

Inskip Elementary

"Where every child is a  
winner!"



Student and Parent  
Handbook  
2017- 2018



The staff at Inskip Elementary is committed to ensuring that every child receives a quality education. The staff is also committed to empowering our students to be self-directed learners and productive citizens. We recognize that children are individuals with distinctive abilities and needs. Our school motto is "Inskip Elementary.....Where Every Child is a Winner!" We believe that every child should be provided an equal opportunity to learn and develop to his/her maximum potential. We also believe a child's social, emotional, and physical needs must be met in order for him/her to be successful academically. We believe that the school, home, and community must work together to foster students' positive self-concept and encourage academic progress. When all these pieces are in place, we believe that any child can achieve success. This is why we have the motto, "every child is a winner." This handbook is provided for you as a means of understanding our school policies and procedures. There are many policies, regulations, and services discussed in these pages. Please read and keep this handbook for future reference.

Thank you,  
Lynn Jacomen, Principal  
Amy Schumpert, Assistant Principal

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## Arrival



School hours are from **7:45-2:45 P.M.** for grades K-5. Students cannot be admitted to the building until **7:00 A.M.** We are not responsible for students on school property prior to 7:00. Please make sure you drop your child off at the gym doors every morning. This is the only door that students should enter in the morning to ensure their safety.

Starting at 7:00 supervision will be provided in the gym as well as in the cafeteria for those students choosing to eat breakfast. These are the only two areas students should be prior to 7:30.

## Dismissal

No EARLY DISMISSALS will be granted after 2:00. If you need to check your child out early, please come prior to 2:00.

### A. Car Rider Dismissal Policy

"Car riders" are defined as students who travel from the school each afternoon in vehicles. Parents must follow proper dismissal procedures by driving through the designated car rider line, permitting staff or safety patrols to load students directly into cars. Parents should not park and walk to the car rider dismissal area to pick up students.

"Walkers" are defined as students who walk from the school to their homes. These students leave from the front of the building. Students will not be permitted to leave the car rider area unless they are in a car. It is our expectation that all parents will follow this policy as we work together to keep all students safe during dismissal each day.

### B. Change in dismissal for your child

If you need to make a change in how your child goes home on a particular day, **you MUST send it in writing.** Please be sure to include the date, your child's name, the teacher's name, and how they will go home on the note you send.

**We will not be able to accept phone calls with changes anymore under any circumstances.** With over 500 students in our building this has become an overwhelming task for our office staff. Please understand this is a team effort between the school and home to get everyone home

safely. Thank you so much for your understanding and help.

### **C. Afternoon pick-up**

School dismisses at 2:45. There will be no student checkout between 2:00 and 2:45 unless the parent brings in a doctor's note showing a medical appointment or documentation of a family emergency. Please be sure to pick up your child absolutely no later than 3:00.

## **Attendance**

Inskip School recognizes that good attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

State law requires children to be present for a minimum of 3 hours and 16 minutes in order to be counted present for the day. State law excuses absences caused by student illness, death in the family, or approved religious holidays. Absences resulting from vacations or family business trips will be treated as unexcused absences by the school. Such trips are strongly discouraged.

Regular attendance is extremely important for your child to succeed in school. The policies of the Knox County Board of Education require that excuses for absences be presented to the child's classroom teacher. This note should be prepared, signed, and dated by the parent or legal guardian. It should also state the date (s) and the nature of the absence. Failure to provide such a note will cause the absence to be unexcused. Notes should accompany the child on the day the child returns to school after an absence. Parent notes must be turned in within 5 days following an absence. It should be noted that parent notes only cover 10 days of absences. After this number is reached, absences will be unexcused as no more parent notes are accepted. When a student receives five unexcused absences, a letter will be sent to the parent or legal guardian and the Attendance Social Worker. The same will be done when a student has ten unexcused absences. If a student has ten unexcused absences, then the

student's name will be given to the Knox County Juvenile Court Judge. Excessive absences, both excused and unexcused, will be referred to the Attendance Social Worker and/or Juvenile Court.

For complete details of the Knox County Schools board policy on attendance, visit the following website.

<https://www.knoxschools.org/cms/lib/TN01917079/Centricity/domain/974/policies2016/J-120%20Attendance.pdf>

## Tardiness

Excessive tardiness is as serious as absenteeism. Children need to be in the building ready to begin their learning day at 7:45 A.M. every morning. Children arriving after 7:45 A.M. must report to the office for a tardy slip **WITH THEIR PARENTS. A parent or guardian must park their vehicle and walk their child in to sign them into the office at 7:45 and after. Tardy parents will not be allowed to walk the child down to the classroom as this interrupts instruction.**

The breakfast line will close at 7:45. Therefore, if you want your child to eat breakfast at school he/she will need to be in line no later than 7:40. That will help assure our students have time to eat breakfast and be in class ready to learn when instruction starts. If a student has six or more tardies for the entire year, he/she will not qualify for a perfect attendance certificate for the year. If tardies become excessive, the student's name will be turned into the attendance social worker for interventions.

## Behavior/PBIS (Positive Behavior Intervention Support)

At Inskip we focus on ROAR expectations.

R = Respect

O = Own it

A = Act Safely

R = Ready to Learn



The faculty of Inskip Elementary is committed to the education of the whole child. In order to create an educational environment, we expect children to practice good citizenship and take responsibility for their actions. We believe it is the role of the parents, teachers, and community working together to help children practice ways of being kind and considerate of others by following school rules and respecting the property and feelings of others. We believe children should be acknowledged for good citizenship, and we believe in providing appropriate interventions when students fall short of behavior expectations.

At Inskip, we utilize PBIS (Positive Behavior Interventions & Support). The PBIS framework is centered around attaining positive student outcomes for every child. PBIS utilizes a set of standardized, consistent rules and expectations for every child in our school. These rules and expectations are taught explicitly to your child by the teacher, and all staff members work to recognize, reinforce, and reward students who follow the rules and meet expectations. When students fall short of behavior expectations, students will be given opportunities to reflect on their current choices, and they will then have the ability to make better behavior choices.

Consequences for repeated or prolonged negative behaviors may be given. We believe that appropriate behavior expectations must be effectively taught. We also believe that when students do not meet expectations, we provide levels of support necessary to meet expectations. This support is tiered and based on the needs of the individual child. A copy of the daily behavior chart and school-wide expectations will be provided at our parent night so that teachers can thoroughly explain this process.

## Cell Phones, Tablets, and Personal Communication Devices Policy

*If cell phones or personal communication devices or tablets are brought to school, they must be turned completely off and in the student's backpack.*



Cell phones and devices being used by students during the day (including on school buses), and not in backpacks will be confiscated temporarily by staff. The first time a student breaks this rule, the teacher will keep the device until the end of that day, and notify the parent. On the second and all future incidences of unauthorized cell phone use or devices, an administrator will temporarily confiscate the device and notify the parent. Parents may come to the school to retrieve these items from principals. If a student brings any of these items to school and they are stolen, neither teachers nor principals will search other students. Therefore it is the responsibility of the parent to ensure students do not bring these items to school.

Reminder --If items are brought, they must remain in students' backpacks. **Once again, if items are stolen out of backpacks, it is not the schools' responsibility. Instructional time will not be lost to search for these items.**

## Dress Code Policy



In keeping with the educational purpose of Inskip Elementary, students are expected to dress and groom in a neat and clean manner. Knox County has developed a system wide dress code, which is implemented at the school.

Please refer to Knox County Schools Dress Code policy, which can be found <https://www.knoxschools.org/cms/lib/TN01917079/Centricity/domain/974/policies2016/J-260%20Dress%20Code.pdf>

Inskip Elementary adheres to the guidelines that have been established in this policy for our students. Please read the "Dress Code" policy carefully.

### Summary of Knox County Elementary School Dress Code

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:

- a) Pants must not sag below the waist and must be at a safe length.
- b) Head apparel, except for religious or medical reasons, must not be worn inside the school building at any time unless authorized for a specific purpose (hat days, etc.).
- c) Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- d) Clothing or accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
- e) For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire.
- f) 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.

### Cafeteria

A nourishing plate lunch that includes  $\frac{1}{2}$  pint of milk will be served in the cafeteria. Inskip Elementary is a Community Eligibility Provision (CEP) school through the National School Lunch and Breakfast Program. This means that all students are provided meal services at no charge, regardless of economic status.



Parents and family members may eat in the cafeteria with their children. The following are adult rates (Subject to change):

*Breakfast	\$2.25
*Lunch	\$3.75
*Ice Cream	\$0.75

Parents may give their child money to be put into their account for ice cream purchase. The cafeteria has ice cream available for purchase each day. Students may of course bring their lunches from home. Children who are allergic to food items must provide the school with a doctor's statement or we cannot provide an alternative menu

## Parent Portal

Parents of children in grades 1- 5 may go online and access their child's grades through Parent Portal. Parents will also be able to see when your child may have quizzes or tests scheduled. We encourage you to do this regularly to keep up with your child's progress in between interim and report card periods. Please keep regular contact with your child's teacher regarding your child's grades and academic progress to ensure that they are successful. Information about Parent Portal can be found at: <https://www.knoxschools.org/aspeninfo>



## Lost & Found, Liability



There is a designated Lost and Found location at the school. If your child loses, forgets, or misplaces an item at school and you would like to check our Lost and Found, you are welcome to do so during school hours. Please sign in at the office first, and then staff will direct you to the designated location.

Inskip Elementary is not responsible for replacing items that have been lost or stolen from school. Inskip Elementary is not responsible for replacing or repairing personal items that are damaged on school property, such as eyeglasses. We understand that accidents sometimes happen with children's items, even under careful conditions. If you cannot afford a replacement for necessary items, such as winter coats or eyeglasses, our staff may connect you with community resources that may be able to help.

## Reporting Bullying

We at Inskip Elementary take allegations of bullying very seriously. Children often first learn how to treat others from home. Please talk to your child at home about being kind and respectful to others, and set a good example for your child. Encourage and teach your child to stand up for another child who is being bullied instead of standing by watching or participating in the bullying behavior. We will investigate all allegations of bullying within a timely manner to address the situation, and we will work very hard to keep parents involved and informed.

For a complete explanation of Knox County School board policy on Harassment, Intimidation and Bullying or Cyber-Bullying, please visit <https://www.knoxschools.org/cms/lib/TN01917079/Centricity/domain/974/policies2016/J-211%20Harassment%20Intimidation%20and%20Bullying%20or%20Cyber-Bullying.pdf>

## Parent Concerns

It is our hope that you will be pleased with the education your child receives at Inskip Elementary. However, we realize that from time to time, parents may question or be upset about incidents that occur at school. We ask that you follow these guidelines when working with staff to resolve complaints:

- If you are upset about something that occurred at school, speak with your child's teacher FIRST about what happened. They are the ones with your child each and every day, and they are the very best resource to help you get your issue resolved.
- If you have made at least 2 attempts to reach your child's teacher either by text, phone, in person, or email and you haven't successfully reached the teacher or resolved the issue, then you may call to request to talk to a principal. When this request is made, please understand that you may not be able to access a principal immediately. If we are unavailable at the time, leave a message with the office and we will contact you within 24 hours.
- For bus complaints from an incident occurring on an afternoon route, you may call the office that afternoon to leave a message for the

principals or send an email to the principals until it can be resolved the next morning.

## Discipline Investigations

Inskip Administration reserves the right to speak with students about discipline matters at school. We do not have to have parent permission to speak to your child, nor do we need to wait until you are present to speak with your child. We always seek to be fair and impartial when determining what occurred in a situation and what, if any, discipline measures are appropriate. We will communicate with you within a timely manner if we have spoken to your child about his or her behavior at school. We protect the confidentiality of all of our students, therefore we will never share with you any behavior consequences another child received.

## Health

Inskip provides a full-time Registered Nurse to assist the needs of your child on a daily basis. Nurse Brooke is able to provide services to your child that protect and promote their health. Should your child be ill during school, require medication at school, or need immediate medical attention, our nurse on staff is able to provide these services. The nurse also serves as a referral source for health needs of your child. Please remember to provide the required Knox County form signed by your physician, should your child require medications during the school day.



We have also partnered with Vine Clinic and acquired TeleHealth. This is a tremendous opportunity to more fully meet your child's health needs. Services are provided by the Nurse Practitioners at Vine. This includes well child exams, school entry physical, care for illnesses such as strep-throat, influenza, pinkeye, etc. on-site at Inskip. The Nurse Practitioner is able to provide prescriptions, as well, should the diagnoses require this. There are required signatures from the parent to give permission for these services.

Please complete the Medical Profile for your child and return to the front office. Also, it is very important that you provide current contact

information as well as emergency contact information. Should we need to contact you regarding your child it is imperative that we can reach you promptly. Please provide current a current immunization profile for your child, as well as documentation of a school entry physical.

## Community Services

**Clothing Center** - The Clothing Center provides clothing twice a year, one time each semester, for those students who qualify. Clothing cards are available from our school social worker. A staff member must fill the card out and the parent will then take it to the Clothing Center located at Knox Central to receive the clothing. Both new and used clothing are given. When choosing clothes for school, please refer to the dress code policy in this handbook. Not all clothing available at the Clothing Center will adhere to this policy.



**Shoe Tickets** - Shoe tickets are available from our school social worker. Only two shoe tickets per child each year are allowed. You must go only at the time designated on the ticket.

## Field Trips



**Only staff members and Inskip students are allowed on buses for field trips according to Knox County Policy.** If you are chaperoning a trip, you must follow the buses in your own vehicle. If you do not have your own vehicle and you are chaperoning, then you must arrange to ride with another chaperoning parent. When parents sign permission notes for a child's participation in a field trip, the parent must understand that adult volunteers will be assisting in the direct supervision of the students. Therefore, when requested to do so by the volunteer, that child must behave accordingly on the first request. Children who do not behave appropriately for the teacher or volunteer risk the loss of further field trips.

Field trips are an extension of the curriculum and all students have the

right to attend trips. However, school has the authority to deny a student participation in field trip activities if a student exhibits serious misbehavior. Parents of those children who have lost field trip privileges will be notified a minimum of 48 hours before the field trip. If payment was received from a parent for that child to attend, the parent must submit a letter requesting reimbursement.

Please let the school know of any medical difficulties your child may have on a field trip. Please put this in writing to your child's teacher. In addition, a medical release form is also required for any student attending a field trip function. These forms will be sent home at the beginning of the school year.

## **Title I**

Our school is a Title I School-wide school. Each year Knox County, within Title I federal compliance guidelines, allocates money to be disbursed to Title I schools to ensure that all children have fair, equal, and significant opportunity to obtain high quality education and reach, at minimum, proficiency on state standards and assessment. Because we are a School-wide school, all students within the school are eligible to benefit from additional Title I services and resources.

## **School Bus Safety Guidelines, Regulations, Rules, and Consequences**

Good conduct promotes safety. The bus drivers are charged by the state to notify the school principal immediately concerning a student's misconduct or disobeying any state or local rules/regulations. Please discuss with your child the rules for conduct while riding on the bus. Our drivers must devote all of their energies and skills to driving the bus. They must give their undivided attention to the traffic. Please refer to Knox County's Bus Conduct policy, which can be found on Knox County School's website\_ <https://www.knoxschools.org/cms/lib/TN01917079/Centricity/domain/974/policies2016/J-250%20Bus%20Conduct.pdf>



As you will read, a student may be denied the privilege of riding the bus if the principal determines that his/her behavior causes a disruption on the bus or if he/she disobeys the rules on the bus. In addition, it is the parents' responsibility to ensure their children are safe at the bus stop. Inskip staff does not supervise at neighborhood bus stops.

## Emergency ~~Contact~~ Information

Enrollment information - This form is very important and must be updated and on file in the office. Besides parent telephone numbers, other numbers of friends or relatives should be available in the event of an emergency. Also, there is a space for allergies and special medical problems to be listed. The Knox County Student Information Verification form is sent home the first day of school or given at Meet the Teacher. Please return this promptly to notify the office of any changes in phone numbers or addresses that may have occurred over the summer. It is imperative that you notify the front office of changes throughout the school year. Failure to do so may result in the school not being able to reach you and having to call additional help outside of the school.

Lastly, someone not listed on the information sheet cannot pick up a student. Please make sure that all people who are able to pick up your child are listed on this form. Again, we will not release students to those not listed on student information sheet.

## Early Dismissal During a School Day

In the event of early dismissal due to inclement weather, we will utilize the following protocol:

- We ask that you stay alert and listen to media outlets (television, radio, and visit the Knox County School website - [www.knoxschools.org](http://www.knoxschools.org)) for information on school closings. Please do not call the school as we need the phone lines open for communication from our buses and daycares in the event of early dismissal.
- You are welcome to check your child out through the office



prior to the early dismissal.

- Your child's teacher will send your child home the normal way they would for that day unless given other instructions. If you have a different dismissal plan for your child on early dismissal days, this should be provided to your child's teacher ***in writing***.
- It is imperative that we have ***working phone numbers*** to contact you and those authorized to pick up your child. Please update your information if needed through the office and with your child's teacher.

## Backpacks

Backpacks with wheels are not allowed at Inskip. This type of backpack leaves marks on the floors. Backpacks with wheels are also not easily stored in the classrooms. Please purchase your child a backpack for the year that does not have wheels. If you cannot afford a backpack for your child, please let the school know and one will be provided.

## Medication

If your child needs to take medication at school, you must provide us with a completed physician's medication form, which will be given to you in the front office. School staff members are not allowed to give students medication unless this form has been completed. Medication forms must be updated each school year.

## Safety and Security

All parents and visitors must enter the school through the office and sign in upon arrival. **You may be asked for identification or your name and your reason for coming into the school. These are safety measures that all Knox County Schools should be following to ensure children's safety. We do not do this to inconvenience you, and we appreciate your cooperation.**



All outside doors and gates will be locked at 8:00 am so that the only entrance to the building for visitors will be through the front doors. We have a full time security officer on the property Monday through Friday during school hours. In addition, please be aware that security cameras have been installed on the premises. All of these actions have been taken to ensure the safety of our staff and students.

## **School Visitation Policy**

In accordance with Knox County Board of Education School Visitors Policy, which can be found at Knox County School's webpage at <https://www.knoxschools.org/cms/lib/TN01917079/Centricity/domain/974/policies/2016/C-210%20School%20Visitors.pdf>

Parents and volunteers are welcome at Inskip Elementary School. However, for the safety and security of all students, it is important that access to our school be closely monitored. In addition to the safety of our students, we also value your child's instructional time and work to minimize disruptions.

All visitors will report to the school office when entering the school to sign in (exceptions would be public events, such as open house and after school programs). Visitor badges shall be issued for all persons other than students and employees of Knox County Schools.

- Classroom visits must be scheduled and approved with a school administrator.
- Classroom visits should be scheduled 24 hours in advance.
- The visitor must be a legal guardian, an approved mentor, or other person pre-approved by administration.
- Classroom visits should be limited to 30 minutes.
- When you visit the school, you should first report to the school office to sign in and receive a visitor's badge to be worn at all times while on school premises. At the conclusion of your scheduled visit, you should return to the office to sign out and return your badge.
- Please limit your conversation about your child to scheduled appointments during teacher's non-instructional time.

- The principal has the authority to exclude from the school premises any visitor disrupting the school environment. Access to school property is a privilege and can be revoked by school administration at any time.
- Loud, threatening, or profane behavior will not be tolerated on school grounds. School security and/or law enforcement will be contacted to escort individuals off school property.
- To visit your child during lunch, you must be a guardian, mentor, or listed on the child's profile sheet. After eating with the child, the visitor should report back to the office to sign out.
- If your child forgets something and you bring it from home, please leave it in the office with your child's name and classroom teacher.
- Routine classroom volunteers are coordinated with the classroom teacher.

During instructional time teachers must focus on teaching and students must be focused on learning. Your child needs and deserves uninterrupted learning time.

## **Lunchtime Visits**

When parent(s) or guardian(s) visit Inskip to have lunch with your child, we ask that you please adhere to the following guidelines:

- You will sign in at the office and receive a visitor tag.
- If you are purchasing a school lunch for yourself, please do not bring bills larger than \$20.
- Your child is allowed to select **ONLY ONE FRIEND** from their classroom to sit with them if they wish while you visit for lunch.
- You must sit in a designated area in the cafeteria.
- When bringing food from an outside establishment, under no circumstances is food allowed to be shared with children other than your own. Other students may have food allergies or other medical conditions you are not aware of.

- Children are still expected to follow all cafeteria rules and procedures even when a parent is dining with them.
- Once lunch is finished, visitors are not allowed to follow the child back to the classroom and continue visiting unless that is pre-approved with the teacher.

## Curriculum

Our teachers implement state standards in all content areas. Tennessee adopted new state standards in reading and math as of the 2015- 2016 school year. The standards will prepare students with essential knowledge and skills to compete in an increasingly global environment. These standards emphasize thinking, problem solving and creativity through next generation assessments that go beyond multiple-choice tests to increase college and career-readiness among Tennessee students. We want to ensure our students meet our annual school-wide learning targets, and your support provided at home is critical to making that happen. Specific questions about the curriculum can be addressed with your child's teacher or with one of our instructional coaches.



*Let us thank you in advance for your support of the school and staff at Inskip Elementary. Working together will only guarantee the most success for our children.*

**Thank You!**

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