

**Norwood
Elementary
School**



2017-2018 Parent and Student Handbook

Dear Students and Parents,

I welcome you to Norwood Elementary School for the **2017-2018** school year. Once again, the summer has flown by and we are ready to begin a new year! The faculty and staff are striving to do the very best job possible to provide a quality education for every student. We strongly believe that each child **can** learn and achieve. We will strive to provide a program that will meet the individual needs of each child as we work together to develop characteristics of self-discipline, independent thinking, being considerate of others and respecting the rules. We ask that you help us in this quest. By working together, we can accomplish great things!

I am happy to be able to present you with this handbook for students and parents.

I hope this handbook will serve as an informational guide and answer many of your questions regarding policies, rules, and procedures. **What you will not find is the answer to every issue that could arise during the school year, but I hope it will be a guide for most situations.**

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

We need your positive support and encourage you to become actively engaged in the activities here at Norwood. We depend on your positive

support and involvement with the hope that it will grow and together, we can provide your children the best education possible.

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

Sincerely,

Robyn F. Ellis
Principal, Norwood Elementary School

Important Addresses and Phone Numbers:

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



Knox County 2017-2018 School Calendar

July

- July 31-(**Monday**)-In-Service Day-First day for teachers

August

- August 7-(**Monday**)-First day for students-**1/2 day for students**
- August 21-(**Monday**)-NO SCHOOL due to eclipse

September

- September 4-(**Monday**)-Labor Day-Holiday-**NO SCHOOL**

October

- October 6-(**Friday**)-End of first 9-week grading period
- October 9-13-(**Monday through Friday**)-Fall break-**NO SCHOOL**

November

- November 7-(**Tuesday**)-In-Service Day for teachers-Student Holiday-**NO**

SCHOOL

- November 22-24-(**Wednesday-Friday**)-Thanksgiving Holidays

December

- December 20-(**Wednesday**)-End of second 9-week grading period-
Last day

before Winter Holidays-**1/2 day for students**

- December 21-January 5-(**10 days**)-Winter Holidays

January

- January 8-(**Monday**)-In-service Day for teachers-Student Holiday-**NO SCHOOL**
- January 9-(**Tuesday**)-First day of school for students
- January 15-(**Monday**)-Martin Luther King, Jr. Day-**NO SCHOOL**

February

- February 19-(**Monday**)-In-Service Day-Student Holiday-**NO SCHOOL**

March

- March 9-(**Friday**)-End of third 9-week grading period
- March 12-16-(**Monday-Friday**)-Spring Break-**NO SCHOOL**
- March 30-(**Friday**)-Holiday-**NO SCHOOL**

April

- April 2-(**Monday**)-In-Service Day-Student Holiday-**NO SCHOOL**

May

- May 24-(**Thursday**)-Last day for students-**1/2 day for students**
End of fourth 9-week grading period
- May 25-(**Friday**)-Last day for teachers



Mission Statement

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

Motto

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

Arrival and Dismissal

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

All bus riders will be dropped off at the main entrance between 7:10-7:35. Car riders arriving between 7:10-7:45 a.m. will need to report to the gym door at the back of the building. This door will be locked at the 7:45 a.m. each day. For the safety of all children, no car riders may be unloaded or picked up on Merchant Drive. Students that walk to school will need to enter the school through the main door. Kindergarten and first graders will report to the cafeteria and third through fifth graders will report to the gym. Students will be dismissed to their classes at 7:30 a.m. After 7:45 a.m., everyone should enter the main entrance and report to the office to be greeted, sign in, and receive a tardy slip to take to class. This helps us to ensure the safety of our students and staff. For the safety of your child, all car riders will be issued **one car tag**. The car tag will need to be displayed on the rear view mirror, dash or on the side passenger window in order for the name to easily be read during dismissal.

If you or your designee forgets the car tag, you will need to come to the office with picture identification in order to sign out your child. If you need more than one car tag, please write a note to your child's teacher and we will provide the number requested. When giving out car tags, please



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

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

All students must be signed out in the office if leaving before regular dismissal time. A picture I.D. will be required of anyone picking up a child when leaving early. Please do not go to the classroom to pick up a child during the school day. Parents or guardians will need to come to the office and the office staff will call your child to the office. We also do not allow students to be checked out after 2:15 p.m.

Attendance Policy



Attendance is a major factor in determining the academic success of students. Arriving on time and remaining the entire school day provides students with full academic instruction. Regular attendance for the full day school day (7:45 a.m. to 2:45 p.m.) is essential for a student to have a successful school year. On November 26, 2001, Knox County Juvenile Court Judge Carey E. Garrett issued a court order requiring parents to be notified when their child has been chronically absent. This is in conjunction with T.C.A. Section 49-6-3007 requiring school systems to notify parents of students with five or more **unexcused** days. His order stated that **parents would be held directly responsible** for the unexcused absences of their children. His decision requires schools to report to Knox County Schools Central Office all absences as either excused or unexcused.

When a student is absent, it will go into our computer as an unexcused absence. It is the parent's responsibility to provide appropriate documentation regarding these absences to the teacher within five days of returning to school. Remember, even if you call the school office to explain an absence for an illness, a written note that will be kept on file will still be required. A written note is always required for an excused absence. Telephone calls will not substitute for a written note. After five unexcused

absences, you will receive a letter from Knox County Schools. If the child reaches ten unexcused absences, you may be summoned to appear in court. Please understand that Knox County Schools Central Office will generate all letters from the computer absentee report that each school submits daily. The school does not “turn in” names at the school level. The purpose of the judge’s decision is to emphasize the importance of compulsory school attendance and to assure that students and parents comply with the state law.

Knox County Board of student absences to be as: personal illness, illness family, recognized religious faith, and verifiable family emergencies. The Knox County Board of



Education policy allows excused for such reasons in the family, death in the holidays of the student’s

Education requires that written excuses indicating the date and reason for an absence be signed by the parent or guardian of the child and given to the teacher within five (5) days of returning to school. Students who have been absent a total of five (5) days without an adequate excuse must be reported to the attendance and social services department. Any absences not complying with the above reasons and not providing documentation for the excused absences will be considered as unexcused.

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

In order for a student to be counted present in grades 3-5, a student must be in attendance at least three hours (3) and fifteen minutes (15) per day. If a student is not present for these minimum times, he or she must be counted absent for the full school day.

Tardy Policy

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

student is released to his/her care.

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

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

It is the responsibility
your child arrives at
encourage you to take



of the parent to ensure
school on time. I
appropriate measures to have your child

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

Bus Transportation

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

Assigned school personnel will be on duty to meet the buses each morning at 7:15 a.m. and to monitor boarding of the buses at dismissal time at 2:45 p.m. Buses load and unload at the main entrance of the school. Please do not block the bus lanes in the mornings or afternoons. Bus riders are expected to

follow the rules and regulations regarding safety and behavior on the bus and at the bus stop locations. **Riding a bus is a privilege that can be revoked if a student chooses to break any bus rules or regulations.** (Please see bus rules on next page).

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

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

Bus Rules:

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



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

A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause a disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student

transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

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

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

School Bus Disciplinary Code

Violations: Behavior:

Consequences of Inappropriate

Level I:

- | | |
|--|--------------------------------|
| • Eating and drinking on the bus (maximum 1 warning) | Written reprimand |
| • Failure to remain seated (school days) | Bus riding suspension (3 to 5) |
| • Improper boarding/departing procedures | Out of school suspension |
| • Refusing to obey the bus driver | |
| • Loud, rude or abusive behavior | |
| • Profane language/obscene gestures | |
| • Any behavior jeopardizing safety | |
| • Other | |

Level II:

- | | |
|--|---|
| • Third violation of Level I behavior (minimum 5 school days) | Bus riding suspension |
| • Tampering with bus equipment | |
| • Fighting/pushing/tripping violation | Repeat occurrence of Level II |
| • Bringing articles aboard the bus of suspension Injurious or objectionable nature | (minimum 15 school days bus riding Out of school suspension |
| • Destruction of property (Principal | |

to determine if parent/guardian is responsible for damages and the appropriate amount.)

- Possession and/or use of tobacco products
- Profane language/obscene gestures
- Throwing objects in or out of the bus
- Hanging out of the bus window
- Other

Level III:

- | | |
|---|---|
| • Third violation of Level II behavior (minimum | Bus riding suspension |
| • Physical assault/verbal threat directed to bus driver | 30-maximum 180 school |
| Attempting to set fire to seat, hair, Education (up to and clothing, etc. expulsion | Out of school suspension
Action by the Board of
including |
| • Possession and/or use of alcohol, drugs, or drug paraphernalia | |
| • Possession of weapon | |
| • Use of chemical substance with intent to Do bodily harm | |
| • Unapproved use of emergency exits on bus | |
| • Other | |

School authorities will investigate and determine which consequence(s) to impose.

School Closing Due to Inclement Weather

Decisions to close school because of inclement weather or a disaster are made by the Knox County School System. Please do not call the school to find out if school is to be closed or dismissed early due to snow, ice, or other disasters. Local television and radio stations will broadcast schools closing or early dismissal information just as soon as the decisions are made. If school is delayed one hour, we will have someone at that the regular time. The school will have someone at that **will not** have a teacher on duty at will open one hour later and we time to monitor the students.



Breakfast and Lunch Programs

Our school has qualified and been chosen as one of fifty-two (52) Knox County Schools to participate in the USDA's Community Eligibility Provision (CEP). This program will provide **all** students enrolled at Norwood Elementary breakfast and lunch at no charge, regardless of your economic status. Therefore, we will not be sending home the free and reduced meal applications that many of you are accustomed to filling out each year. The 2014-2015 school year will be a base year and three subsequent years of automatic eligibility with a potential renewal for the 2018-2019 school year.

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

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

Students who bring their lunch may purchase milk and/or ice cream. **No soft drink containers are allowed.** Fast food items are also discouraged. Your child is encouraged to take advantage of our nutritious meals that are prepared daily for all students.

Breakfast Prices:

- Student: \$1.75 (Free for CEP schools only)
(Extra milk with breakfast-.50)

- Reduced: .30 (Free for CEP schools only)
- Adult KCS Personnel: \$2.00
- Adult Visitor: \$2.25



Lunch:

- K-5 student \$2.50 (Free for CEP schools only)
(Extra milk with lunch is .50)
- 6-12 student \$2.75 (Extra milk with lunch is .50)
- Reduced .40 (Free for CEP schools only)
- Adult KCS Personnel \$3.25
- Adult Visitor \$3.75
- Milk and Ice Cream .75 each

School Fees

Students will be assessed a school fee to cover the cost of consumable materials and supplies. The cost per student is \$25.00. In the event you are unable to pay the fee in one lump sum, you may pay **\$13.00 by Friday, December 1st** and the remaining **\$12.00 by Friday, April 6th**. Please make every effort to have fees paid by the deadlines. **All checks must be made payable to Norwood Elementary School.**

Accident Insurance

Accident insurance is available to all students for a nominal fee. Information about this insurance will be sent home with all students. If you decide to apply, the insurance is between you and the insurance company. **Our school system does not carry accident insurance for any student.**

Field Trips

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Students must demonstrate appropriate behavior while away from the school building during these learning experiences. They must demonstrate self-discipline, good character and act in a safe manner while away from school. If a student's behavior indicates that he/she is unable to follow the teacher's directions and act in a safe manner during the nine-week period that the field trip occurs, the student

may not be allowed to take part in the field trip opportunity. It is my desire that all students be a part of these learning opportunities, so please encourage your child to demonstrate appropriate behavior at school.

When an out of school field trip is taken, your child will bring home a permission form giving the destination, date and a medical release form. The medical release form requires a copy of the medical insurance card for your child and a notary public must notarize it. The medical release form is optional and not required by Knox County in order for your child to be allowed to go on the trip. However, in order for your child to receive immediate medical attention, these forms must be notarized and signed by the parent.

Chaperoning School Events

Field trips are great opportunities for parents to be involved in their child's classroom education. If a field trip requires parent chaperones, please remember it will be your responsibility to help supervise a small group of students, help supervise all students, and/or to assist the teacher in any way he/she needs. For this reason, siblings are not allowed to attend field trips, or any other school function that requires a chaperone. Knox County has developed a policy regarding volunteers working at the school and chaperoning on field trips. You will receive more information about this and the process that parents must go through in order to help at the school level.

Textbooks

The taxpayers of the state of Tennessee provide textbooks for all students in public schools. Students are fully responsible for the care of all textbooks that are issued to them during the school year. Parents will be assessed replacement costs if books are lost or damaged. Knox County is responsible for calculating the cost for lost or damaged textbooks. This information can be found on the Knox County website. Textbooks, library books, and other school materials assigned to a student are the responsibility of that student and must be returned or replaced if lost, stolen or damaged. Students will not receive their report cards at the end of the year if they owe for textbooks, library books, etc. Also, students will not be allowed to participate in Fun Day/Field Day until payment has been made or books have been returned.

Medication Policy

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

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



Fund Raisers

Our annual fundraising drive will begin September 7-27. All Knox County Schools will be selling school coupon books during this time. The coupon books cost \$10.00, with the school keeping \$8.00 from each book sold. The profits from this sale support curriculum enrichment materials, computer hardware and software. We hope to reach a goal of five (5) books per child this year. Please encourage your neighbors, relatives, and friends to reserve their coupon purchases for Norwood Elementary. We appreciate your continuing support of our school and programs.

PTA/Parent Volunteers

The Norwood Elementary PTA is an organization that works hard to provide many opportunities to help improve our school. All parents are urged to become a member and to actively participate. Meetings are scheduled throughout the year and I encourage you to become involved in this organization. Each year, the PTA sponsors fund raising projects to help support many important activities and programs for our school.

Norwood Elementary considers its parent volunteers as a vital resource for an effective school program. Parents are encouraged to help in classrooms, special programs, and extracurricular activities. We welcome your presence and support.

School Visitors/Volunteers

Parents are always welcome to visit the school. Teachers and students work on a carefully planned schedule to ensure maximum time daily to be devoted to student learning. If you would like to speak to a teacher concerning an emergency or special need, please stop in the office and leave a note. The office staff will get the note to the teacher and he/she will get in contact with you at his/her earliest convenience.

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



Home/School Communication

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

Parent conferences are scheduled during the first nine weeks of school and at any other time the teacher or parent deems necessary. Parent conferences are encouraged and can be arranged at any time during the school year by sending a note to the teacher or calling the school office.

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

School-wide Rules and Discipline

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

The Classroom:

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

School-wide Rules:

- Be safe
- Be responsible
- Be respectful



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

School-wide Matrix

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

Respectful	Follow first request Respect school property Respect personal space	Keep conversations appropriate Use good manners	Lips zipped Low speed Respect hallway displays	sport	as quickly as possible	appropriate language Listen and be cooperative with driver/aide
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Knox Board

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

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

Teachers are expected to deal with their students in an orderly and constructive manner. When a child is sent to the principal for severe

behavior problems or a major offense, it is regarded as a serious matter. There will be a discipline referral sent home by the teacher with the student. Depending on the seriousness of the situation and/or the number of previous referrals to the office, the principal will choose to conference with the student, contact parent(s) by telephone or in writing, or place the student in PAC. Students may be suspended out of school based on the severity and continuous behavior problems.

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

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

Playground Rules:

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



**Knox County's Revised
for Elementary Schools**

**Knox County Board of Education
June 3, 2009**

**Dress Code Policy
Approved by the**

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

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

- Pants must not sag below the waist and must be at a safe length.
- Head apparel, except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor and outdoor physical activity. (Since the students go outside to play each day, it would be helpful if the students wore tennis shoes every day to school.)
- Clothing or accessories may not display offensive, vulgar language or images and must not advertise products, which students may not legally purchase.
- For students in grades 3-5, “short shorts”, mini skirts, and skin-tight outer materials such as spandex are inappropriate attire.
- For students in grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.

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

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

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



Civility

It is the intent of Norwood Elementary School to promote mutual respect, civility, and orderly conduct among employees, parents, and the public. The

intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, other staff, parents, and other members of the community.

Any individual who: (1) disrupts, threatens or attempts to do or does physical harm to school personnel, students, others lawfully on school premises; (2) intentionally causes damage to school property; (3) uses loud, vulgar, obscene, or offensive language, or enters a part of the school not open to the public, may be directed to leave the school property by the school administration or designee. If the person refuses to leave the premises as directed, the administration or designee shall seek the assistance of the school security officer and request that he/she take action as necessary. If the offender threatens personal harm, the administration or designee shall contact law enforcement officers. **If any school employee receives written communication, an email, or voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the written communication, email, or return the telephone call.**

Personal Property/Lost and Found

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

Emergency/Safety Information

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

unlisted numbers. We regard all phone numbers and addresses as private information.



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

Safety is a prime concern at Norwood Elementary School. We ask parents to support our efforts to provide a safe environment by reinforcing school rules with their children regarding behavior at school, on buses, and walking to and from school. We require parents to follow safe driving practices around our school and demonstrate good character by conducting themselves in a civil manner. We also ask that parents not walk their child to their classrooms after the first week of school.

General Guidelines for Acceptable Behavior for Students and Parents:

- Your child is not permitted to bring dangerous or distracting articles to school, such as toys, guns, knives, water guns, or other similar articles.
- Instruct your child in stranger safety.
- Tobacco products are not allowed in the building, playground, or on buses.
- Students are to stay on the playground or the designated area for play.
- Appropriate language should be used at all times.
- Chewing gum or bubble gum is not allowed in school.
- Glass containers are not to be brought to school.
- Soda or soft drinks are not allowed during lunch.
- No student is to be outside without permission from his/her teacher.
- Every student is responsible to every teacher or assistant at all times and is expected to behave in a respectful manner to all school personnel.
- Mutilation or destruction of school property must be paid for. The parents of the student will be responsible for taking care of the situation and disciplinary action will be taken.

- Running in the hallways, pushing, shoving, yelling, whistling, and slamming doors will not be acceptable behavior.
- Students will be disciplined and/or suspended for fighting.

Emergency Procedures

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

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

Withdrawing a Student

When withdrawing a student from school, please notify the school office several days in advance. This will enable teachers to complete all records prior to the student's last day in school. A student's records will only be forwarded to the new school when all textbooks and library books are returned and all outstanding fees are paid. Please contact the cafeteria manager to close out your child's lunch account. If the student is transferring to another Knox County school, the account can be transferred to that particular school.

Money at School

When making checks out to the school, cafeteria, PTA, etc., please include your child's name somewhere on the check. Please do not combine fees, lunch money or other items when writing a check. This makes it difficult for the teacher and also for bookkeeping purposes.

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

Birthdays

If you would like to send in a treat for your child's birthday, you will need to contact the classroom teacher several days in advance and he/she will make the decision as to when the best time would be to have the treat. Any items that are brought should be **store bought and individually wrapped**. The treat should not interfere with the classroom instruction. Treats should not be given to students during lunch in the cafeteria. Due to our new wellness policy, all food treats should follow Knox County's guidelines. You can find a list of approved snacks on the Knox County website. When planning a birthday party outside of school, students will not be allowed to distribute birthday invitations at school unless every child in the classroom is invited. The school is also not allowed to give students or parents addresses in order to mail invitations to certain students.



Public Notice

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

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

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability under the IDEIA should be directed to Melissa Massie, Director of Special Education, Room 909 of the Andrew Johnson Building, telephone number (865) 594-1540. All other complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, genetics or veteran status should call Title VI, Title IX and ADA and OCR Coordinator, Room 1612B of the Andrew Johnson Building, telephone (865)-594-1686 and/or

Title VI Coordinator Tennessee Department of Education and/or The Office for Civil Rights, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta, Georgia, 30301-2048.

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 at 594-1502.



School Messenger

School Messenger is a system that has been established by our district. This system is critical in providing information to parents quickly and efficiently. It is so important that the information on the emergency cards is correct in order to ensure that valuable information is given to you at appropriate times. Please know if you do not opt-in to this program, you will only receive messages for emergency purposes. I encourage everyone to opt-in to this program since I will use this system to call and give reminders of important events and deadlines. You can go to schoolmessenger.com/start and create an account by clicking “Sign Up” on the top right menu and use the email address that you have provided the school. Parents or legal guardians can choose how to be contacted based on the category of message (from emergencies to school activities) and provide contact permission. There is also a SchoolMessenger InfoCenter app that can be used directly from your mobile device. When the school’s number appears on your caller ID, please answer if possible. Please do not call the school to inquire what the call was about. If you are unavailable to answer the phone, a message will be left on your voice mail. As a reminder, every time your phone number changes, you must opt-in to this program in order to continue to receive these important messages. It is my hope that this form of communication will be an effective tool to help keep you informed of events and important information that you will need to know throughout the school year.

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 have received 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 the simple instructions attached to the email to create your Parent Portal account.

After your account is created:

- Visit knoxschools.org, and click on “Popular Links” at the top of the page
- Click on “Parent Portal”

- Log in using your username and the password that you created.



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

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

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

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

- Email helpdesk@knoxschools.org. Please be patient and do not email more than once. Emails are being answered in the order received and sending the same request multiple times is only making the wait time longer.
- You may also contact your child’s school to obtain your LOGIN ID. You will need to provide the following to verify your identity when calling the school:
 - Student Name
 - Student Date of Birth
 - Parent email address

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

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

Many thanks to our families for their patience during this transition aimed at enhancing and improving the online experience for parents, students, teachers and our school community.

