

**FOUNTAIN CITY ELEMENTARY SCHOOL
PARENT AND STUDENT HANDBOOK
2018-2019**

School rules and regulations, Expectations, and General Information
For
Parents and Students

Principal: Ina Langston
Assistant Principal: Renee Rupeka
Secretary/Bookkeeper: Wendy Williams
Attendance Secretary: Cindy Mease

Office Hours: 7:15-3:15 (M-F)

2910 Montbelle Ave.
Knoxville, TN. 37919
865-689-1445
865-689-1491 (fax)
www.knoxschools.org/fountaincityes

Our Shared Vision:

We want to be an exemplary school with the purpose of preparing students, educators, parents, and the community for the future. By fostering a climate of respect, cooperation, and shared expectations, all will be encouraged to develop to their full potential, while utilizing problem-solving strategies, modern technology, and value-based decisions.

Our Motto:

Pepcats are responsible, respectful, and safe!

Our Mascot:

The Pepcat

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Dear Friends of Fountain City,

Welcome to Fountain City Elementary School! We are delighted to have you join our school family this year. Our hope is to encourage lifelong learning in every Pepcat, great and small, and to send our Pepcats on to Middle School, ready to succeed in the next step in their K-12 education.

This handbook is designed to answer most questions you may have about our school. There are important policies and rules inside, and please review this carefully with your child, keeping it for future reference throughout the year. We also encourage you to keep current and up to date by visiting our website at [knoxschools.org](http://knoxschools.org) often.

One of the first things you'll want to do is go to the website and "opt-in" for all phone messages and emails from our school. Once that is done, you need not renew that each year UNLESS you change your phone number – then you'll have to "opt-in" again.

Let's work together this year to communicate well. It is our greatest pleasure to teach in this historic community!

Respectfully,  
Ina Langston, Principal  
Renee Rupeka, Assistant Principal

**Accident Insurance:** This is optional for your student. Information is sent home at the beginning of the school year. Our district does not carry accident insurance for students.

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

**Arrival/Dismissal:** Our staff values your time, but we value even more the safety of our Pepecats! For the safety of everyone, please remember:

Stay in the car line to avoid placing your child in danger. Never drop-off students from across the street, or in our parking lot. Your child's safety is worth far more than any inconvenience this may cause you.

Safety Patrol students are on car door duty at 7:20 AM. If you arrive at school before then, your child will exit the vehicle without staff assistance. After 7:20, remain in the car line and wait for a student to open your door once you stop at a safety cone.

Adults should remain in vehicles. If you must escort your child to the building, please park on Grove Drive. To avoid traffic congestion, do not park in our car line.

Avoid creating unnecessary delays in the line. Please prepare your child to exit the car promptly when a safety patrol opens the car door.

During both arrival and dismissal, please remain in the car line until all cars pull forward. When drivers impatiently pull out of line, the line slows and chances of accidents increase dramatically. In the afternoon, a staff member holds a "STOP" and "SLOW" sign to alert drivers when it is safe to move forward.

Our doors will open at 7:10 AM, when our school bus arrives. Students who eat breakfast will report to the cafeteria while all other students report to the gym. At 7:35 AM the first bell will ring to dismiss students to classrooms.

Please allow your child to walk independently to the classroom. If you believe your child needs assistance, a staff member will gladly escort the child to the classroom.

Students must be in class ready to start the day at 7:45 AM. At 7:45 AM the tardy bell will ring, and all students who are NOT IN THE CLASSROOM are considered tardy. After 7:45, students will only be admitted to class with a tardy slip.

School is dismissed at 2:45 PM. Early dismissals are not allowed after 2:15 PM unless there is an emergency.

Students in grades K-2 (and older siblings) are dismissed from the gym and cars will pick up students on Montbelle Avenue. Students in grades 3-5 are dismissed from the Kindergarten hallway and cars will pick up students on Grove Drive. Walkers are dismissed from Grove Drive.

A car rider's tag must be prominently displayed in the front windshield to pick up your child. You will be directed to the office if there is no car tag on display, no exceptions. The car tag allows staff to call for students using two-way radios, as well as ensuring students are being picked up by an authorized adult, not a stranger. If there is no car tag, the adult must go to the office and check out the student, showing ID and checked against the emergency list of adults authorized to pick up the child.

A signed parent note is required each time a student's dismissal pattern is changed. Your child will not be allowed to go home "a different way" without your written permission. A consistent dismissal routine is essential for your child's safety and well-being.

If a child is riding the bus home with another student please send the parent note to the office with the student. The office staff will sign and date the note when it was received, make a copy, and give it back to the student. The student will then give the original to the bus driver when boarding the bus.

KID'S PLACE is our after-school daycare provider this year. Students enrolled in KID'S PLACE report to the cafeteria at 2:45 PM.

"Walker" pick-up parents must have a car rider sign in order to collect a student.

No child may be picked up at the classroom door during the school day. Parents/guardians must come to the office to sign out students, showing proper identification. The child will be called to the office and meet you there. It is important to understand that in order to pick up a child from the school, an individual MUST be listed on the emergency card AND have a picture ID to verify identity.

Our office closes at 3:15 PM daily.

Students are released only to persons listed on the emergency card. Please ensure all responsible adults are listed on the emergency card to avoid any confusion or delays.

Please review the traffic flow pattern graphic in this handbook.

**Attendance:** Healthy students must attend school every day. Students in grades K-5 must be in school 3 hours and 30 minutes in order to be counted "present" for the day.

Knox County Board of Education policy excuses student absences 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 students' faith;
5. Verifiable family emergency.

Student absences may be excused with a parent note, up to ten (10) days per school year. Beyond day 10, a medical note from the doctor's office is required to excuse the absence.

Written excuses may be accepted within five (5) days of the student absence. The absence will remain unexcused after that time period passes.

An absence not related to any of the above reasons for excused absences will be considered unexcused. Parents may appeal an unexcused absence by communicating with the principal. The principal's decision is final at the school level.

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

**Awards Assemblies:** At the end of each nine-week grading period, students are recognized for academic excellence, outstanding behavior or citizenship, and perfect attendance.

**Bus:** Transportation is provided for children who reside in the Fountain City school zone and live more than a mile from the school. You may call the Transportation Dept. at 594-1550 for information on the bus route and stops.

An FCE bus assistant rides the bus each morning and afternoon.

Riding the bus is an extension of the school day, and bus riders must follow all rules and regulations regarding bus riding safety and at all bus stop locations. Any student who is cited by the driver or bus assistant for a safety violation will be subject to disciplinary action, up to and including suspension of bus riding privileges.

Be aware that the bus route can be shortened or cancelled due to flooding, ice, or snow hazards on the road.

**Cafeteria:** Free breakfast and free lunch are available for all students every day courtesy of the Community Eligibility Program, a generous federal grant awarded to select schools. Students have the option of bringing lunch from home or selecting the school lunch. Students who bring lunch from home have the option of selecting three (3) items (milk, fruit, vegetable) to supplement their lunch at no charge.

Glass bottles and soft drinks are not permitted in the cafeteria. Ice cream is available for a charge of \$.75. Adults must pay for their meals: breakfast (\$2.25); lunch (\$3.75). Checks may be made out to the Fountain City Elementary Cafeteria.

**Civility Code: (KCS Board Policy B-230)\*:** Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat each other with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behaviors that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

A copy of the above policy in its entirety is included as an attachment to this handbook.

**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 bases 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.

**Communication:** Friday Folders provide important weekly communication between home and school, including notes about work habits, behavior, academic progress, upcoming events, newsletters, etc. You will also find important information updates on the school website: [www.knoxschools.org/fountaincityes](http://www.knoxschools.org/fountaincityes). Our family newsletter, *The Fountain Pen*, is distributed monthly to our families, and is also posted on our website.

**Conferences:** Our teachers check their emails daily. To schedule a parent/teacher conference during the school year, please submit the request in writing to the teacher. Most conferences will take place either before or after the school day. Our teachers will reach out to you to schedule conferences in October and February.

**Dress Code (KCS Board Policy J-260)\*:** “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:

- Pants must not sag below the waist and must be at a safe length.

- Head apparel, except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
- For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper coverage are inappropriate attire.
- 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. Skin-tight outer materials are prohibited without appropriate coverage.

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. If a student is found in violation of the dress code, the student will report to the office and parents will be notified. The student may return to class once the problem is resolved. In matters of opinion, the judgment of the principal/designee shall prevail. The teachers and the principal will administer appropriate consequences for policy infractions, if necessary.”

**Emergency Contacts:** We require current emergency contact information for each student. It is the parents’ responsibility to notify the school office when information changes.

**Emergency School Closing:** When schools close for weather-related issues, you will be notified by a phone message. Local radio and TV stations will also broadcast this information, and it will be posted on the district website. Please do not call the school office.

Be sure you have updated all emergency contact information with the office and have completed and turned in the “FCE Inclement Weather Plan” for your child.

KIDS’ PLACE Daycare will not operate when schools are closed.

**English Language Learners:** KCS provides specialized programs for students who have a non-English language background and are also limited in English language proficiency. FCE has a full-time English as a Second Language teacher who works daily with students identified as ELL. For more information, please call the school.

**Fees:** The school fee for each child enrolled at FCE is \$25, payable within the first nine weeks of school. Please make checks payable to Fountain City Elementary School. Online payment is an option. Visit our website at [www.knoxschools.org/fountaincityes](http://www.knoxschools.org/fountaincityes)

**Field Trips:** Grade-level appropriate field trips are incorporated into the educational program. The cost of each field trip is calculated on the number of students participating. For this reason,

if your child is unable to participate at the last minute, we 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. Students who have disciplinary problems at the school will not be allowed to participate in field trips due to safety concerns. We are limited to the number of adult chaperones, so consult with the teacher if you are interested in being a chaperone. If you chaperone a field trip, siblings are not allowed to go on the trip.

**Grades:** Students will be graded at their instructional levels. Interim reports are sent home during the fourth week of a nine-week grading cycle. Report cards are issued after every nine week grading period. Kindergarten students will not receive an interim report for the first grading period.

In first and second grade, students will earn E (excellent), S (satisfactory), or N (needs improvement) for academics and letter grades A, B, C, D, U for behavior. There are no separate spelling or handwriting grades; spelling is included in the reading grade. The language/writing grade includes handwriting, grammar, and process writing. The purpose of language is to develop process writing skills, therefore 50% of the grade is based on the student's ability to write. Then 30% of the grade is grammar and 20% is handwriting.

Students in grades 3-5 receive letter grades A, B, C, D, U for all subjects except work habits, which earn an E, S, or N. The purpose of language is to develop process writing, so 50% of the language/writing grade is process writing. The remainder of that grade will be 10% handwriting, 10% spelling, and 30% grammar.

The grading scale follows:

- A = Exceptional (93-100%)
- B = Above Average (85-92%)
- C = Average (75-84%)
- D = Below Average (70-74%)
- U = Unsatisfactory (below 70%)

At the beginning of the school year, teachers use at least three sources of reliable data (such as placement tests, benchmark tests, TCAP tests) to determine your student's appropriate instructional level.

**Harassment, Intimidation and Bullying or Cyberbullying (KCS Board Policy J-211)\*:** "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 disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff 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 Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.”

A copy of the above policy in its entirety is included as an attachment to this handbook.

**Illegal/Inappropriate Items:** It is a rule of thumb that anything not required 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 a student’s possession, including toys that may resemble weapons (water guns, knives, etc.) or common items that can be used to harm or injure self or others (nails, tacks, pills, etc.). Knox County Schools practice strict “no tolerance” procedures with regard to student possession of weapons or drugs. Students who violate these rules may be subject to disciplinary action, including the possibility of long-term suspension from school.

**Illness:** For the safety and well-being of staff and students, a child with a contagious medical condition cannot remain at school. This includes symptoms of pink eye, nausea, rashes, or fevers. Per district guidelines, 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.

**Injuries at School:** Parents will be notified in the case of an accident, a bump on the head, or injury. We will put bandaids on cuts and scrapes and ice on bumps. Any student involved in an accident or injury at school must report it to the teacher as soon as it happens. If a student does not report it, the staff cannot inform the parent.

**Internet Safety:** “Students will receive instruction in the safe and responsible use of the Internet as a part of any instruction using devices that provide access to the Internet. Internet Safety instruction for students will include but not be limited to appropriate online behavior, interaction with others while using social networking websites or chat rooms, and awareness of the impact and consequences of cyberbullying. Students must abide by all laws, the Acceptable Use Policy, and all district security policies when using the district network.” (KCS Board Policy I-222)

**Kids Place:** After school child care is available at our school and is provided by Kids Place, Inc. Enrollment information is available by calling 660-7134.

**Lost and Found:** We maintain a lost and found area, but we do not keep the items indefinitely. Please check the area often. To avoid loss of personal items, label all clothing and belongings.

**Make-Up Work:** If your child is ill for three days, your teacher will have a plan for making up missed assignments in a reasonable time frame. If parents wish to pick up assignments, please

call the school before 9:00 AM. The teacher will have assignments ready for pick up at 3:00 PM. The office closes at 3:15, and make-up assignments not collected that day will have to be picked up the next day.

**Medication at School:** As a general policy, medicine is not administered at school, however, under certain circumstances it may be necessary. A KCS Medical Information Form must be on file in the office. You may request this form from the office and take it to your physician for completion. Once that is done, an adult must bring the medicine to school along with the form. Medication must be in the original packaging or prescription bottle. Under NO circumstances should a student transport medication to school.

**No Smoking Policy:** The Knox County Board of Education, in compliance with Public Chapter 410, known as the “Non-Smoker Protection Act” prohibits smoking by staff, visitors, and guests on ALL school property. This includes all forms of tobacco, including all smokeless and chewing tobacco products, cigars, cigarettes, and pipes. Vaping is also prohibited.

**Parent Visit to Observe a Classroom:** Parent visits are limited to thirty (30) minutes and must be scheduled in advance with the principal. Knox County policy prohibits the use of audio or video recording while visiting a classroom.

**Parties:** Classrooms are limited to two parties per school year. There is one party before winter break, and one at the end of the school year.

Birthday parties are not permitted, but with PRIOR teacher consent, parents may send in a treat to be shared with the class at snack time. Parents may also choose to purchase ice cream for the classroom ahead of time through the FCE cafeteria.

It is important to check with your child’s teacher before bringing in any food or drink items to share with the class. Students can have various food allergies and religious dietary restrictions and we must be sensitive to those concerns.

**Positive Behavior Intervention and Support (PBIS):** PBIS is a tiered framework that creates a school climate where all students can be successful, both in academics and behavior. When necessary, interventions are implemented to replace undesired behaviors with desired behaviors.

Our PBIS expectations are for every student in every setting. We show our students how to achieve these expectations, and acknowledge students who are displaying appropriate, positive behaviors.

Our school has three (3) clearly developed expectations for all Pepecats and staff; Be Responsible, Be Respectful, Be Safe. We teach our students these expectations the same way we teach academic skills: we explain, we model, and we practice, practice, practice.

Our school uses “PAW”sitive tickets to reward student behaviors. These tickets enter students into weekly drawings for rewards. After receiving 25 tickets, student pictures are posted on our PBIS bulletin board. Look for the PBIS behavior matrices posted around the school building.

If a student exhibits a problem behavior, teachers or administrators handle disciplinary issues. Consideration is given to the following:

- The student’s side of the story;
- A witness’s support of the story;
- The nature of the offense;
- The number of previous discipline issues.

Parents will be notified when a student exhibits a problem behavior, and the consequences of the behavior. A conference may be requested by the parent or the school official, the goal being to come up with a plan to replace the problem behavior with a positive behavior.

Teachers may have additional expectations specific to the classroom, and that will be communicated to you at the beginning of the year.

**Parent Teacher Organization (PTO):** Recognizing that parent and family involvement increases the chances for student success at school, the PTO is an effective way for parents and teachers to support the students and programs at Fountain City. This organization plays a vital role in fundraising and organizing parent volunteers. Over the years, many funds were generated for our students and programming through the efforts of the PTO. The PTO Board meets monthly and days and times are indicated in the newsletter home. You are invited to attend. Please join the organization and volunteer your support.

**Personal Accountability Class (PAC):** This class is available to students when time away from the classroom environment is warranted. When students need to complete work with the assistance of an adult or require a space to calm down and reset behaviors, PAC will be assigned. An administrator makes PAC assignments.

**Related Arts Schedule:** Each classroom is on a related arts rotation schedule. Every four days, students will rotate between library, art, music, and PE class.

**Safety Patrol:** Fifth grade students who meet criteria for Safety Patrol provide a daily service during arrival and dismissal. Safety Patrol members are held to the highest standards of conduct, both academically and behaviorally. Students can be dismissed from Safety Patrol due to teacher or administrator concerns about behavior or falling grades.

**School Day:** Hours are from 7:45-2:45. Supervision of students begins at 7:10 AM and ends at 3:00 PM. Our doors open for students at 7:10. For your child's safety, students are NOT to be dropped off unattended to wait by the door.

**School Security:** Our first priority is to maintain a safe and secure learning environment for all students and adults at Fountain City. 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. Our exterior doors remain locked during the day. Visitor entrance is permitted through the buzzer system at the main entrance. When you push the buzzer, a staff member will speak to you on the intercom. You will be asked to state the reason for your visit and show a picture ID for our camera. Once the door lock is released, you may enter the building.

All visitors report directly to the office. All visitors will sign in and wear a visitor's sticker on their clothing.

All visitors must report to the office to sign out of the building. We must know who is in the building at all times.

We will not interrupt instruction to call a student to the office unless it is an emergency. If you are delivering something for your child, we will keep it at the counter and deliver it to the classroom when it is appropriate.

Under normal circumstances, we will not call students for early dismissal after 2:15 PM. Our staff is working diligently to ensure all students are dismissed in a safe and timely manner. Please make necessary arrangements to get your child before 2:15, if circumstances require that. When students are signed out for early dismissal, they are missing instruction. This is reflected on their report cards as early withdrawal and considered a "tardy".

Our school safety plan is in place and all staff is aware of what to do in emergency situations. Details of these plans are not shared with the community at large to ensure a high level of security.

A Knox County School Security Officer is on site to assist staff and students during our school day.

**Social Services:** If your child is in need of resources necessary to attend school, please notify the office. We have a school counselor, social worker, and nurse to help guide you to the proper services.

**Special Education Services:** Our district provides a full continuum of services for students qualifying 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 the principal.

**Tardies:** Students who enter their classroom after 7:45 AM (according to the school clocks) are marked tardy. Parents will accompany students to the office to sign in and receive a tardy slip that will admit them to the classroom. Students who are habitually late are considered excessively tardy and will be referred to the social worker/attendance officer. It is important that students arrive on time to not miss instruction.

**Telephone Calls:** To protect instructional time, staff members will not be called to the office to speak to parents during the school day. We will take a message and deliver it to the teacher. Children will not be allowed to call home without permission from the teacher or administration.

**Textbooks/Library Books:** Textbooks and library books are provided to our students by the taxpayers of Knox County. Students are fully responsible for the care of these books. The student must pay for lost or damaged textbooks and library books.

**Title I, Part A, Improving Basic Programs Operated by State and Districts:** The purpose of this title is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. Funds are distributed to Title I schools and can be used for the purchase of additional personnel, supplies, materials, and equipment, and staff professional development. A Title I Parent Handbook will be distributed to our families as soon as it is available.

You will also receive the FCE "Title I School/Parent Compact", which outlines school, parent, and student responsibilities to improve academic achievement for all Pepecats. You are requested to read and sign the compact, discuss it with your child, and return it to your child's teacher, *within the first two weeks of school*.

For more details on Federal Programs and Parent and Family Engagement, see KCS Board Policies I-280 and I-270.\*

**Toys, Games, Electronic Devices, Cell Phones:** Any item that could distract 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 after school use 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 it can be released to the parent or guardian. The same rules apply to cell phone use. Students may have cell phones at school, however they must be turned OFF and stored in backpacks during the school day. Riding the bus is considered an extension of the school day.

Fountain City 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 that your child is breaking rules.

**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 the victim of a violent crime as defined under TCA 40-38-11(g), or the attempt to commit one of these offenses as defined under TCA 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, Supervisor of Transfers, at 594-1502.

**Volunteers and Visitors:** We believe parent and community participation in school life is a critical element in providing all students an excellent education - you are genuinely welcomed here! During the school day and immediately before and after the school day, all volunteers and visitors must sign in at the office and wear an FCE badge while on school property. Please be prepared to show your I.D. Confidentiality forms are available in the office, and must be completed by the volunteer. We strive to keep classroom distractions minimal to preserve the quality of instruction at Fountain City, therefore volunteers must schedule classroom visits with the teacher.

The administration has the authority to exclude from the school premises any visitor disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act. (KCS Board Policy C-210)\*

**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 689-1445 and speak with an administrator to schedule an appointment for a meeting.

**Wrongful Enrollment:** "Any out-of-zone student found to be enrolled in or attending a school other than their base school without an approved transfer shall be returned to the appropriate base school at the end of the semester in which the violation is discovered, unless the Director of Schools determines it is in the best interests of the student and/or the school system to do otherwise. If the wrongful transfer or enrollment is believed to have been a willful action on the part of a parent or guardian, the Director of Schools may pursue action under the provisions of the Tennessee Code Annotated." (KCS Board Policy J-152)\*

For further guidance on obtaining official transfers from one school to another, view the entire KCS Board Policy J-152, "Student Transfers Within the System", or consult with the principal.\*

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\*KCS Board Policy is posted on the KCS district home website, under the tab “Board of Education”.