox County's School Bus Rules:


- Obey the bus driver; follow driver's first request; driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.
- No eating or drinking allowed; keep the bus clean.
- No Chromebook usage on the bus.
- Keep hands and head inside the bus; no throwing objects in or out of the bus.
- Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.
- Parents will be fiscally responsible for any act of vandalism.

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

# BEHAVIOR EXPECTATIONS

Children move through the building when transitioning to the playground, cafeteria, bathrooms, breaks, etc., so it's imperative that we maintain an environment that is conducive to learning for all children. Students should follow the school's PBIS expectations at all times:

## Blue Grass Elementary

	Halls	Bathroom	Playground	Cafeteria
<b>BE</b> Respectful	<ul style="list-style-type: none"> <li>• Zero voices</li> <li>• Keep hands, feet, &amp; objects to self</li> <li>• Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Zero voices</li> <li>• Allow for privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Play with everyone</li> <li>• Use kind words to express yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Use kind words to express yourself</li> <li>• Use good manners</li> </ul>
<b>BE</b> Responsible	<ul style="list-style-type: none"> <li>• Take direct route to destination</li> <li>• Be prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Use water and supplies wisely</li> <li>• Return promptly</li> <li>• Keep restroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Line up at first signal</li> <li>• Remember your belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Keep cafeteria clean</li> <li>• 1 trip through the line</li> <li>• Raise hand for help</li> </ul>
<b>BE</b> Safe	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Travel on right when possible</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands with soap and water</li> <li>• Feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment as intended</li> <li>• Wear appropriate shoes</li> <li>• Stay in approved areas</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Stay seated</li> <li>• Hands, feet, &amp; food to self</li> </ul>

## **Behavior Contd.**

All students deserve an equal right and opportunity to receive a quality education in a safe and secure environment. Therefore, we expect a school atmosphere that supports teaching and learning. Any behavior that interferes with the teaching and learning of students is not acceptable. Students are expected to conduct themselves in an orderly and courteous manner. Failure to maintain appropriate conduct may result in a referral to the office and/or exclusion from an activity. Any time a student is seen in the office, the parent/guardian will be notified.

Blue Grass is a school that practices the pillars of Character Counts, therefore we expect all children to practice good citizenship and good manners. We believe it is the role of everyone in our community to model respectful behavior, the following of rules, and empathy for others.

Each classroom displays rules and consequences, and each teacher discusses appropriate behaviors to promote a positive classroom environment. A copy of these rules, expectations, and consequences will be sent home within the first weeks of school. Students who behave in a commendable manner, beyond expectations, will receive special recognition from his/her teacher, administration, or other staff member.

## **Consequences**

All students make mistakes and need to be redirected from time to time. Teachers will handle initial violations of classroom or school rules. However, it is *sometimes* necessary for the principal/assistant principal to provide extra support. If a child is sent to the office, the principal/assistant principal will decide on the appropriate consequence for the misbehavior. A parent/guardian will be notified by phone, in writing, e-mail, or personal conference. Consideration will be given to:

- Nature of the misconduct
- Unusual circumstances
- Number of times the child has been sent to the office
- Repetition of the misconduct

Consequences may be any, or a combination of, the following:

- Special assignments
- Restricted activities
- PAC (Personal Accountability Class)
- In-school counseling and /or firm reprimand by the principal/assistant principal
- Lowering of conduct grade
- Loss of privileges
- Parent conference with principal/assistant principal
- Time out or isolation
- In-school restriction
- Parent required to take child home for the rest of the day
- Suspension from school (if a child is suspended more than one time during the year, the period of suspension may be increased by one or more days.

In the event a child has difficulty maintaining appropriate behavior, every effort will be made to work with parents in developing a program for the child. The principal/assistant principal and other specialists (such as the PAC teacher) will meet to discuss possible options.



## PROGRESS REPORTS

In order to communicate a student's academic progress with parents, a mid-term progress report will be sent home at the mid-point of each nine weeks. Please sign and return this report as soon as possible. A report card will be sent at the end of each nine weeks, which reports a student's final grade for that quarter, it needs to be signed and returned as well. You may request a conference with your child's teacher if you have any questions or concerns about your child's progress.



## CONFERENCES

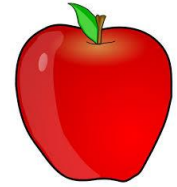
We strongly encourage communication between school and home. Teachers make a specific effort to schedule conferences with each parent at the end of the first grading period, and as often as needed throughout the year. If you would like to request a conference at any point during the school year, please email or call the school to arrange a meeting with your child's teacher.



## HOMEWORK

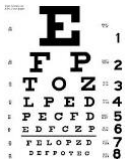
Students are given homework to enrich and/or support classroom instruction. Each teacher will discuss homework expectations with parents at Parent Night. Students are expected to complete homework assignments. If students are not completing assignments, it will be completed during recess if needed. There are particular cases in which this does not apply. Please ask your child's teacher for more information about homework policies.

# SPECIAL EDUCATION



Special education services are available to all students who meet eligibility standards, based on both state and federal policies, through the IEP team process. Either teachers or parents may “refer” children an S-Team (Support Team), which determines whether or not further observation or assessment is required. If the S-Team recommends testing, and the student meets eligibility standards, the IEP Team will determine appropriate programming.

## SPEECH, HEARING, AND VISION TESTING



Tests for speech, hearing and vision are conducted annually in kindergarten, first, third, and fifth grades by professional district personnel, according to guidelines prescribed by the Tennessee Department of Education.

## INCLEMENT WEATHER PLANS



### Emergency School Closings or Delayed Openings

The decision to close school due to weather conditions or emergencies is made by the Superintendent of Knox County Schools. Please remember to listen to your radio or television for information on school closings, early dismissals, or delayed openings due to snow or adverse weather conditions. Please do not call the office to find out if school is dismissing early, as this ties up our telephone lines. Our staff will follow instructions on the “EARLY SCHOOL DISMISSAL” form that is completed at the beginning of the year. Students may NOT leave school with anyone who is NOT listed on the emergency card.

NOTE: Students may only be picked up by an adult (18 years of age or older).

If school is delayed one hour, we will not have a teacher on duty at the regular time for early arrivers.

All extracurricular activities, interscholastic contests, field trips, day cares, and non-school activities in school buildings will be cancelled when schools are closed.



# MONEY

When you send money to the school with your child, please seal it in an envelope with your child's name, room number, and purpose. Children should be discouraged from bringing extra money to school.

Whenever possible, payments should be made online or by check for food services, school pictures, insurance, PTO purchases, etc. **Please include your child's name somewhere on the check.**



# SCHOOL FEES

A twenty-five dollar fee for classroom supplies, art supplies, manipulatives, worksheets, special projects, science materials, computer software, and consumable goods will be requested at the beginning of the year. You may send a check for fees payable to Blue Grass School, or fees made be paid online at [www.schoolcashionline.com](http://www.schoolcashionline.com). Contact the bookkeeper if you would like to make other arrangements (865) 539-7864.



# SAFE SCHOOLS CHOICE NOTICE

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 39-11-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.



# WITHDRAWALS

Please notify the office in writing if you plan to move out of the Blue Grass zone. This notice should be given a week before the student's last day, and should indicate where the student will be attending. After the office has been notified that the student has enrolled in another school, the student's records will be sent to that school.

**This will enable teachers to complete all records prior to the student's last day at Blue Grass. A student's records will only be forwarded to the new school when all textbooks and library books are returned, and all outstanding fees are paid.** Please contact the cafeteria manager to close out your child's lunch account.



# GUIDANCE

The elementary school counseling and guidance program is a part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The program encourages students' social, emotional, and personal growth at each stage of their development. The purpose of counseling with students, parents, and teachers is to help students maximize their potential. The elementary school counselor also conducts guidance lessons; consults with parents, teachers, and other professionals; and coordinates student services in the school.



## Child Abuse

Any teacher, nurse, counselor, administrator or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental or emotional abuse/neglect must report this to the county Department of Social Services or appropriate law enforcement agency in accordance with the Child Protection Act of 1977.



# FIELD TRIPS

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. When an out of school field trip is to be taken, your child will bring home a permission form listing the destination and date.

All trips are chaperoned by school personnel who will be assisted by trained parent chaperones. Transportation for field trips will be provided by a school bus or other approved/properly insured charter bus. **No private vehicles are used for school field trips.**

- Field trips are non-refundable.
- Acceptable behavior in the classroom and on previous field trips is necessary to maintain the privilege of field trip eligibility. Students who do not qualify behaviorally for field trips will be given alternative assignments.
- Permission slips must be turned in by the designated deadline and permission cannot be given over the telephone.
- Deadlines **WILL BE** strictly maintained due to transportation and bookkeeping requirements. All children must ride the bus to the field trip destination and ride the bus back to the school.
- No student may join the group after the bus leaves the school campus.

Volunteers are needed to help provide for the safety and security of the children. Volunteer chaperones may not bring other children. It may be necessary to limit the number of chaperones per trip due to cost. Knox County has established rigid regulations regarding field trips and these must be followed at all times.

# EAGLE'S EYE NEWSLETTER



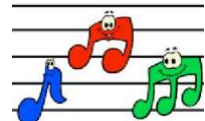
School newsletters and PTO bulletins are combined into one online publication. Please read these communications carefully and take special note of important dates for your calendar.

## ENCORE



### Art Instruction

Blue Grass has one art teacher who provides art instruction to all students. Students have the opportunity to work with a variety of mediums, which include clay, paints, drawing materials, and paper. All classes are aligned to the specific grade level's curriculum.



### General Music

Blue Grass has one music teacher who provides music instruction to all students. Children sing, listen, improvise, move to music, and play instruments.

### Technology

A technology teacher provides site-based instructional technology training and models for technology integration. The students use software programs to integrate technology in to all areas of the curriculum. While each classroom has student access to the Internet, security measures have been taken to prevent inappropriate exposure to material or content not approved by Knox County Schools for use in an elementary classroom.



### Physical Education

A physical education (P.E.) teacher serves our school and instructs students in grades K-5. Appropriate dress for P.E. includes tennis shoes, socks and pants or shorts. (Girls who wear a dress or skirt on days they have P.E. classes should also wear shorts under the dress.)



### STEM Lab

We are fortunate to have a STEM teacher that provides instruction allowing our students the opportunity to create, invent, solve, and make inquiries about their learning. Students will solve real-world problems and collaborate to develop an understanding of the science fields. Volunteers are needed.



## Library

We are fortunate to have a full time librarian at BGE! Classes are scheduled to visit the library on a six-day rotation schedule. Open Access is also available for students to check out books on days their class does not visit the library. If you are interested in volunteering in our library, please let your child's teacher know.



## PROTECTING INSTRUCTION

Instructional programming is our first priority. In keeping with this, each class will be limited to two class parties during the school day. These will be held in the classrooms with the help of parent volunteers.

To prevent interruptions, all messages or materials brought in during the school day should be left in the office, and will be sent to the classrooms at an appropriate time. Any gifts (flowers, etc.) sent to a student will remain in the front office until the end of the day.

## VISITING A CLASSROOM



For safety reasons, all visitors must come to the office before going to any classroom. Younger children, friends of pupils, or students from other schools will not be permitted at school except for Awards Day and Special Programs. Visitor name tags/photo ID, provided in the office, are to be worn by all visitors while in the building.

## VISITOR FOR LUNCH



Parents are welcome to join their children for lunch (verified with proper ID), however, seating is limited, therefore younger siblings are not allowed to attend. Parents may NOT pull other students (child's friends) to eat with them. Please remember to sign in at the designated desk (Ocean Hallway) and wait for your child. We have a designated area for our special lunch guests.

# TEXTBOOK

Textbooks are loaned free of charge to all students. Books are inventoried and inspected at the end of the year for damage beyond normal wear. Students are expected to pay for lost or damaged books. According to Knox County Board Policy, transcripts and grade cards may be withheld until restitution is made.

# CAFETERIA

Breakfast is served daily in the cafeteria from 7:20 - 7:40 and is provided at no cost to students. Student lunches are also provided at no cost to all students. One carton of milk is included with a lunch. Students may purchase extra milk for \$.50 cents per carton. Children may bring lunches from home, however, food from fast food establishments or soft drinks will not be permitted in the cafeteria.

Lunch is a time for the students to relax and enjoy conversation with their friends. Educational assistants are on duty full time to help children with any problems that arise, as well as maintain a safe and pleasant environment. While in the cafeteria, students are expected to adhere to the Blue Grass PBIS Cafeteria expectations. (See *PBIS matrix on p. 12*) Parents are encouraged to discuss the importance of good cafeteria manners with their children.

You may send money for lunch in day-by-day or pay ahead. Payment for lunches is available online. If writing a check, please make the check payable to "Blue Grass Elementary" and include the child's name and teacher on the memo line. Children are allowed to buy their lunches or bring their lunches any time; however, in order to promote good eating habits, carbonated beverages are not allowed.

If a student forgets to bring lunch money to school, the teacher will attempt to contact the parent at home or work. Forgotten lunches or lunch money are to be left in the office. It is a good idea to put one or two day's lunch money in an envelope to be left in your child's backpack for his emergency lunch money.

# EMERGENCY DRILLS



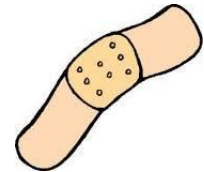
A fire and evacuation plan is posted in each room. Teachers will review the established procedures with students during the first week of school. When the alarm sounds, students will immediately stand and leave the room. Running is not permitted. Students are not permitted to talk during the drill and are to remain at least fifty feet away from the building until the signal is given to reenter. Every drill is to be treated as the "real thing." Fire drills occur monthly throughout the school year.

Tornado drills are conducted during the school year. At the beginning of school, a tornado

location is identified and students are given instructions in safety procedures to follow in the event of a tornado.

Lockdown drills are also conducted at least twice a school year. Students practice procedures for a secure lockdown in the building/classroom. This is to protect students from any possible danger/threat near or inside the building. Drills are unannounced to check for preparedness.

## CLINIC/MEDICATION



The clinic at BGE has a full time nurse to help with any medical needs that students may have. It is important to make sure your emergency contact information is kept current in the event the clinic should need to contact you about a sick child.

**No medication should be sent to school with a child.** Medication must be brought to the school by a responsible ADULT in an appropriate container labeled by the pharmacy or Health Care Provider and cannot be accepted in an any other container. The school is not permitted to administer medication to a child without a signed Medication Authorization Form.

- Children cannot be at school with fever, vomiting, diarrhea, severe cough or rashes.
- A child should be free of fever (without the use of fever reducing medication), vomiting, and diarrhea for 24 hours before returning to school after an illness. \*Refer to KCS Health Services Guidelines Form AD-H 354B
- You will be notified if your child becomes ill. Children must be picked up when you are called. If we cannot reach you, the emergency contact provided by you on the emergency card will be called.
- Children with a temperature of 100.6 are required to be picked up by a parent or emergency contact.
- Any child diagnosed as having a contagious or communicable medical problem cannot, by law, be permitted to remain at school.
- Please notify your child's teacher if your child has been diagnosed as having significant medical problems, such as diabetes or epilepsy, so that appropriate arrangement can be made if events warrant.
- To comply with Knox County School Board policy, prescription medication will not be given unless the doctor completes the Physician Form for Administration of Medication and Self Medication. (*This form is available at the school.*)

# DRESS CODE



The standards for elementary school dress code reflect “common sense” and a concern for each child’s comfort, safety, cleanliness, and sense of modesty. All students are expected to dress appropriately for an educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Hats are not permitted in school and should be removed when entering the building, unless approved by an administrator.

There is a strong relationship between neat, appropriate attire and a positive learning environment. To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

- Pants must not sag below the waist and must not touch the floor.
- Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts with no mid-drift showing.
- Head apparel, except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. Flip-flops and shower-type shoes are examples of inappropriate footwear.
- Clothing or accessories may not display offensive, vulgar language or images, and must not advertise products that students may not legally purchase.
- “Short shorts”, mini-skirts, and spandex are deemed inappropriate attire for students in grades 3-5.
- Coats and jackets exceeding fingertip length are not to be worn in the building.

School administration reserves the right to determine whether a student’s attire is within the limits of decency and modesty. The principal/assistant principal may allow exceptions for school-wide programs or special classroom activities.

Teachers and the principal/assistant principal will administer consequences for dress code policy infractions as follows:

- First Offense –Teacher will send student to clinic/office or will contact parent(s) for a change of clothes. Parent will be notified and infraction will be documented.
- Second Offense – Principal/assistant principal will talk with parent(s) and send copy of the dress policy. Infraction will be documented.
- Third and Future Offenses will be administered by the principal/assistant principal in accordance with the school-wide discipline plan.

# LOST AND FOUND



Unidentified articles found in the building are turned in and placed at the bottom of the front staircase. Please check here when your child has lost an article of clothing. Eyeglasses, jewelry, and other small things, are generally kept in the office, so please check there when necessary. After notifying parents in the newsletter, lost and found items will be donated to a charitable organization.

**It is important to label any clothing item that may be removed during the day**, such as jackets, boots, scarves, hats, mittens, etc. Lunch boxes should also contain a name so they can be returned easily. Labeling these items will help us greatly when things accumulate in lost and found.

# RECESS / BRAIN BREAKS



Students will have recess for 30 minutes daily. The Louise Archer’s fields, blacktop, and playground areas are used during this time. Blue Grass students are taught playground safety rules and expectations during the first weeks of school. Due to safety concerns, students are prohibited from playing: games involving tackling, play fighting, keep away, or any other game deemed unsafe by teachers. In addition to recess, each class embeds “brain breaks” during the school day to give students other opportunities for physical engagement.

# PARENT PORTAL



Knox County Schools has enabled the ability to create Parent Portal accounts electronically. Parents that do not have a Parent Portal account should receive an email with a security code for access to this service. Parent accounts for newly enrolled students will have a Parent Portal security code emailed within one week of registration.

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

After your account is created:

1. Visit [knoxschools.org](http://knoxschools.org), and click on “Popular Links” at the top of the page
2. Click on “Parent Portal”
3. Log in using your username and the password that you created.

# PARENT TEACHER ORGANIZATION



The Blue Grass Parent-Teacher Organization (PTO) welcomes all parents, teachers, and community members to join its activities and provide suggestions for future actions.

The Parent Teacher Organization supports the students, staff, and promotes the welfare of children and families in the school and community. Parents are encouraged to join this organization and become an active part of their child's education.



## VOLUNTEER ACTIVITIES

If you have questions about our volunteer program, or would like to volunteer, you can phone the Volunteer Coordinator. The Volunteer Coordinator is a PTO board member who helps with the volunteer activities of the school and the PTO. Please visit the school's website and click on the "For Families" tab, then select PTO on the drop-down menu for more information.

Many enriching and worthwhile experiences are afforded to our children through volunteer help from parents. Parents interested in volunteering may also contact their child's classroom teacher.

NOTE- Young siblings may not accompany the parent who is volunteering.

## AFTER SCHOOL CARE

The YMCA provides after school care beginning at 2:45 PM on site. During in-service days, the YMCA will not provide services at the Blue Grass. For more information contact Blue Grass YMCA at (865) 560-6617. A list of other day cares that pick up at Blue Grass is available in the school office.





# OPEN DOOR POLICY



Parents and the community are encouraged to participate in the education of their children. For your child's protection, school board policy states, "All visitors must report to the school office to identify themselves and state the reason for the visit." A photo identification badge (driver's license) must be worn at all times. Photo I.D.s will not be used during school-wide events.

- Visiting children of any age are not permitted beyond the office area during the instructional day (7:45-2:45). However, exceptions are granted to parent(s) of students interested in touring the school with interest in enrolling during the academic year. Secondly, exceptions are granted to parent(s) of students attending school-wide events during the instructional day such as Veteran's Day and Awards Day. These events are held in the gym. No visiting children are permitted in other areas of the building during the instructional day.
- To help insure the maximum learning environment for your child, siblings are not permitted at school when a parent is volunteering, having lunch, or chaperoning a field trip.
- Visitors are not permitted to enter any classroom in which the teacher is not present.
- Children who attend after-school functions and PTO events must be accompanied and closely supervised by the parent at all times.
- Instructional or planning time for teachers may not be interrupted, even briefly.

Your cooperation with these policies allows us to maintain an "Open Door Policy" without compromising the instructional program.

## PARENTAL CONCERNS AND RESOLVING COMPLAINTS



Blue Grass teachers and staff work closely and cooperatively with parents. If you have questions or concerns regarding your child, please convey these concerns directly to the teacher through a note, phone call, or scheduled 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 a conference, 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 will only discuss these types of concerns in conferences, not on the telephone.

# PARKING



Parking is available for visitors with “ten-minute” parking spaces available in the front of the building and long-term parking in the lot adjacent to the blue playground. Please exercise caution and consideration when parking. Parking at the rear of the building is reserved for faculty and staff during the school day. During evening activities, such as PTO meetings, parents are welcome to use these spaces. Please observe reserved signs, and do not block the school driveways, or park in areas designated as fire lanes, or for the handicapped.



# ZERO TOLERANCE

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behavior will be subject to removal from school for a period of not less than one calendar year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

- Students who possess a drug (including prescription drugs) on a school bus, on school property or at any school event or activity
- Students who knowingly possess a firearm on a school bus, on school property or at any school event or activity
- Any student who commits a battery on a teacher or other employees of the school