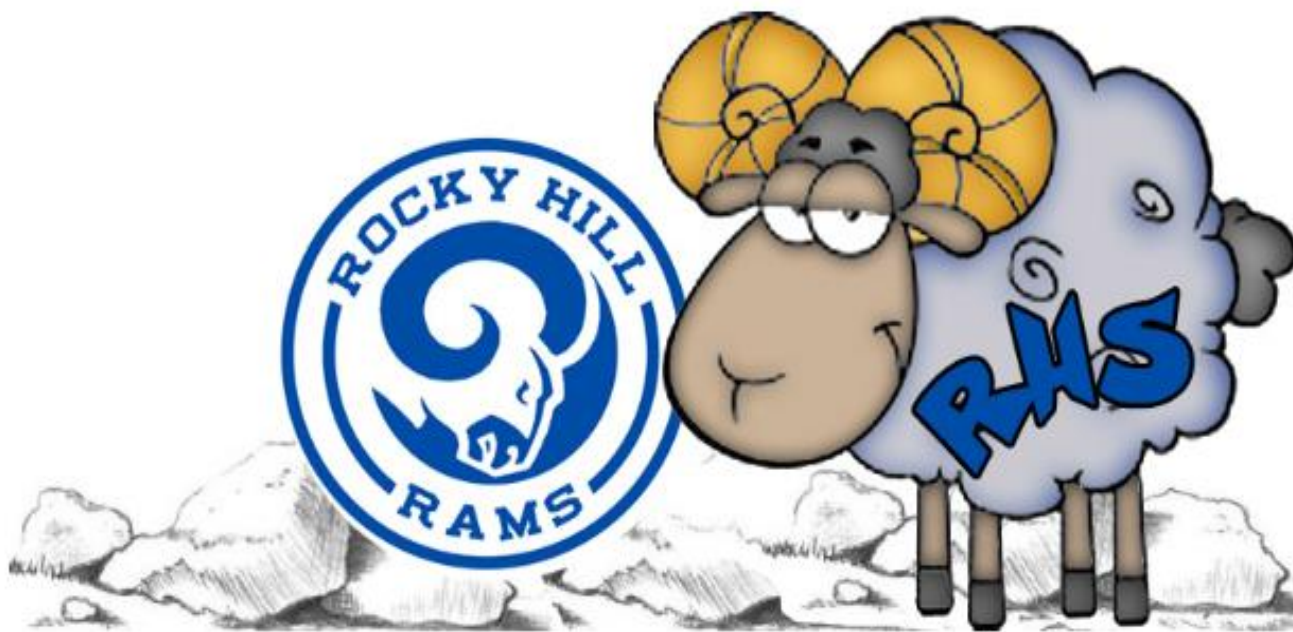


# Rocky Hill Elementary Family and Student Handbook 2019-2020



## ROCKY HILL ELEMENTARY SCHOOL

1200 Morrell Road, Knoxville, TN 37919

Main Office: (865) 539-7844

Fax: (865) 470-2126

School Colors: Blue & Yellow

Mascot: Ram

School Hours: 7:45 a.m. – 2:45 p.m.



### ATTENDANCE/ABSENCES

- **Attendance** is very important for children to keep up with classroom instructions. Regular attendance improves school achievement.
- School attendance is the law. Knox County Schools are court ordered to record absences as excused or unexcused.
- Excused absences, recognized by the county are due to sickness, death in the family, recognized religious holidays, and verifiable family emergencies.
- Students who are absent for these reasons must return to school with official documentation such as a doctor's note or an obituary.
- A parent note will excuse an absence for up to 10 days each school year. After 10 "parent note days", a doctor note or other official documentation is required.
- **Notes must be turned in to the child's teacher within 5 days of returning for the absence to be excused.**
- Unexcused absences are those that we do not receive a written excuse for or if it is for an inexcusable reason such as vacation or oversleeping.
- Based on state and district tracking of student attendance, students who have been absent a total of five days without an adequate excuse must be reported to the attendance and social services department.
- **Make-Up Work:** If a student is out of school for an extended period of time and a parent wishes to pick up school assignments, he/she will need to call the school office (539-7844) in the morning between 7:30 a.m. and 8:30 a.m. so that we can have the assignments ready for pickup at 2:45 p.m.
- Teachers are teaching and only have limited time to get assignments ready.
- Calling later in the day does not guarantee the work will be ready for pick-up on the same day.

- **Tardiness:** School begins at 7:45 a.m. Excessive tardiness is a disruption of class and loss of instruction.
- All students are expected to be on time to school. All students arriving after 7:45 a.m. will be counted tardy and will need to report to the office before going to class to receive a tardy slip.
- Excessive tardiness will be reported to the attendance officer in compliance with Compulsory School Attendance Law.
- Excused or unexcused tardies will follow the same definitions as school absences.
- Principals may use discretion in determining excused/unexcused based on circumstances as presented.

### EARLY DISMISSAL POLICY

1. Dismissal time is 2:45 p.m. and students must be picked up in the approved dismissal procedures.
2. Parents must not sign students out from the office only to avoid the pick-up line.
3. All students leaving before 2:45 must be signed out in the office.
4. **No early dismissals will be allowed between 2:15-3:00 p.m. due to the required dismissal protocol all parents must follow.**
5. A child must be present at least three hours and sixteen minutes to be counted present.
6. Early dismissals cause students to miss important instruction and are highly discouraged, unless there is an illness, doctor's appointment, or rare emergency.

### SAFETY

- Safety is a prime concern at Rocky Hill Elementary. The school safety plan is updated annually and addresses every day safety as well as emergency situations.
- 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 drop off and pick up students only in designated areas.
- Arrival and dismissal maps are provided to parents in paper and electronic form on our school website.

## **SAFETY - Continued**

- As of January 1, 2018, a TN State Law was enacted making it illegal to drive in an active school zone, while talking on a hand-held cell phone.
- All guests and visitors to school will be required to show their picture ID to the camera at the front door before entering the building.
- Signing in at the office and getting a visitor's sticker is required.
- Parents must wait in the office or foyer area to eat lunch with students.
- No visitor should walk around school and interrupt or delay instruction in any classroom.
- If parents need to schedule a parent conference, then they will need to send an email or leave a message for the teacher in the main office.
- Volunteers must sign in at the office and can only go to classrooms if the teacher is expecting them and they have scheduled their time in the classroom ahead of time.
- Teachers will call the office if their instruction is interrupted and the security officer will escort visitors off campus.

## **BEFORE AND AFTER SCHOOL**

- Supervision for students begins at 7:10 a.m. in the car lobby and gym.
- At 7:35 a.m., all students will be dismissed to their classrooms. All exterior doors will be locked by 7:45 a.m.
- Our car lobby entrance will be monitored by staff members on duty.
- Kindergarten and 1<sup>st</sup> graders will wait in the car lobby to be dismissed to class.
- Parents are only allowed to drop off students at this entrance. The car lobby doorway is NOT a parent entrance.
- The gym door entrance will be monitored by staff members. 2<sup>nd</sup>-5<sup>th</sup> graders will wait in the gym to be dismissed to class. This is the entrance for students who ride the bus, are car riders, or are walkers. This is NOT a parent entrance.
- Parents must use the front entrance at all times and must always sign in at the main office and obtain a visitor's sticker.
- Parents and students are to use the front entrance after 7:45 a.m. to enter the building.

- Please make clear arrangements with your child before school as to how he or she will be getting home.
- If there are any changes from the normal routine, parents MUST send a written note to the school detailing the changes.
- No child may ride the bus or car with another student unless the parent has sent a handwritten note giving permission with details and names to the teacher.
- The teacher must see the note and ensure the change in dismissal occurs.

## **LATE PICKUPS**

- School is out at 2:45 p.m. Your child should be picked up no later than 3:00 p.m.
- Please make appropriate arrangements for pickup. Teachers are off contract at 3:15 p.m.
- Repeated late pickups will result in further action.
- All pickups and late pickups are documented.

## **AFTER SCHOOL CARE**

- We are fortunate to have day care on our premises after school.
- The YMCA is our current onsite daycare provider.
- Please contact the daycare site director for more information.
- The daycare rents the space in the school. It is separate business and is responsible for its own program.
- The daycare is under contract with Knox County Schools and must follow all details of the contract.
- The daycare is evaluated twice a year on multiple requirements as part of the contract.

## **BUS TRANSPORTATION**

- In order to ensure students' safety, all students being transported by bus are under the authority of their bus driver and must obey his/her requests.
- Knox County policy requires that the bus driver notify the principal immediately of any misconduct.
- **Bus riding is a privilege and will be denied to those who do not behave.**
- Students can be suspended for one to multiple days from the bus or for the rest of the school year.
- Parents will always be called and informed of inappropriate bus behavior and the consequences given.

## **BUS TRANSPORTATION - Continued**

- Parents are responsible for finding alternate methods of transportation, if a student is suspended from riding the bus.
- The following bus rules should be followed:
  1. Obey the driver at all times, including seat assignments.
  2. Refrain from making excessive noise.
  3. Keep hands, feet and head inside the bus.
  4. Never throw objects off the bus.
  5. If riding a different bus or getting off at a different stop, give a note signed by a parent or guardian to the homeroom teacher.
  6. Be on time to the bus stop.
  7. Walk on the left side of the road, facing traffic.
  8. Never stand in the road while waiting for the bus.
  9. Observe the same conduct rules as in school.
  10. Keep the bus clean and in good condition.
  11. Stay in your seat while the bus is in motion.
  12. Do not leave the bus without the driver's consent.
  13. Report any bus damage to the driver at once.
  14. No food or drink is allowed on the bus.

## **DISCIPLINE**

- One of the most important lessons education teaches is self-discipline.
- It underlies the entire educational structure and is the key to developing self-control, character, and consideration for others.
- Rocky Hill Elementary has five basic rules of discipline. They are:
  1. Quiet in the hallways.
  2. Follow teachers' first request.
  3. Keep your hands and feet to yourself.
  4. Ignore inappropriate behavior.
  5. Exhibit good character, even when no one is watching.
- Each individual classroom will discuss and agree to the rules at the beginning of the school year, agreeing to additional classroom rules as needed.
- Consequences for not following the rules will also be clarified and may include:
  1. Verbal reminder by the teacher
  2. Teacher-student conference
  3. Time out within the classroom
  4. Denial of privileges or missing activities
  5. Parent Contact
  6. Parent-teacher-student conference.

- Corporal punishment will not be practiced at Rocky Hill Elementary.

## **SCHOOL CHOICE POLICY**

- Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, 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.

## **CLINIC**

- The school has a full-time nurse on duty due to the medical needs of students in our building.
- The clinic is merely an emergency station and is not equipped to take care of serious illness or dispense medication without written doctor's orders.
- The nurse on duty will make a preliminary check on students sent to the clinic. Students must then return to class or, if the problem is serious enough or they are running a fever, be sent home for treatment.
- They may not remain in the clinic indefinitely.
- **If your child has vomited before school or is running a fever, please keep him or her at home.**
- **Students must be fever-free for 24 hours before returning to school to prevent the spreading of sickness to other students and staff.**

## **MEDICATION**

- **Prescription or over-the-counter medicine is never to be sent to school with a student.**
- If it becomes necessary for a student to take any form of medication at school, a medical form (obtained from the school nurse or at your child's doctor's office) signed by a doctor must be presented to the office/nurse with the medication.
- **The form and medication must be delivered by an adult.**
- All medication will be kept in and dispensed through the clinic.

## FEES

- A materials fee of \$25 is requested for each student at the time of enrollment.
- This fee is used to provide classroom materials for instruction.
- At the beginning of each school year, parents are provided with a letter explaining how school fees will be spent.
- A listing of intended spending of school fees for each grade level is also sent home with the parent letter.
- These fees will be collected by the homeroom teacher. Please make checks payable to Rocky Hill Elementary.

## CAFETERIA

- Our cafeteria provides nutritious hot lunches daily.
- Breakfast is also served from 7:15 – 7:35 a.m.
- Monthly menus are posted in advance in the classroom and are available on our website.
- Students who bring their lunch may purchase milk and/or ice cream.
- No soft drink containers are allowed.
- Families with limited incomes may apply for free or reduced-priced lunches. Application forms are available on the district website or in the school office.

## PARENTS EATING LUNCH

- Parents are welcome to eat with their students for lunch.
- There are tables set aside for parents and their student.
- **Parents are not allowed to give food to other students who are not their own children.**
- Allergies and health concerns are confidential information and parents do not know about other students' health conditions.

## BIRTHDAYS

- Parents are NOT allowed to bring treats (cupcakes, etc.) into the cafeteria to pass out to his/her child's class or to other students in other classes.
- WHY? The school staff is responsible for keeping our students with allergies safe. Well-meaning parents do not know our students and are not allowed to know the medical history of other students.

- Instruction cannot be interrupted for birthdays. As special as they are, birthday parties are for home celebrations.
- Parents **can choose to** send in a snack for the class to eat during recess or work time in honor of a child's birthday with the classroom teacher's approval.
- Parents **can choose to** purchase each child in the class an ice cream from the cafeteria to enjoy at lunch or at recess with the classroom teacher's approval.
- Balloons, flowers, and gifts will NOT be delivered to students at school. These are for home celebrations only.
- Teachers decide if a snack is appropriate to hand out to students and must know ahead of time to be sure the snack does not interrupt instruction.
- Birthday party invitations are not allowed to be passed out to students at school, unless every student in the class gets one. This is to avoid hurt feelings and exclusivity.

## INSTRUCTION TIME

- If parents need to get a message to his/her child or your child's teacher, he/she may do so through the main office.
- Parents are not allowed to interrupt classrooms, unless they have been scheduled as a volunteer ahead of time.
- While teachers want to be available to parents, their first priority is teaching during the school day. Our students need and deserve uninterrupted learning time.
- The main office will **NOT** call a student to the office to pick up a lunch, forgotten backpack, or homework. This interrupts instruction.
- **A staff member will deliver any items to classrooms with minimal interruption.**

## CONFERENCES

- Students benefit when parents and teachers communicate frequently.
- Rocky Hill Elementary encourages parent-teacher conferences as one means of such communication.
- KCS elementary schools are required to schedule two weeks (fall and spring) of designated parent conference time.
- If you would like a conference, please ask for an appointment.

- **In the hallways, at dismissal, and during instruction are NOT effective conference times.**
- You may send a note to school or email the teacher to set up your conference time.

## EMERGENCY PROCEDURES

- **Telephone Numbers:** The emergency cards kept on file in the office are our link to parents in case of an emergency.
- These are printed for students the first day and should be checked for errors, updated, and returned the next day.
- It is vital that we always have correct phone numbers for parents both at home and at work.
- Parents are encouraged to provide approved neighbors' or friends' numbers, so we can act if we are unable to reach parents.
- Please help us by providing several numbers and by keeping them up-to-date. Do not be afraid to give us unlisted numbers.
- We are required to consider all phone numbers and addresses as private.
- We cannot let children be picked up by someone NOT listed on the emergency card.
- **School Closing:** Decisions to close school because of inclement weather or disaster are made by the Knox County School System.
- Please do not call school to find out if school is to be closed or dismissed early due to snow, ice, or other acts of god.
- Local television, radio stations, and the KCS website broadcast school closing or early dismissal information just as soon as the decisions are made.
- Parents must opt into the School Messenger system to be auto-called by the district when a decision is made to close schools.
- If parents are not receiving these calls, they need to contact the main office to get information about how to opt in to get them.
- **Inclement Weather Plan:** If weather necessitates the early dismissal of all students in Knox County Schools, school buses will operate on their regular routes, although routes on secondary roads may be affected by hazardous road conditions.
- In order to avoid last minute confusion on such occasions, the school requests that all parents provide a completed ***Inclement Weather Plan*** indicating how you wish your child to be dismissed in such a situation.

- Complete this form along with all of the beginning of year documents required.

## TEXTBOOKS

- Textbooks, paperbacks, library books, and other school material assigned to a specific student are the responsibility of that student and must be returned.
- Parents will be required to pay for a replacement if a student loses his/her textbook(s).

## ILLEGAL ITEMS

- No student can have in his/her possession at school such items as drugs, tobacco, matches, lighters, razor blades, knives, sticks, pin lights or any other item judged capable of inflicting harm to others, or causing property damage.
- Knox County Board of Education has implemented a zero-tolerance policy in this area.
- Offenders are subject to referral to the Superintendent for possible long-term suspension or expulsion. Legal authorities may also be notified.

## ELECTRONIC DEVICES

- All electronic devices should **remain off** and in the backpacks. This includes, but is not limited to, cell phones, Smart Watches (or something similar), iPods, iPads, MP3 players and handheld games.
- There has been recent concern that those personal devices with the ability to access data can bypass the Knox County Schools secure server.
- This would mean that students can access inappropriate websites and expose other students to them.
- **All personal electronic devices are NOT allowed to be out on campus at any time.**
- If a student is found to have a personal electronic device out and is accessing websites outside of the KCS secure server, taking pictures of other students, or videoing any student or staff member the device will be confiscated and parents will need to meet with administration to discuss retrieval terms.
- If a device interrupts instruction by ringing or making noise at any time, then the device will be taken and secured in the office by administration. Parents will be required to meet with administration to retrieve the device.

## ELECTRONIC DEVICES - Continued

- **Students will be written up with a discipline referral if they have a device out at school for any reason.**

## PERMISSION TO LEAVE

- Students may not leave the school grounds without parent and school permission.
- Students leaving school early must be checked out through the office and picked up by the parent or other approved person.
- Students CANNOT leave from car lobby with a parent that has come through the school building. **Car lobby is an exit only location** for students.
- Parents cannot walk up to the door to pick up students.
- Parents must be inside their cars in order to pick up at that location.
- **If a parent does not have the student car tag in the correct color** for picking up a student in car lobby, then that parent must go to the front office to sign out their child.
- He/she must wait in the office until staff can escort a student to the office for pick up.
- That parent must also make sure he/she has a car nametag for the next day. This must not be a repeated event.
- **Due to multiple staff members who do NOT know all of our students and parents by face and name, car tags and picture IDs are required no matter who is on duty.**
- This protects all of our students at all times.

## VISITORS

- Parents and other citizens are welcome to visit our school.
- We must, however, for the welfare of our students, insist that all visitors go to the school office before making a visit and that they sign in and put a name tag on by signing in at the Lobby Guard device.
- Visitors cannot follow students and teachers to the classrooms after lunch and interrupt instruction.
- Only volunteers who have **scheduled their visit ahead of time** can go to specific classrooms.

## SCHOOL GROUNDS/BUILDING

- Any group requesting permission to use the school building or grounds must fill out the "Use of Facility Form" found on the KCS website before the grounds can be used.

- Once the request is approved, an email will be sent to the coordinator of the activity.
- **All organizations who are approved to use RHES facilities MUST follow these expectations:**
  1. Stay in the approved area only.
  2. Do not run in the hallways.
  3. Keep the area used clean.
  4. Damage to our building will result in a warning and then denial of future facility requests.
  5. Video recordings will be used to determine damage and future approvals/denials of groups using our campus.
- Any group using campus facilities to be found damaging school property or not following the expectations listed will be warned.
- Once a warning is given and the expectations are not followed again, their use of the facilities will be denied.
- Video evidence of inappropriate behavior or damage will be used to pursue further legal actions.
- **Our school campus' first priority is to serve our students during the school day.**
- All other uses and needs are secondary to educating our students.

## KNOX COUNTY ELEMENTARY SCHOOL DRESS CODE POLICY

- The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and a sense of modesty.
- There is a strong relationship between neat, appropriate attire and a positive learning environment.
- To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:
  1. Pants must not sag below the waist and must not touch the floor.
  2. Shirts, blouses, and dresses must completely cover the abdomen, back and shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.
  3. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
  4. Footwear is required and must be safe and appropriate for indoor and outdoor physical

activity. Flip-flops and shower-type shoes are examples of inappropriate footwear for school.

5. Clothing or accessories may not display offensive, vulgar language or images, and must not advertise products which students may not legally purchase.
  6. “Short shorts”, mini-skirts, and spandex are deemed inappropriate attire for students in grades 3-5.
  7. Coats and jackets exceeding fingertip length are not to be worn in the building.
- School administration reserves the right to determine whether the student’s attire is within the limits of decency and modesty.
  - The principal may allow exceptions for school-wide programs or special classroom activities.
  - The teachers and the principal will administer consequences for policy infractions as follows:
    1. First Offense – Teacher will send the student to the clinic/office or will contact parent for a change of clothes. Parent will be notified and infraction will be documented.
    2. Second Offense – Principal will talk with parent(s) and send copy of the dress policy. Infraction will be documented.
    3. Third and Future Offenses – will be administered by the principal in accordance with the school-wide discipline plan.
  - This policy does not preclude individual schools from piloting alternative dress policies or standards with permission from the Superintendent of Schools and the Board of Education after extensive consultation with parents, teachers and students.
  - Any deviation from the system-wide policy must be submitted to the Elementary Coordinator, the Superintendent and the School Board.

### **ADDITIONAL NOTES**

\*All policies and procedures are listed for parents’ and students’ convenience.

\*This list is meant to refer to the most needed and most used policies for our school campus for clear communication with our families.

\*Other policies and procedures not listed here are still to be followed as directed by staff.

### **ADDITIONAL INFORMATION INCLUDED**

- KCS Parent Portal Access
- MackinVIA eBooks Information
- RHES Bullying Policy (copy for handbook)
- RHES Playground Policy (copy for handbook)
- Arrival Procedure Map
- Dismissal Procedure Map