

Adrian Burnett Elementary School

4521 Brown Gap Rd
Knoxville, TN 37918

www.knoxschools.org/burnettes

(865) 689-1474

(865) 689-1476 (Fax)

Michelle Wolfenbarger, Principal

michelle.wolfenbarger@knoxschools.org

Stephanie Prince, Assistant Principal

stephanie.prince@knoxschools.org



2018-2019

Adrian Burnett Elementary School
Parent & Student
Handbook

Administrator Message

Michelle Wolfenbarger, Principal

Parents & Students,

I am excited to be a part of the Adrian Burnett team once again! As I begin my third year as head principal, I cannot wait to see what great things are in store for us. We will continue working to keep expectations high for **A**cademics, **B**ehavior, **E**ducators, and **S**chool safety (ABES). Thank you in advance for helping us maintain those high expectations, with support from you, at home.

I want to personally thank you for giving us the privilege of teaching your children each day. As a mom myself, I know what precious gifts walk through our doors each day! Please know, from my heart, that we wouldn't be at this school unless we loved your children. Their education, overall health and safety are our top concern. We want to work *with* you to make our community's future even brighter than it is already. Adrian Burnett really is a great place to be!

Stephanie Prince, Assistant Principal

I am so thrilled to be starting my third year at Adrian Burnett Elementary! My daughter Ellie will also be in her third year, starting second grade at ABES. We love this school and enjoy being a part of the great things that are happening each and every day!

As assistant principal, it is my priority to make sure that ABES is a place where your students feel safe and one where they receive a high-quality education. Please let me know if there is anything I can do to make sure those expectations continue to stay high.

Attendance Policy

Tennessee law requires students in grades K-5 to be in school for at least **3 hours and 16 minutes** to be counted as present. Knox County Board Policy states “students who habitually arrive at school at least 15-30 minutes late are considered excessively tardy and are to be referred to the social services worker”.

If your student must be absent, please send in a note or doctor's excuse on the day he/she returns to school. Parents may write a note to excuse up to 10 illness-related absences in addition to doctor's notes. We encourage the use of a doctor's note whenever available. Excused absences include: personal illness, illness in the family requiring help from the student, death in the family, recognized religious holidays, and verifiable family emergency.

School Fees

The ABES fees list for the 2018 – 2019 school year will be sent home at the beginning of the year. Fees are \$25. This will be used for supplies such as special writing, art materials, workbooks, agendas, etc. These materials will be given to your student as they are needed. **All checks must be made payable to Adrian Burnett Elementary School.**

We have **HIGH EXPECTATIONS** for

Academics

Behavior

Educators

School Safety

General Information

Arrival and Dismissal

School begins at **7:45 am** and students who are not in school by 7:45 are considered tardy. Attendance is so important to student success, please make every effort to have your student to school on time. Any questions about busses or daycare providers, please call the main office.

Buses will drop off in front of the school. The students will report to their assigned areas.



Car Riders, Walkers and Bike Riders will drop off in the back of the school. Please do not park and walk your student in the building, we will escort them. The students will report to their assigned areas as well.

School ends at **2:45 pm** and students will leave from the same entrance they arrived. Daycare will pick up from the front. Students who are going home in a different manner than usual must bring a signed note from home. **We do not accept changes via telephone or email.**

If your student is a **car rider**, you must have a car tag with his/her name written. You can pick these up from the front office. If the person picking up your student does not have a car tag, they must come in and show a photo ID before the student is released.

If you need to check out your student during the day, please report to the main office and we will call your student from their classroom. **Students cannot be checked out after 2:15 pm as this disrupts dismissal.** Whoever is picking up the student **must** be on his/her emergency information sheet and they **must** bring a photo ID. Please help us keep all our students safe.

Mission, Beliefs & Vision

Our Mission

Adrian Burnett is a safe place where we learn every day how to succeed and be the best we can be.

Our Beliefs

- Learning is a lifelong process.
- The school should provide an environment that is nurturing, positive, safe and student-centered.
- The success of the students' education is dependent on the child, his/her family, community, and the school staff working collaboratively.
- Students learn best when research-based teaching strategies and assessments are differentiated, challenging and rigorous.

Our Vision

Adrian Burnett Elementary School is an exemplary learning center where stakeholders collaborate regularly using research-based data and resources to provide instruction and opportunities to ensure students succeed.

We have **HIGH EXPECTATIONS** for

Academics

Behavior

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General Information

Dress Code

The dress code at ABES reflects "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 that tends to draw attention to an individual rather than to a learning situation must be avoided. The following standards for student dress must be observed at ABES:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not display offensive, vulgar language or images and must not advertise products that students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire.
6. 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 administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The teachers and the principal will administer appropriate consequences for policy infractions.

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

Cafeteria and Food Policies

ABES is a part of the Community Eligibility Program in Knox County Schools, so students receive breakfast and lunch each day at **no cost**. They will eat breakfast in the cafeteria until 7:30 am when they are dismissed to eat in the classrooms and will eat lunch at their designated time in the cafeteria.

Charges for Visitors and Extra Items:

- Adult Visitor \$3.75
- Student Visitor \$2.50
- Milk \$0.75
- Ice Cream \$0.75

Weekly menus and more nutrition information, as well as the list of approved snack foods are posted on the Knox County website at knoxschools.org/Page/8691.

If you would like to eat with your student, please come to the main office to sign in and get a visitor's badge. We do ask that you follow the same rules and procedures as the students while visiting the cafeteria.



General Information



Discipline

Student safety is a top priority at ABES. We are committed to making sure that all students can learn in a safe and caring environment. Any issues with discipline will be handled in a timely manner.

Classroom Discipline Plan

Each teacher will send home a copy of his/her classroom discipline plan the first week of school. This plan outlines the organization of his/her classroom. At any time, a staff member may address inappropriate behavior. Students are required to respect the authority of every adult in the building.

School Discipline Plan – PBIS

Teachers will address discipline issues with their students in an orderly and constructive manner following the ABES Positive Behavior Interventions and Supports (PBIS) system. When a child is sent to the principal/assistant principal for severe behavior problems, it is regarded as a serious matter. The teacher will write a discipline referral for the student and a parent/guardian will be notified.

Depending on the seriousness of the situation and the number of referrals, administrators may choose to: conference with the student, make a home visit, refer the student to a school counselor, place the student in PAC (Personal Accountability Class) or a PBIS group for all or part of the school day, and/or possibly suspend the student. (See Knox County Board Policy J-193)

Bus Discipline Plan

All students on the bus are under the authority of the bus driver and must obey his/her requests. Board Policy states the school bus is an extension of the school. A student may be denied the privilege of riding the bus if an administrator determines the behavior causes a disruption or safety concern. Riding the bus is a privilege.

Visitors and Volunteers

Families and other community members are always welcome to visit at ABES! Instruction time will be protected, so we ask that you always come to the main office first when you enter the building. You will be asked to sign in and will receive a visitor's badge. Please always have a photo ID ready. Press the buzzer by the door on the far right, and an office staff person will open it for you.

On occasion, the school will hold special events for which parents may want to bring older siblings. It is the policy of ABES to support our partnering schools as they try to increase attendance rates in their own buildings. However, we also want our campus to be welcoming to our families. If there is a special event you would like older siblings to attend during the school day, please contact your child's teacher to determine if that is possible. Any minor on school grounds is expected to follow the general rules of behavior at ABES. Failure to do so may result in siblings being asked to exit campus.

In order to volunteer in the school, you need to fill out a Confidentiality Agreement. Anyone wanting to volunteer for an extended field trip must also fill out a form allowing Knox County Schools to conduct a Consumer Report ("background check"). **All forms are available from our secretary in the main office.**



General Information

Personal Property

ABES is not responsible for any loss or damage of personal property. Personal belongings should be clearly marked with your student's name. Lost items are usually placed in a lost and found area in the cafeteria.

Due to the volume of lost items collected and limited storage capacity, we cannot store them for an indefinite period. Therefore, at the end of each semester, all unclaimed items will be donated to charity. Please check the cafeteria and main office as soon as you realize an item has been lost at school.

Electronic Devices

Students at ABES are not allowed to bring electronic devices to school unless the classroom teacher has communicated information about a special occasion. If you choose to send a cell phone to school with your student, it must remain turned off and stored in his/her backpack at all times.

If this policy is violated, the phone will be taken from the student and a parent/guardian will be notified to come to the school to pick it up from the main office.

Student Transfer

If a student transfers to another Knox County School, please notify the teacher or the secretary, Kim Niles, at least two weeks in advance.

Students should not leave with debts to the school. Library books and textbooks must be returned before the student leaves the school.

School Closing

Decisions to close school because of inclement weather or disaster are made by the superintendent of Knox County Schools. **Please do not call ABES to find out if school is to be closed, delayed, or dismissed early.** Local television, radio stations and Knox County website and Twitter accounts will broadcast school those decisions as soon as they are made. Our school website, Facebook and Twitter accounts will be updated as well.

Knox County Schools

- www.knoxschools.org
- @knoxschoolsupt

Adrian Burnett Elementary

- www.knoxschools.org/burnettes
- @ABESCardinals

If you plan to pick up your student on one of these days, come to the back of the school. Please do not come to the front, as we will be loading busses and day care, if they are running. If the person picking up your student does not have your car tag, they must be on their emergency sheet.



Communication

School-wide Information

Communication to and from school is extremely important and will be provided in the following ways:

- ABES Newsletters (school and classroom)
- Phone calls
- Parent Conferences
- School website, Twitter and Facebook pages

If you haven't Opted In to School Messenger calls and texts, please be sure to do so. This will ensure that you receive important calls from the school and the district. (*Information about Opting In is available in the main office and on the Knox County Schools homepage.*)

Please make sure that we always have the most current and up-to-date contact information for you and your emergency contacts.

If at any point, you have concerns or questions that you would like to discuss with your student's teacher, please contact the teacher via phone or email. If you call the main office, they will take a message to have the teacher return your call at his/her earliest convenience.

If you would like to speak with administration, please call the main office or email Mrs. Wolfenbarger or Mrs. Prince.

michelle.wolfenbarger@knoxschools.org

stephanie.prince@knoxschools.org

Homework Policy

Please check your student's folder or agenda each night for any homework assignments. The policy at ABES is 10 minutes per grade level. For example, a student in third grade should have no more than 30 minutes of homework per night.

Here are some ways to help make homework a successful experience:

- Have a designated place for your student to do his/her homework that is quiet and away from distractions.
- Research supports reading to and with your student every day for 20 minutes.
- Ask your student each night to explain to you the assignments in his/her folder or agenda.
- If your student does not have homework, spend a few minutes practicing math facts or letting them read.
- If you find your student is struggling with the assigned homework, contact the classroom teacher immediately. You can also call an administrator if you have further concerns.



PTSO

What is the PTSO?

The purpose of the PTSO (Parent, Teacher, Student Organization) is to support our parents, school staff and especially our children. The programs and events we sponsor are designed to enhance our student's learning experience.

We sponsor a variety of fundraisers throughout the year such as the World's Finest Chocolate candy bar sale and Hoopalooza. These fundraisers help meet expenses not covered by the school system. Previous contributions to our organization have allowed us to fund great programs and activities including "Reading is Fun" day with free books for each student, rubber mulch for the school playgrounds, over \$30,000 worth of books for the Library & money for every teacher to spend in their classroom.

Our membership drive is normally held in August. The cost is \$5 per person. Anyone can join! They do not have to be a parent of a student, just someone willing to contribute to ABES. It is a great way to show support of our school.

PTSO Meetings

PTSO meetings are held the 2nd Monday of each month at 3:10 pm in the school Library. We encourage everyone to join us! Our PTSO thrives on volunteers!

Ways to stay connected and learn about volunteer opportunities include joining our school Facebook page and watching our flyers to come home in your child's backpack.

- Kristen Weigel and Mindi Bellamy, PTSO Co-Presidents

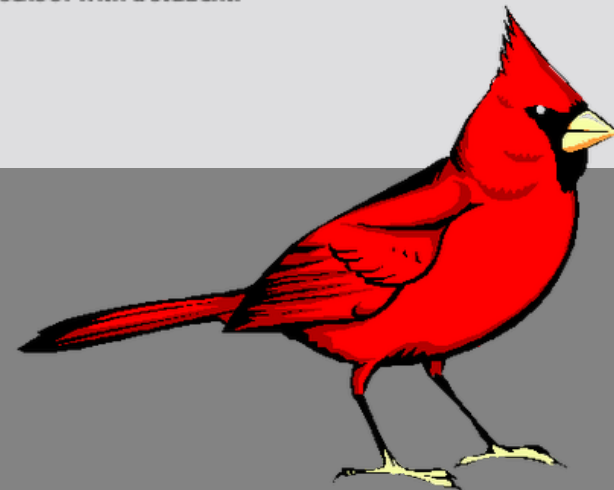
If the school-wide program plan is not satisfactory to parents, Adrian Burnett Elementary will submit any parent comments on the plan when the school makes the plan available to the LEA.

The Adrian Burnett Parent Involvement Plan for 2018 – 2019 was developed jointly with parents of children participating in the Title I program.

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 given to the main office. All medication will be kept in and dispensed through the clinic. Medical forms are available in the office.

Prescriptions or over-the-counter medicine is never to be sent to school with a student.



Family Engagement Plan

Family-School Partnerships

ABES will communicate effectively by:

- Using an assortment of tools to provide meaningful communication. These will include electronic methods such as email, Twitter, school webpage, and Facebook as well as traditional methods such as conferences and newsletters. The front marquee will be updated at least monthly. A School Messenger call will be placed as needed. *Please be sure to Opt In!*
- Opening the school formally for parent conferences and special programs and informally for drop-in parent meeting.
- Providing an Adrian Burnett handbook, Title I handbook, and newsletter to each family that communicates Title I status and information on budget.
- Convening an annual Open House to inform parents of their school's participation in Part A, to explain Part A's requirements, and to communicate their right to be involved.
- Promising to return all phone calls, emails and Facebook messages in a timely manner (typically not more than 24 hours).
- Maintaining an administrative open door policy.
- Sending home report cards or interim reports each 4 ½ weeks.
- Responding in a timely manner (typically not more than 24 hours) to parent communication requests.

ABES will speak up for every child by:

- Engaging all students by motivating them through differentiated instructional opportunities and an appealing environment.
- Sharing individual student data and goal attainment with students and parents.
- Providing intensive interventions for every child scoring below the 25th percentile on the universal screener.
- Providing healthcare to all students in need.

Family Engagement Plan

Purpose

The purpose of our Parent Involvement Plan is to develop a partnership between the school, families, parents, community members, and students where all parties jointly develop, agree upon, and share in the responsibility of creating policies, procedures and activities to promote high student performance. Our school values parent contributions at school at in the home as parents can support their child in both settings.

Family-School Partnerships

ABES will welcome all families into the school community through:

- Connecting families to one another and to school staff by hosting events such as: Open House, International Night, Reading and Math Nights, Hoopalooza basketball game and Spring Carnival.
- Engaging and empowering parents, students, school staff, and the community to provide an array of opportunities for stakeholders to connect with the school.
- Utilizing school traditions to create school ownership and pride.
- Providing an Adrian Burnett handbook and Title I handbook to each family.
- Developing skills to greet and assist parents in the office.



Family Engagement Plan

Family-School Partnerships

ABES will communicate effectively by:

- Developing community-mentoring opportunities that celebrate students' strengths and support academic growth.
- Forging opportunities for parents to be a part of the school decision making process through service on the PTSO board, School-Wide Schools Committee and district decision making through service on the District Advisory Committee.
- Presenting a flexible number and array of choices for parents to become involved and connected to the school.
- Offering participation in classroom and school-wide activities via invitation through monthly newsletters, school website, social media, teacher newsletters/flyers and/or School Messenger phone calls and texts.

ABES will collaborate with the community by:

- Developing mentoring opportunities with community members to support students' social and academic growth.
- Forging a strong partnership with Second Harvest Food Bank to provide backpack snacks.
- Offering on-campus mental health support through a full-time Guidance Counselor and part-time social worker.
- Providing on-campus health care through our full-time school nurse and Tele-Health System, and screening/follow-up dental care.
- Partnering with churches, staff, and local businesses to provide Angel Tree gifts for our most needy students.
- Promoting student leadership/citizenship through collaboration with AAA and teacher sponsorship of students.

Family Engagement Plan

Family-School Partnerships

ABES will support student success and high achievement through:

- Arranging for small classrooms that encourage teamwork and problem solving.
- Providing access to resources, personnel, opportunities, support and guidance.
- Focusing on and monitoring progress toward individualized goals in math and reading.
- Delivering school-wide updates via the school website, School Messenger phone calls, texts, newsletters, and marquee.
- Delivering individualized performance updates through report cards, IEP meetings, S-teams, RTI² letters, and teacher/parent conferences.
- Celebrating student achievement and accomplishments.
- Providing information through parent letters about additional school tutoring opportunities and enrichment classes.
- Making available Parent Compact, Parent Involvement Plan, and Open House Title I information.
- Working with the S-team, PIT and RTI process to ensure instructional coaches, teachers, and administrators track and support individual student achievement.
- Providing in-home support, parent education and learning materials through the school social worker.

