



Student and Parent Handbook
2022-2023

WE ARE INSKIP...

HEAR US R.O.A.R.!

Welcome to Inskip Elementary! If you are returning, welcome back! If you are new, we can't wait to meet you! We are excited to begin a new year. Last year was our most challenging year by far and we are so proud of what we were able to persevere through and accomplish. Together we are powerful in making your child's elementary years the best they can be. We need YOU in order to make the greatest difference in your child's education. It all begins with a strong and positive home-school connection. Please try your best to get involved in your child's education in any way that you can! Reach out if you need ideas as we are always here for you.

We believe building strong and positive RELATIONSHIPS are essential for school success. We believe students must have and feel OWNERSHIP of their work while setting goals and celebrating their learning. We believe we must serve as ADVOCATES for ALL students striving to meet their physical, emotional, behavioral, social, and academic needs. We believe we must provide learning experiences that have RELEVANCE by connecting to students' personal lives or the world around them.

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. As always, let us know if you have questions, concerns, or suggestions!

We are committed to finding and growing greatness in all of our students!
#GreatnessStartsHere

Dr. Megan Blevins, Principal

Katherine Mencer, Assistant Principal

Matt Thompson, Assistant Principal

Arrival and Dismissal Procedures

School hours are from **7:45-2:45** P.M. for grades K-5. **Students cannot be admitted to the building until 7:10 A.M.** We are not responsible for students on school property prior to 7:10 and they should never be dropped off without you seeing an adult ready to supervise. Please make sure you are entering through Coster Street in the back to drop your child off. The car rider line goes around the building and students will be dropped off at the former front doors where you will see a teacher and our School Resource Officer. You **MUST** enter through Coster and drive around the building. Please **DO NOT** drop your child off by parking on street. This is very unsafe not only for your child but for our children who walk. Please follow our arrival procedures. 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. We will dismiss car riders first and make every effort to load safely and quickly. Walkers will not be dismissed until after we have car riders completely gone. This is typically at 3:10 p.m.

Attendance – 5 or Less Equals Success!!

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. Our hope is for each child to set a goal of 5 or less absences for the year.

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. You will also be required to come in for an attendance meeting. 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 7:50 and after. Tardy bell rings at 7:50.**

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) and Restorative Practices (RP)

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/guardians, 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 great 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 school-wide expectations will be provided at our parent night so that teachers can thoroughly explain this process. Our school utilizes "Class Dojo" for points for positive behavior and the "House system". You will learn more about these at your child's Open House night in September. Please make sure you sign up for Class Dojo as this is our main way of communicating and sharing successes of your child as well as the school.

Restorative Practices (RP) is a strategy that seeks to repair relationships that have been damaged, including those damaged through bullying. We will utilize Morning Meetings daily in our classrooms to assist our students in communication; expressing themselves and their feelings and getting to know not only each other but the classroom teacher better. We will also implement Restorative Circles with students who are struggling to get along or who may be experiencing conflict. Our goal is to provide our students with a toolbox of strategies to assist with anger, frustration or how to get along with others. Our goal is to repair, teach, and "make it right" while giving students lifelong skills that are necessary for future success.

PBIS and Restorative Practices are whole-school models that can be used collaboratively to increase positive outcomes for student behavior. Both approaches emphasize prevention and positive response to problem behavior. The multi-tiered system of support structure for implementing practices, the systematic use of data provides, and student/staff engagement are essential elements to both PBIS and RP.

They support social-emotional learning for students and staff, and are seen as effective strategies to lower racially disproportionate discipline referrals by offering staff members alternative responses to student misbehavior. PBIS shifts focus from solely punishing and excluding misbehavior to teaching and rewarding positive student behavior, while restorative practices encourage personal reflection, accountability, and uplift student strengths.

7 Habits of Happy Kids by Sean Covey

We are excited to continue our work with **7 Habits of Happy Kids** which we believe will have a profound effect on the staff, students, and community of our school. The habits empower young people to make positive, effective, and responsible choices by introducing and reinforcing 7 Habits, a set of leadership and life skills from Stephen Covey's book **The 7 Habits of Highly Effective People**.

Starting in the fall, we will be implementing more focus on the habits as an introduction to personal leadership. We will be providing students with activities that will help them learn practical character and life skills that will lead to those positive choices. Written to appeal to their age level, students are presented with fun activities designed to get them thinking. Your student is about to embark on an exciting journey and our hope is that you will ask your student how he/she is doing along the way. Having your student re-teach the content to you will give him/her an even deeper understanding and will give both of you an opportunity to learn together!

When taught and practiced in a school environment, these 7 habits have been proven to improve academic engagement, comprehension, and performance by strengthening individual work habits and improving social interactions. They help improve student performance and support school success by helping to foster the qualities of independence (goal-setting, organization, time management, and planning); interdependence (teamwork, conflict management, creativity, and analytical skills); and renewal (fun, desire to learn, and good health & hygiene). The staff at Inskip Elementary has made the commitment to model and implement the 7 Habits in order to provide a caring and nurturing learning environment for our students. Teaching students and developing leaders is what we will do!

Habit 1 – Be Proactive

Habit 2 – Begin with the End in Mind

Habit 3 – Put First Things First

Habit 4 – Think Win/Win

Habit 5 – Seek First to Understand, Then to Be Understood

Habit 6 – Synergize

Habit 7 – Sharpen the Saw

Character Program

This year we will focus on character traits in addition to our 7 Habits of Happy Kids. Each month will focus a different character trait in addition to the Habit of the month.

Cell Phone Policy

If cell phones are brought to school, they must be turned completely off and in the student's backpack.

Cell phones 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. The teacher will return the device to the student at the end of the day.

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.

Electronic Devices:

1st offense: Staff member takes device and keeps it in the classroom until the end of the day. Student picks up at end of the day. Contact Parent.

2nd offense: Staff member takes device and gives it to office with student name and teacher. Student picks up at end of day. Contact Parent.

3rd offense: Staff member takes device and gives it to office with student name and teacher. Parent picks up at the end of day. Teacher calls parent for device pick up.

4th offense: Staff member takes device and gives it to office with student name and teacher. Administration calls parent and meets with parent/student.

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. 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. 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.

Bullying

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,

- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying, exposure to social exclusion or ostracism, physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property.

Cyber bullying: Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

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/J211%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.

It is our hope that you will make every effort to reach us with a complaint prior to posting on social media or sharing your views with others. While the end result may not be what you desire, we always listen to our parents' concerns and try to come up with a solution that is in the best interest of ALL of our students.

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 on site at all times. 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.

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.

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.

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

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. 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, but the bus stop should be a safe place for children to wait. Misbehavior at a bus stop may also warrant loss of riding privileges.

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 beginning of year. 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. If you have moved out of our zone, you

MUST enroll at your child's zoned school. You may choose to apply for a transfer to our school after moving but there is a process you must follow in order to do so.

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. They MUST also have a photo I.D. to pick up your child.

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) 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.

Safety, Security, School Visitation

All parents and visitors must enter the school through the office and sign in upon arrival. **You will be asked before entering at the door for identification and your reason for coming into the school. These are safety measures that all Knox County Schools are following to ensure children's safety. We do not do this to inconvenience you, and we appreciate your cooperation. ALL visitors must have a valid driver's license in order to pick up a child or come in for a visit.**

All outside doors and gates will be locked at all times 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.

Curriculum and Homework

Our teachers implement state standards in all content areas. 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. We offer Theatre Arts, Library, P.E., Art, Music and S.T.E.M. (Science, Technology, Engineering and Math) as our daily Encore classes. Please make sure your child is wearing tennis shoes the day of his or her P.E. class.

Homework – Your child should be reading an average of at least 20 minutes per night. We do not give nightly homework but you are more than welcome to ask your child's teacher to provide extra math practice as well as the reading nightly.

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.

Dr. Blevins, Principal
(865) 689-1450

Katherine Mencer, Assistant Principal
Matt Thompson, Assistant Principal

