

West Hills Elementary School



Parent and Student Handbook 2017-2018

School rules and regulations, expectations, and general information for students and parents.

Principal: Kimberle A. Harrison
Assistant Principal: Kristen Jackson
Secretary: DeAnn Mazrimas
Secretary/Bookkeeper: Amber Johnson

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865-539-7850
www.knoxschools.org/westhillses

Our Mission Statement:

Our mission at West Hills Elementary is to create a safe, positive environment that promotes learning at the highest possible level for all students.

Student Friendly Mission:

Today I will do my best to be the best.
What I do today will make a difference.
I will listen.
I will follow directions.
I will respect the rights of others.
I can learn!
I will learn!

Our Shared Vision:

Our vision is a community of caring adults, working for excellence in education resulting in high achievement and healthy students.

Our Motto:

We can make a world of difference.

Our Mascot:

Westy the Wolf

Dear Friends of West Hills,

Welcome to West Hills Elementary School! We are so pleased that you and your child will be a part of our school family this year. We hope that this will be an exciting and successful year for you and your family. We look forward to working with the parents and community this year to achieve our school improvement goals. There is a strong tradition of support in the West Hills community for our school, our students, teachers and staff. We know this tradition will continue throughout the year as we work together to do “whatever it takes” to take care of our students to learn and grow.

Close cooperation between the school and the home are essential to promote the best interests of the child. We are using this handbook as a means of communication between school and home. There are important policies and procedures for our school explained in this handbook. We ask that you carefully review all of the material and keep this for future reference during the year. For additional information regarding our school and Knox County School’s programs, policies and announcements, check out the Knox County School website at <http://knoxschools.org>. We are delighted that you are a part of the west Hills family!

Respectfully,
Kimberle A. Harrison, Principal
Kristen Jackson, Assistant Principal

School Security:

Our first priority is to maintain a safe and secure learning environment for all students and adults at West Hills. The following guidelines are in place to keep all persons safe, and to protect instructional time from interruptions and distractions.

- All Knox County schools are controlled-access facilities. For this reason, our exterior doors remain locked during the school day. Visitor entrance is permitted through the buzzer systems at the main door. When you push the buzzer, a staff member will speak to you on the intercom. The door lock will be released after you've identified yourself and your purpose for entry.
- All visitors must report to the office immediately upon entering the building. All visitors must sign in and wear a visitor's badge. No exceptions! Please be sure to sign out when you leave the building. We want to know who is in the building at all times.
- When you deliver something for your child, we will not interrupt instruction. We will call him or her to the office during a break, or deliver the item at an appropriate time. Please make every effort to check that your child is fully prepared (backpacks, lunchboxes, homework, etc.) before leaving for school.
- Under normal circumstances, it will not be permitted to check out students after 2:15. With the sincerest apologies the buzzer system cannot be answered from 2:15-2:45 because our office staff is working diligently during this time to ensure all students are dismissed safely and in a timely manner. Please make the necessary arrangements to get your child before 2:15, if necessary. Remember, and time a student is signed out before 2:45, it is counted as a tardy (early dismissal) and will affect perfect attendance. Your child is missing instruction when he or she is checked out early.
- A school safety plan is in place and all staff members are aware of what to do in the rare case of an emergency (fire, weather, intruder, etc.)The details of these plans are not shared with the community at large to ensure our highest level of security.
- A Knox County School Security Officer is on site to assist staff and students in our day to day operations.

Arrival and Dismissal:

Our doors will open at 7:00am.

Once inside the building, ALL students immediately report to the cafeteria to eat breakfast or sit quietly. At 7:10, students in grades K-3 will report to the gym. They will sit in rows by their teachers' name. Students in grades 4-5 will report to their grade level hallway. They are expected to follow hallway expectations.

For security purposes, parents are requested to stop at the front door and say their good-byes, and NOT remain with students in the lobby waiting for the bell to ring. No adult may walk a student to the classroom without signing in at the office to receive a visitor's badge.

Please allow your child to walk independently. If you believe your child needs assistance, one of our staff members will gladly escort him or her to the classroom.

Students arriving at school after 7:45 must be signed in by a parent or guardian. They are counted tardy and will need a signed tardy slip from the office to enter the classroom. Three tardy marks in one grading period will prevent a student from earning perfect attendance. Instruction missed due to unexcused tardiness will not be made up. If tardiness is habitual, the principal or social worker will contact the parent to seek a solution to the problem.

Students are dismissed at 2:45pm. If your child is a car rider, please place your West Hills name tag on the right side of your dashboard or hang it on the review mirror to facilitate the smooth loading of students into cars. Students who are walkers or parents who meet their children will pick up their children outside the back of the gym. Students will be with their grade level. Please show your car tag to the teacher on duty. For security purposes, no student will be excused unless a nametag is shown. If there is no name tag/car tag, parents or guardians must come into the office and sign out the student. Proper identification will be necessary.

After 3pm students remaining students will be sent to the car rider line.

No child may be picked up at the classroom door during the school day. Parents or guardians must come directly to the office and sign out the student, showing proper identification to do so. Please remember, and early check out counts as a tardy.

Our office closes at 3:15PM daily.

Students are released only to persons listed on the emergency card. We will call parents to verify if someone who is not on the card arrives at the school to take a student. Please ensure that all responsible adults are listed on the emergency card to avoid any confusions and delays in picking up your child. All students must be signed out in the office before leaving the school prior to dismissal time. When students are signed out before 2:45, it is counted as a tardy and will remain unexcused without a medical note.

If you change the way your child is going home, you must send a note to the teacher. We will not allow a child to go home a different way without your written consent. Rarely, you may need to change your child's transportation during the school day. If this is the case, call the school office BEFORE 2:00 and we will get the message to your child's teacher before dismissal. Children are anxious when they do not have a consistent routine and are not sure how they will get home. This has a negative effect on learning. A consistent dismissal routine is the best way to ensure your child gets home in a safe and timely manner.

Traffic Procedures:

Morning drop-off begins at 7:00am. All car riders will be dropped off in either the front circle located off of Vanosdale Dr. Please pull as far forward as possible in the car line. Do not park or get out of your car in the drop off line. Safety Patrol students unload cars each morning in the front circle (weather permitting). No parent should park in staff parking lots. Parking space is extremely limited, so we encourage you to foster your child's independence and allow him or her to walk in by themselves. Adults and Safety Patrols are stationed throughout the building to help students.

All entry and exit doors are locked at 7:45, at second bell.

Please be patient in the back circles as we unload our Pre-K and Special Education students each morning. State law requires parents to sign in/out Pre-K students. This takes some time. Patience and common courtesy are encouraged as you wait in the car line!

All students arriving after 7:45 must enter through the front doors on the Vanosdale side. All other doors remain locked and inaccessible.

NO STUDENTS SHOULD BE DROPPED OFF AT ANY OTHER LOCATION. UNDER NO CIRCUMSTANCE SHOULD A STUDENT BE DROPPED OFF IN THE PARKING LOT AND WALK UNESCORTED TO THE FRONT DOOR.

We do value your time, but we value the safety and welfare of your child even more. A moving vehicle may not see your child, and dreadful accidents can occur without any warning.

****The back circle (Sheffield Dr.) is a "Right Turn Only" exit. This rule ensures smooth traffic flow.****

The afternoon pickup, all students are dismissed at 2:45. Bus riders dismiss to the buses in the back (Sheffield) circle. There is no "Car Pool" dismissal. All car riders are picked up in the front circle.

All car riders will be dismissed in the front Vanosdale circle. Please have your school issued nametag clearly displayed. Pull up to the furthest cone and wait for a Safety Patrol to load your student. **STUDENTS WILL NOT BE ALLOWED TO MEET YOU IN THE PARKING LOT.** All parents must pick up car riders through the circle. Cars not displaying a school issued name tag will be asked to park and check out students in the office to verify identity. Parents who park and walk to get students will also need to present a school issued name tag. This is for the safety of all children. Please **DO NOT** ask your child's teacher to send them out through a side door as this will not be permitted.

Pre-K students are dismissed at 1:00PM in the FRONT circle. All pre-K students must be signed out before leaving.

For security purposes, parents (Pre-K-5) are not allowed to wait inside the building for students to dismiss. No exceptions.

Bus Transportation and Schedule:

Bus transportation is provided for children who reside in the West Hills zone and live more than a mile from the school. The Transportation Department arranges routes and stops. You may call 594-1550 for more information.

State law does not require school bus transportation for our students. It is a privilege extended to our children. Riding the bus is in an extension of the school day; therefore, bus riders are expected to follow all rules and regulations regarding safety on the bus and at all bus stop locations. Rules are posted on the bus. Assigned school personnel will be on duty at the school to meet the bus each morning and to monitor boarding of the bus in the afternoon. Any student who is cited by the bus driver for safety violation will be subject to disciplinary action, which can include suspension of bus riding privileges.

A school bus schedule is available in the office. Because traffic around the school is very heavy during arrival and dismissal, we encourage students to please ride the bus.

Attendance Policies:

It is important for healthy students to attend school every day. Students in grades K-5 must be in school 3 hours and 15 minutes to be counted present for the day. Preschool students must be in school 2 hours and 1 minute.

The Knox County Board of Education policy permits student absences to be excused for the following reasons:

1. Personal Illness
2. Illness in the family temporarily requiring help from the child
3. Death in the family, with documentation
4. Recognized religious holidays regularly observed by persons of the student's faith
5. Verifiable family emergency

A student absence due to illness may be excused, up to ten days per year, with written notes from the parent. Beyond the tenth day, a note from the doctor's office is required to excuse the absence.

All written excuses must be submitted within five days of the student's return to school or the absence will be unexcused.

Any absence not complying with the above reasons for excused absences will be considered unexcused. Parents who wish to appeal an unexcused absence should communicate with the principal. The principal's decision is final at the school level.

Any student who is absent for an extended period of time due to illness or injury (10 consecutive school days or longer) may be eligible for homebound instruction. Parents should contact the school for information regarding this service.

Emergency Contact Information:

It is critical that we have accurate and complete emergency contact information for your child. If your child is ill or injured, we must be able to contact you immediately. If there is a child custody situation, it is your responsibility to provide legal documentation for our files. Please keep this information current. Please make sure your child's teacher and the front office have the most current phone numbers to reach you during an emergency. Please make all changes directly through the front office.

Emergency School Closing:

During bad weather, if the possibility of a school closing is apparent, you may come to school to sign out your child. You do not need to call the office beforehand. Please listen to a local radio or TV station for information updates on school closings, or check the Knox County Schools website (knoxschools.org) for this information. Be aware that any bus route can be shortened or cancelled due to flooding, ice, or snow.

Discipline Plan:

West Hills is committed to establishing an atmosphere throughout the school where children feel safe, secure, and have the opportunity to learn. We are implementing the Positive Behavior Intervention and Support system this year. All students and staff are expected to follow these four simple school-wide expectations.

1. Be Kind
2. Be Safe
3. Be Respectful
4. Be Responsible

Teachers may also have additional expectations specific to each classroom, and that will be communicated to you at the beginning of the year. Please talk to your child about school expectations and appropriate behavior.

What is a Positive Behavior Intervention and Support School?

What is PBIS?

- A framework that creates a school climate where all students are as academically and behaviorally successful as possible.
- Replaces undesired behavior with a new skill or behavior
- Alters environments, teaches appropriate skills, and rewards appropriate behavior

Key Concepts:

- Expectations for everyone in all settings
- Show students how to achieve these expectations
- Explicitly teach behavior expectations
- Acknowledges students displaying positive behaviors
- Work closer with students in need of greater interventions
- Everyone works together proactively

PBIS is based on the idea that when students are taught clearly defined behavior expectations and provided with predictable responses to their behavior, both positive and corrective, all students are more likely to meet those expectations.

West Hills Elementary has developed school-wide procedures to accomplish the following:

1. Define Behavior Expectations- Defined in positive, simple rules
2. Teacher Behavior Expectations-Taught to all students in real contexts.
3. Acknowledge Appropriate Behaviors-Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. West Hills has developed an acknowledgement system to encourage regular recognition of desired behavior in the school.
4. Responding to Problem Behavior- Despite our best efforts, there will still be incidents of problem behavior. When we respond to problem behavior, we have three primary goals.
 - a. Make sure everyone is safe.
 - b. Minimize the loss of instructional time for all students (including the student who is engaged in the problem behavior).
 - c. Teach the student the appropriate behavior to use to replace the problem behavior.

PBIS explicitly teaches behavior expectations as follows:

- Focus on teaching appropriate behavior expectations in the same way academic skills are taught.
- Procedures for teaching expected behaviors:
 - a. Teach the expected behavior
 - b. Model the skill
 - c. Students practice the skill
 - d. Access the skill
 - e. Practice, Practice, Practice
- Adopt a common language to create consistency throughout the school. A behavior matrix is used to create the language.

Our school will use a common clipboard and point system. Teachers will have the autonomy to use their own behavior systems inside the classroom. Those will be communicated with parents at the beginning of the year.

Staff may use the following ways to celebrate positive behavior.

1. Classroom Rewards: Each teacher or grade level will have their own way of using classroom rewards.
2. Pop-ins: Random visits to classrooms by staff members to reward students. These pop-ins can be prearranged with the classroom teacher to occur at a specific time with specific guidelines.
3. Student of the Week: Each Friday, classroom teachers will select a student of the Week based on behavior expectations. This can be to a student who continually demonstrates an expectation or a student who has shown marked improvement in particular behavior area. Students will be recognized on the Morning News.
4. Nine Week Celebrations with administrators and parents.
5. Fun Friday- Weekly celebrations based on the amount of points students have earned.

Sometimes problem behavior does occur. Whenever it is necessary for the teacher or administrators to handle disciplinary issues or those who demonstrate inappropriate school behavior. Consideration will be given to the following:

1. A student's right to tell his/her side of the story
2. The student's right to have witness that may support his/her version of the incident
3. The nature of the conduct
4. The number of discipline reports the students has previously received

It is an individual's choice to behave appropriately within the school and classroom guideline. Activities and interventions are implemented at school to help children remediate behavior problems. These activities may include meeting with guidance counselor, talking to the principal or assistant principal, visit to the PAC classroom (Personal Accountability Class), and behavior contracts.

Most inappropriate behavior can be resolved with a phone call to parents. It is always the parent's prerogative to request a conference with the teacher and/or principal to assist in resolving a behavior issue or discuss discipline procedures. Each teacher has the primary responsibility for establishing a classroom climate conducive to learning. This includes maintaining firm, fair, and consistent behavioral expectations. Communication between teacher and parent is an essential component to the development of the program.

In accordance with Knox County Policy JC, it is expected that students will use appropriate language, respect all employees, and not engage in fighting, threatening behavior, or have weapons or drugs on campus. Several or repeated discipline problems may result in out of school suspension.

Dress Code: (Excerpt from KCS Policy JCBF)

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

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

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 which 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 Grade 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.

The school administration reserves the right to determine whether the student's attire and appearance are within acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The principal may allow expectations for school-wide programs or special classroom activities.

Note: If a student is found to be in violation of the dress code, the student will report to the office and the parent will be notified. The student may return to class once the problem is resolved.

Medications:

As a general policy, medicine is not administered to children at school. However, under certain circumstances, it may be necessary. In that case, a Knox County Schools MEDICAL INFORMATION FORM must be on file in the nurse's office. You may request this form for our school nurse to take to your family physician for completion. Once that is done, an adult must bring the form and medication, in original packaging or prescription bottle, to the clinic. Under NO circumstances should a student transport medications to school.

Illness:

For the safety and well-being of our staff and students, a child with a contagious medical condition cannot remain at school. This includes symptoms of pinkeye, nausea, rashes, or fevers. Per Knox County policy, students who vomit, have diarrhea, or display a fever at a school may not return to school until they are symptom-free for 24 hours.

Telephone Calls:

Staff members will not be called to the office to speak to parents during the school day. Please do not call to relay messages to students unless it is an emergency. In order to protect the instructional environment Children will not be allowed to call home to ask parents to bring in field trip forms, money, clothing for special events, homework, library books, tennis shoes, etc. Thorough this proves your student will learn that there are natural consequences for not being prepared for school.

Illegal/Inappropriate Items:

It is a good rule of thumb that anything that is not needed for class should be left at home. Items that violate safety or disrupt the learning environment will be confiscated and students may face disciplinary action. No weapon of any kind may be in the student's possession. This includes "toys" that may resemble weapons (water guns, knives, etc) or common items that can be used to harm or injure self or others. Knox County Schools practice strict "no tolerance" procedures with regard to student possession of weapons of any type. Any student who violates these rules may be subject to disciplinary action, including the possibility of long-term suspension from school.

Animals:

Live animals may not be brought to school without prior permission from the administration and teacher.

Toys, Games, Electronic Devices, Cell Phones:

Any item that could be a distraction from learning should not be brought to school. We understand that some students like to take items to daycare after school. Any game, toy, or electronic device brought for daycare or after school must be stored in a backpack during the school day. The use of personal electronic devices during school is strictly prohibited. Use or improper storage of the personal electronic device will result in confiscation of the device until such time, as it may be released to the parents or guardian. The same rules apply to cell phone use. Knox County allows students to have cell phones at school. However, they **MUST** be turned off and stored in backpacks during the school day unless permission for their use is granted from an administrator. West Hills Elementary School is not responsible for lost, broken, or stolen items. If you receive a text or phone call from your child's phone during the school day, please be aware your child is breaking the rules.

Party Policy and Nutritional Guidelines:

Classrooms are limited to two parties per year. Typically there will be one party before winter break, and one at the end of the year. Birthday parties are not permitted, but with **PRIOR** teacher consent, parents may send a Knox County approved nutritious, healthy treat to be shared with the class at snack time. Parents may also choose to purchase ice cream for your child's class ahead of time through the cafeteria. Ice cream will be taken to the playground after lunch to be shared. It is important to check with your child's teacher before bringing in any food or drink items to share with the class. All schools must comply with a federal law concerning food brought into the classroom to share with others. A comprehensive listing of approved snacks under the KCS nutrition guidelines may be found on the KCS School Nutrition and Food Services website.

Many students in our school also have various food allergies to which we must be sensitive. For this reason, we are designated a **"Peanut-Free"** school. What we do on our part is to make sure we do not serve peanut butter in any form in the cafeteria line. However, we cannot guarantee that our menu items are not produced in plants that contain processed peanut products. We do our best to serve menu items that are peanut-free.

Breakfast/Lunch:

At West Hills, free breakfast and free lunch are available for all students every day through The Community Eligibility Program, a generous federal grant offered to select Knox County Schools. Students have the option of bringing their own lunch, or selecting the school lunch. Students who bring lunch from home have the option of taking 3 items (milk, fruit, vegetable) to supplement their lunch at no charge.

Glass bottles and soft drinks are not permitted in the cafeteria. We respectfully request that parents refrain from bringing in fast food items as a lunch option.

Students must enter their Knox County pin number, and have money in their account to purchase ice cream. Knox County Schools is on a "point of sale system", which is a debit account for additional food purchases. Students may pay daily or pre-pay for ice cream. If you choose to prepay, please include the child's name, cafeteria pin number, and teacher's name in a sealed envelope and send it to the teacher.

Checks can be made payable to West Hills Cafeteria.

Ice Cream is available for purchase on **FRIDAYS ONLY**.

2017-2018 Cafeteria Prices (For visitors, additional breakfast/lunch, or single items)

Breakfast

Adult (KCS Personnel)	\$2.00
Adult (visitor)	\$2.25

Lunch

Adult (KCS Personnel)	\$3.25
Adult (visitor)	\$3.75

Ice Cream	.75
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Parent- Teacher Conferences and Communication:

We strongly encourage meaningful communication between parents and teachers to benefit the child's education. In order to facilitate conference scheduling, we ask that you make your request for a parent conference to the teacher in writing. Most conferences will occur before or after school since teachers cannot be pulled from instruction or planning period. We request you refrain from calling and interrupting our teachers at their homes, unless you have their permission to do so. Our teachers check email daily, and will be happy to correspond with you.

Teachers send information home with students regularly to keep you informed on important things happening in the classroom. Our school website is <https://www.knoxschools.org/westhillses>. You can also follow West Hills Elementary on Facebook and Twitter for accurate and timely information.

PTA:

Recognizing that parent and family involvement increase chances for student success, the Parent Teacher Association (PTA) is an effective way for parents and teachers to support West Hills. Please show your support by joining the West Hills PTA.

Parent Visit to Observe in a Classroom:

Visits are limited to 30 minutes, and must be scheduled 24 hours in advance with approval of the principal. Knox County policy prohibits to use of audio or video recording while visiting a classroom.

Classroom Volunteers:

Visitors and volunteer are welcome to our school! All visitors or volunteers must sign in at the office and wear a visitor's badge while on school property. The principal can authorize expectations (i.e programs in the gym). If you are volunteering in the classroom or eating lunch with your child you must be prepared to show you ID. We believe that parents are an important component in the instructional process and are genuinely welcome to visit their children's classroom. However, we have to keep the classroom distractions minimal to preserve instruction quality.

Field Trips:

Grade-level appropriate field trips are incorporated into your child's educational program. The cost of each trip is calculated on the number of students participating. For this reason, if your child is unable to participate at the last minute, the school may not be able to refund your money. Detailed information is sent home for every field trip. Children must have a signed permission slip in order to attend any trip off campus.

On occasion, teachers may walk students off campus to the adjacent John Bynon Community Park. You will be notified prior to the excursion. We require a signed permission for these trips as well. You will receive the form in the beginning of the year packets. Please sign and send it back to the school immediately so your child can participate. That form serves as a yearlong permission slip to walk to the park.

Bullying from KCS Policy JCADA

"Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation, or bullying, like other disrupting or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to education students in a safe and orderly environment, and since students learn by example administrators, faculty, and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All the KCS teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertake through the use of electronic devices; "Electronic devices" include, but are not limited to, telephones, cellular phones, or other wireless telecommunication devices, personal digital assistants, computers, electronic mail, instant messaging, text messages, and web sites.

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance; and:

- (A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportations or at any official school bus stop, the act has the effect of:
 - (i) Physically harming a student or damaging a student's property;
 - (ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
 - (iii) Causing emotional distress to a student or students;
 - (iv) Creating a hostile educational environment

- (B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

All students are expected to refrain from acts of harassment, intimidation and bullying or cyber-bullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board Policy JCC will be utilized for the unacceptable behavior described above."

School Fees:

School fees for each child enrolled at West Hills is \$25, payable within the first grading period. School fees are used to purchase supplies and materials that all students use on a daily basis. Checks are payable to "West Hills Elementary School".

Social Services:

If your student is in need of materials necessary to attend school please notify the office. We have the resources of a school guidance counselor, school social worker, and school nurse to help guide you to the proper social services.

Special Education:

Knox County Schools provides a full continuum of services for students who qualify for special education under the Individuals with Disabilities Education Improvement Act (IDEA). If you believe your child might require Special Education or other services please notify your child's teacher or an administrator. There are specific guidelines that must be adhered to in order to being the process.

Civil Rights:

Title VI of the Civil Rights Acts of 1964 states that "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance". 42-USC-2000d

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded educational program or activity.

The Americans with Disabilities Act prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

Transfer Options of Students Victimized by Violent Crime at School:

Under the Tennessee Board of Education's Unsafe School Choice Policy, any public school student who is in the victim of a violent crime as defined under Tennessee Code Annotate 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 Brain Hartsell, Supervisor of Transfers, at (865)594-1502.

When You Have a Problem:

Most problems can be handled at the classroom level, and the first person to notify when you or your child experience a problem is the classroom teacher. If the problem cannot be resolved at that level, then the administrator should be informed. You may call our school office at 539-7850 to speak with one of our principals or to make an appointment for a meeting.

