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Dear Spring Hill family,

Welcome to the 2019-20 school year! We are so excited to join the SHES team. This is such an incredible school and community, and we feel honored to serve here this year. Our goal is to create a safe, engaging, and inspiring school community that support our students as they learn in every area; academically, socially, and behaviorally.

The only way that we can succeed in this goal is if our staff, students, and parents work together as a TEAM. We want you to become actively engaged in your child's education at Spring Hill. In order to do this, we need you to communicate regularly with us and let us know how we can better serve your child.

This 2019-20 handbook is meant to act as an informational guide that clearly lays out our expectations for families and students this school year. We're hopeful that this handbook will answer many of your questions regarding policies, rules, and procedures. If you have any questions regarding the handbook, please come by the office or call us at 865-594-1365.

We are excited to partner with you this year to continue to provide the best education for your student(s)!

Sincerely,

Denise Cross, Principal  
Laura Boring, Assistant Principal

## **Vision**

*Our vision for Spring Hill Elementary School is to promote self-motivated learners, encourage respectful and responsible citizens and challenge each student's self worth.*

## **Mission Statement**

*The purpose of Spring Hill Elementary is to create self-motivated students who take responsibility for their own learning.*

## **Great School Partnership Mission**

The mission of Great Schools Partnership is to serve as a catalyst, think tank, incubator, start-up funder and operations partner for making Knox County Schools globally competitive.

The Great Schools Partnership Community Schools Initiative is a strategy for using public schools as a hub for organizing community resources to improve neighborhood health and safety and student academic success. As a Community School, we aim to enhance student learning and serve as a catalyst to achieve healthy communities with Spring Hill at the center.

## **Authorization for News Media Contact and Release to Publish**

Occasionally we have the opportunity to highlight some of our programs and students through special coverage by the news media. We would also like to sometimes include pictures of students on our website or school Twitter/Facebook accounts (students names will never be attached to the pictures on the website/social media). A release/authorization will be sent home the first week of school for your child to participate in any media coverage. Please check the appropriate space, sign the form, date it, and return it to school. Please call the school office if you have any questions. Thank you for your assistance.

## **Bullying Definition, Reporting and Response**

**Acts of harassment, intimidation, bullying and cyber-bullying are prohibited at Spring Hill Elementary and are taken very seriously.** Spring Hill Elementary follows Board Policy J-211. Please read the following excerpt from the board policy:

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.

“Cyber-bullying” means bullying undertaken 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 (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites.

#### *Bullying Definition*

1. Per the Board Policy J-211, “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 transportation 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; or
    - iv. Creating a hostile educational environment; or
  - 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.
2. All students are expected to refrain from acts of harassment, intimidation and bullying or cyberbullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board policy J-191 will be utilized for the unacceptable behavior described above.

#### *Reporting and Response*

- Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher, school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.
- All school employees are required to report alleged violations of this policy to the principal or the principal’s designee for investigation and appropriate action. Submission of a written incident report to the principal is required by all district

employees. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

- Once a report is received, the principal or his or her designee must initiate an investigation within forty-eight (48) hours for student well-being unless the need for additional time is appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar days from the receipt of the report unless the need for more time is appropriately documented. Parents of all students must be immediately informed if their student is involved in an act of harassment, intimidation, bullying or cyber-bullying. Restorative practices will be used to the extent practicable in those schools where training has been completed.
- **This is only an excerpt from the district Bullying Policy with pertinent information.** To see the full Board Policy J-211. please visit <https://www.knoxschools.org/> and go to the Board of Education page and click Board Policies on the left hand side.

### **School Hours**

Students may begin arriving at Spring Hill **at 7:10 A.M. as supervision is provided at that time.** Students may not be dropped off at school prior to 7:10 A.M. Students may report to the gym or go directly to the cafeteria for breakfast. Schoolwide dismissal will begin at 2:45 P.M. In order to ensure the safety of all children, children will not be called for early dismissal after 2:15 Monday through Friday. Students will be dismissed to their cars from the various pick-up stations noted by the numbered signs. This pick-up area will be monitored until approximately 3:00 P.M. After 3:00 P.M., parents and guardians will need to sign the students out through the front office. Students will be dismissed in the following order: Buses and daycares, car riders and walkers. Please be aware that Spring Hill Elementary does not have a Crossing Guard. Parents should be at cross streets to ensure student safety as they cross.

### **Enrollment Requirements**

Every student who enters the Knox County School System for the first time or who is re-entering after being in another school system must provide the school with the following information before being enrolled:

1. An up-to-date immunization record completed by a physician on a Tennessee Child Health Record
2. A complete physical examination completed by a physician on a Tennessee Child Health Record
3. Birth Certificate
4. Proof of Residency.

**\*\*\*Students will not be enrolled without these items.**

### **Attendance Policy**

**Attendance is a major factor in determining the academic success of students.** Arriving on time and remaining the entire school day, provides students with full academic instruction. Regular attendance for the full day school day (7:45 a.m. to 2:45 p.m.) is essential for a student to have a successful school year. Parents have both a legal obligation and a moral responsibility to see that their children are present every day that school is in session. On November 16, 2001 Knox County Juvenile Court Judge Carey E. Garrett issued a court order requiring parents to be notified when their child has been chronically absent. This is in conjunction with T.C.A. Section 49-6-3007 requiring school systems to notify parents of students absent 5 or more **unexcused** days from school. His order stated that **parents will be held directly responsible for unexcused absences of their children.** His decision requires schools to report to Knox County Schools Central Office all absences as either excused or unexcused. During the 2017-2018 school year our chronic absenteeism rate was not where we would like it to be. Please help us this school year in ensuring that your student has excellent attendance.

When a student is absent, it will be recorded into our computer as an unexcused absence. **It is the parent's responsibility to provide appropriate documentation regarding these absences to the teacher within five days of returning to school.** Remember, even if you call the school office to explain an absence for an illness, a written note that will be kept on file will still be required. **A written note is always required for an excused absence. Telephone calls will not substitute for a written note.** After five unexcused absences, you will receive a letter from Knox County Schools. If the child reaches ten unexcused absences, you may be summoned to appear in court. Please understand that Knox County Schools Central Office will generate all letters from the computer absentee report that each school submits daily. The school does not "turn in" names at the school level. The purpose of the judge's decision is to emphasize the importance of compulsory school attendance and to assure that students and parents comply with the state law.

Knox County Board of Education policy allows student absences to be excused for such reasons as: **personal illness, illness in the family, death in the family, recognized religious holidays of the student's faith, and verifiable family emergencies.** The Knox County Board of Education requires that written excuses indicating the date and reason for an absence, be signed by the parent or guardian of the child, and be given to the teacher within five (5) days of returning to school. Students who have been absent a total of five (5) days without an adequate excuse must be reported to the attendance and social services department. Any absences not complying with Knox County Schools policy will be considered unexcused.

Although illness is an excused absence, Knox County elementary school guidelines require a statement from a medical provider for illness beyond ten (10) days per school year. Parents can write a note for up to ten absences before requiring a medical statement.

In order for a student to be counted present, a student must be in attendance at least three (3) hours and fifteen (15) minutes per day. If a student is not present for these minimum times, he or she must be counted absent for the full school day.

### **Student Information**

**It is imperative that the school office be notified immediately of a change of address, cell phone, home or office telephone number, or emergency information.**

In order to change information on an emergency card, such as who is able to pick up your child, you must come into the office. We cannot change any information on the card over the phone.

### **Tardiness and Early Dismissal**

A student arriving later than 7:45 a.m. is considered tardy and must sign in at the office to receive a tardy note. A parent must accompany the child to check in when arriving late. You will need to enter the school by coming to the main entrance of the school. If no reason is given for the late arrival, the tardy will automatically be designated unexcused. The student will be given a tardy slip, which he/she must have when entering the classroom. **Students will not be admitted to class late without the tardy note.** Tardiness and “early check-outs,” before 11:15 AM, will also affect students’ eligibility for Perfect Attendance awards, given out each nine weeks with the report cards.

- No more than two tardies are allowed per nine week period to be considered for perfect attendance.

For the full school year Perfect Attendance awards, students must have earned the perfect attendance award for all nine weeks grading periods (which allows a cumulative maximum of 8 tardies for the full school year for either one of these).

Children should be in school every day until normal dismissal time. When a child leaves class early, this disruption affects both the student and the entire classroom. If it is absolutely necessary for a child to leave during the school day, **the parent or legal guardian must come to the office to document the time and the reason the child is leaving and present a picture ID.** Make sure that other adults who may pick up your child are on the emergency cards and will have a picture ID. **We will not allow anyone not listed on the emergency card to pick up your child without parental permission and a picture ID.** This is for your child’s safety. When possible, try to schedule medical or personal appointments after school hours. Late arrivals and early dismissal times are recorded and reported to the state.

### **No Early Dismissals After 2:15**



During the 2018-2019 school year, we will no longer allow parents to pick up their students in the front office after 2:15. This is a common rule across Knox County elementary schools and has been put in place in order to increase student safety and reduce some of the logistical problems that occur when students are picked up this close to normal dismissal time. If you wish to pick up your student after 2:15, you will need to line up in the car rider line and wait until school ends at 2:45 to pick up your child. The only time students will be able to be checked out in the office after 2:15 is in the event of a family emergency.

### **Alternate Dismissal Procedures**

At the beginning of each school year, parents and guardians are asked to complete Student Profile Sheets. This is the information that is used to make dismissal decisions about your child. Please make sure that these are updated as changes occur. In the event of an emergency, it is imperative that the school be able to reach parents/guardians. The school is always happy to send another profile sheet home, should you need to make changes. One part of the sheet asks you to provide us the usual way your child will be dismissed in the afternoons (bus, day care, car, walker.) THIS IS THE METHOD BY WHICH YOUR CHILD WILL BE DISMISSED DAILY, UNLESS YOU SEND **WRITTEN** INFORMATION REQUESTING A DIFFERENT DISMISSAL OPTION. THIS INFORMATION CANNOT BE TAKEN OVER THE PHONE, BECAUSE WE HAVE NO WAY TO VERIFY THAT YOU ARE THE ACTUAL CALLER. You are welcome to fax changes to the school at 594-1370. If you are making changes to your child's dismissal method by fax, please do so prior to 2:00 P.M. If you are faxing changes to his/her dismissal, please call the school office (594-1365) to alert the school.

### **Bus Transportation**

Bus transportation is provided to children who reside in the Spring Hill zone and those that live at least one (1) mile from school. Bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at bus stop locations. Riding a bus is a privilege that can be revoked if a student chooses to break any bus rules or regulations.

Anytime a student needs to ride a bus other than his/her assigned bus, a note from the parent or guardian is required. Please have the student bring the note to the office first thing in the morning. The office staff will verify the note then the note will be given to the bus driver, allowing him/her to ride the bus.

In order to ensure the safety of all students, those students being transported by bus are under the authority of their bus driver and must obey his/her requests. Knox County Board of Education policy states that the school bus is an extension of school activity; therefore, students must understand that the bus is an extension of the school and they must conduct themselves on the bus in a manner consistent with the

established standards for safety and classroom behavior. More specifically, students must follow the official Knox County bus rules as listed below:

**Bus Rules:**

1. Obey the bus driver.
2. Follow the bus driver's first request.
3. The bus driver is authorized to assign seats.
4. No loud, rude, abusive, or profane language.
5. No eating or drinking allowed.
6. Keep the bus clean.
7. Keep hands and head inside the bus.
8. Never throw objects inside or out of the bus windows.
9. Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
10. Parents will be financially responsible for any act of vandalism.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary.

A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Permission to ride a bus other than the one that your child is assigned can only be granted by the principal and approved by the bus driver. The parent must make the request in the form of a written note. The request must be signed by the principal and presented to the bus driver before the student can ride a different bus.

**Arrival and Dismissal Traffic Flow**

Guidelines and procedures have been established, which allow students to arrive at school and be dismissed from school in a safe and orderly manner. In the mornings and in the afternoons we use a single line of cars. During arrivals and dismissals, cars use the westbound lane of Mildred Drive. This is the lane of Mildred Drive that runs from Spring Hill Road to the school. **As per directions on a sign installed by the City of Knoxville on Mildred Drive at the entrance to the car circle, cars are not to turn left into the car circle parking lot.** Please remember that students can only be dropped off in the designated spots, as these are the only places with adult supervision. **To exit the car circle at arrival and dismissal times, a right turn is required onto Mildred Drive.**

In the morning, if you need to park and come into the school, please use one of the side parking lots. When the flow of cars has to stop in order to allow cars to back out of spaces in the front lot, the entire process slows down for everyone. During arrival and dismissal times, the front parking lot will not be available to parents. The bus circle is only open for buses and day care vehicles. **Pre-K students will be dropped off and**

**dismissed via the bus circle.** To use the bus circle, drivers need to enter from the eastbound direction (Pulaski). The only exit from the bus circle will be a right turn. To speed up the afternoon dismissal process and to ensure safety, each student is provided a car tag that has his/her name printed on it. Please display this on the rearview mirror inside of your car. It is critical that a car tag be displayed in your car every day. If you need additional car tags for other adults who occasionally pick-up your child, we will be glad to provide these. In the afternoons, student pick-ups are only allowed from the car circle. No afternoon pick-ups are allowed from the bus circle or the side parking lots. **These guidelines are established with the safety of all students as our priority.**

### **School Closing Due to Inclement Weather**

Decisions to close school because of inclement weather or a disaster are made by the Knox County School System. **Please do not call the school to find out if school is to be closed or dismissed early due to snow, ice, or other disasters.** Local television and radio stations will broadcast school closings or early dismissal information as soon as the decisions are made. If school is delayed one hour, we **will not** have a teacher on duty at the regular time. The school will open one hour later and we will have someone at that time to monitor the students.

### **Medication Policy**

If it becomes necessary for a student to take any form of medication at school, **the medicine and a medical form signed by a doctor must be presented to the office.** The parent or guardian must fill out the form along with the physician that is prescribing the medication. All medication will be kept in and dispensed through the main office. Medical forms are available in the school office.

**Prescriptions or over-the-counter medicines should never be sent to school with a student.** Knox County Board Policy forbids students to be in possession of any form of medication. The medication must be brought to school by a parent in the container and/or box received from the pharmacy. We are not allowed to dispense any medication unless the guidelines are followed correctly.

### **School Wide Behavior Expectations**

The Spring Hill School faculty is committed to establishing and maintaining an atmosphere that supports and facilitates the learning process. One of the most important lessons education teaches is self-discipline. It underlies the entire educational structure and is the key to developing self-control, character, and consideration for the Spring Hill students.

Spring Hill is continuing to implement PBIS (Positive Behavior Intervention Supports). PBIS is **"...a framework or approach comprised of intervention practices and organizational systems for establishing the social culture, learning and teaching**

**environment, and individual behavior supports needed to achieve academic and social success for all students. (Sugai, et al, 2010, p. 13)**

Expectations are outlined in the **SHES Behavior Matrix: All Star Expectations!** A copy of the matrix will be sent home with students on the first day of school. Student expectations are outlined in the matrix for all areas throughout the school building.

Spring Hill students will:

**Be SAFE**

**Be RESPECTFUL**

**Be RESPONSIBLE**

### *Restorative Practices*

Spring Hill is also in the process of becoming a school that utilizes more Restorative Practices techniques. Restorative Practices is a strategy that seeks to repair relationships that have been damaged, including those damaged through bullying. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim. Once an incident has occurred the staff asks some of the following questions to help learn more about the incident, the person that was harmed and the person that harmed:

To respond to challenging behavior:

- What happened?
- What were you thinking about at the time?
- What have your thoughts been since?
- Who has been affected by what you did?
- In what way have they been affected?
- What do you think you need to do to make things right?

To help those harmed by others actions:

- What did you think when you realised what had happened?
- What have your thoughts been since?
- How has this affected you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

### **Discipline**

The Spring Hill Elementary staff is committed to developing outstanding citizens. The Spring Hill is the foundation of our school's goal, to improve student self-control and character enhancement. Our desire is for students to be responsible for their own

behavior and respectful of themselves and others. We further believe that every student has a right to learn, and every teacher has a right and responsibility to teach. Thus, classrooms must establish expectations that support an organized and positive learning environment that encourages students to be focused on learning. In order for this to occur, we believe that teachers and students must work collaboratively to construct classroom expectations that promote a positive and safe learning environment.

At the school level, we have established procedures that all students are to follow that are vital to orderly movement of students. Students may not say or do anything that may cause a problem for anyone else. If a student does cause a problem, he/she will be asked to solve it. If the student cannot, or chooses not to solve the problem, then something will happen. If a problem cannot be solved in the classroom, the student will be sent to the office. When working with students who have been referred to the office, the administrator will discuss students' choices, and the resulting consequences.

More severe discipline problems will be handled accordingly, and could result in suspension from school. A component of Spring Hill Elementary discipline is to highlight students who demonstrate outstanding self-discipline and responsibility. Such students are recognized and rewarded with Gold Student Office Referrals. Additionally, we will have quarterly behavior celebrations to recognize and celebrate outstanding behavior. In all matters of discipline, Knox County Board of Education Policies and Procedures will be followed.

### **Civility**

According to the [Board Policy B-230](#), it is the intent of Spring Hill Elementary to promote mutual respect, civility and orderly conduct among employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school employees. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility.

Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another 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 behavior 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.

Any individual who: (1) disrupts, threatens, attempts to do, or does physical harm to school personnel, students, others lawfully on school premises; (2) intentionally causes

damage to school property; (3) uses loud, vulgar, obscene, or offensive language, or enters a part of the school not open to the public, may be directed to leave the school property by the school administration or designee. If the person refuses to leave the premises as directed, the administration or designee shall seek the assistance of the school security officer and request that he/she take action as necessary. If the offender threatens personal harm, the administration or designee shall contact law enforcement officers. **If any school employee receives written communication, an email, or voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the written communication, email, or return the telephone call.**

### **Dress For Success**

Due to overwhelming parental support, Spring Hill will be implementing a “Dress for Success” dress code again for the 2019-2020 school year. **This dress code will be in effect from the first day of the school year, August 5, 2019.** The dress code is as follows:

- **Shirts....Polos, short-sleeved or long-sleeved (Any SOLID color)**
- **Pants...Long or short (Shorts must be to the knee) Pants will not sag.**  
(Colors: Navy Blue, Khaki, or Denim Blue) No leggings, sweatpants, or outerwear inside the building.
- **Outerwear that can be worn inside the building...Spring Hill Sweatshirts (We will send home information about the first order in early Fall). Other coats/jackets will remain in students’ lockers/cubbies until outside recess and dismissal time.**
- **Footwear must be safe and appropriate for indoor and outdoor physical activity.**

### **School Visitors**

Parents and visitors are always welcome at Spring Hill. We must, however, insist upon the following policies for the safety and welfare of the students. All visitors **must sign in** at the school office and receive a visitor badge. Conferences should be scheduled in advance with the teacher. Classroom instructional time is important and interruptions diminish the quality of the lesson. Please contact your child’s teacher to schedule classroom visits and/or to volunteer. We welcome your presence and support.

### **Volunteers**

There are many opportunities for parents to volunteer at Spring Hill Elementary School. Please watch for information in school newsletters throughout the year for ways to become involved. **Depending on the type of volunteer activity proposed, volunteers may be required to submit to a background check.** These are managed by the Knox County Schools Public Affairs Office at no cost. If you have additional questions, please consult the office staff or ask for a background check request form. Once approved, the background check is valid for 6 years.

**\*In order to volunteer in the Knox County Schools, an individual must:**

- Sign a confidentiality agreement to protect the rights of students and parents
- Sign in and out each time they visit a school

- Appear clean, neat, and appropriately attired
- Wear an identification tag at all times while on school grounds
- Work with students in areas designated by school staff
- Only provide food or drink to a student if authorized by the student's teacher or principal

**Breakfast and Lunch**

Breakfast and lunch are served daily (breakfast only is served on days in which students are dismissed at 11:15). Menus with breakfast and lunch choices are sent home monthly.

**Spring Hill Elementary is still participating in the KCS Community Eligibility Provision (CEP) which allows the school to serve a free healthy breakfast and lunch to each student every day.** A-La-Carte and extra breakfast and lunch items will be available for purchase with cash or an account through [K12paymentcenter.com](http://K12paymentcenter.com). Funds must be available in the student's account to purchase additional breakfast, lunch, or A-La-Carte items. It is the responsibility of the parent or guardian to ensure that your student has the money to purchase additional items.

- Extra Milk - \$.75**
- Ice Cream - \$.75**
- Adult KCS Personnel Breakfast - \$2.00**
- Adult Breakfast - \$2.25**
- Adult KCS Personnel Lunch - \$3.25**
- Adult Visitor Lunch - \$3.75**

Special holiday lunches are served. Please notify the cafeteria (865-579-2174) in advance if you are planning to join your child for lunch.

**Care of School Property**

It is the students' responsibility to take care of Spring Hill's facility and equipment. Any student who misuses, damages or destroys school property will be required to replace or repair, if possible, the item. This includes, but is not limited to, textbooks, furniture, computer equipment, school building and grounds. Students not replacing or paying for missing textbooks or library books will not be issued more books or receive report cards until missing books have been returned or paid for.

**Knox County Grading Scale**

**Kindergarten Grading Scale**

A - (93-100)	Exceptional	E- Excellent	EE- Exceeds Expectations
B - (85-92)	Above Average	S- Satisfactory	ME - Meets Expectations

C - (75-84)	Average	N- Needs to Improve	AE - Approaching Expectations
D - (70-74)	Below Average		NS - Needs Support
U - (Below 70)	Unsatisfactory		

E,S,N – Behavior for 1<sup>st</sup> and 2<sup>nd</sup> grades

E,S,N – Work Habits for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades

### **Report Cards and Home/School Communication**

Report cards are sent home every nine weeks and are sent home within two weeks of the end of the grading period. The parents should sign the report card and return it promptly to the teacher. Interim reports will be sent out within one week of the end of the 4-½ week point in the grading period. Interim reports and report cards should be signed by the parent/guardian and returned to school promptly.

Parent conferences are scheduled during the first nine weeks of school and at any other time the teacher or parent deems necessary. Parent conferences are encouraged and can be arranged at any time during the school year by sending a note to the teacher or calling the school office.

Please look for information (school-wide notices, graded papers, report cards, etc.) that will be sent home with your child. Teachers will send home newsletters and other ways to communicate in order to keep parents informed of the curriculum and various activities.

### **Emergency Drills**

The safety of your child is our greatest concern. The school holds regular safety drills to teach students to respond calmly in the event of an emergency. Detailed evacuation plans are posted inside the door of each classroom. Each classroom has an escape route to an outside area and away from the building. Please know that if you are visiting our school during any of these drills, you are responsible for following protocol for that particular drill. You will not be allowed to leave the building until the drill is over.

An emergency drill is a sequence of actions that the staff practices several times throughout the year with students so that everyone will know what to do in the event of a real emergency at our school.

### **Tobacco Policy**

Public Law 103-227 states that there can no longer be designated smoking areas in any public school building. There is a fine of up to \$1,000 for each violation. Please refrain from smoking while on our campus. Adults are role models for children, and all of us need to set a good example for them.



### **School Parties**

School parties are planned for pupils, with the approval of the teacher and principal. Classrooms are allowed two parties per semester. Current nutrition guidelines approved by the Knox County School Board must be followed. For a complete list of approved snacks for school parties please use the following link <https://goo.gl/BoHNge>.

### **Invitations**

We respectfully ask that when planning a birthday party outside of school, students do not distribute birthday invitations at school unless every child in the classroom is invited. This is because passing invitations out to only a few students in the class can create hurt feelings that the teachers must try to smooth over. It also creates a disruption to teaching. The school is also not allowed to give students or parents addresses in order to mail invitations to certain students. Thank you for cooperating with these procedures.

### **Field Trips**

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Students must demonstrate appropriate behavior while away from the school building during these learning experiences. They must demonstrate self-discipline, good character and act in a safe manner while away from school. If a student's behavior indicates that he/she is unable to follow the teacher's directions and act in a safe manner during the nine-week period that the field trip occurs, the student may not be allowed to take part in the field trip opportunity. It is my desire that all students be a part of these learning opportunities, so please encourage your child to demonstrate appropriate behavior at school.

When an out of school field trip is taken, your child will bring home a permission form giving the destination and date of the field trip. The form will require your signature and must be returned to school. Failure to return the permission slip will prohibit your child from attending the scheduled trip. No verbal permissions will be granted by phone calls to allow attendance of a field trip.

### **Classroom Concerns**

If you have a concern about your child's grade or a situation that has occurred in the classroom, please contact the teacher before going to the principal or assistant principal. The teacher will be the most informed about the situation and be able to inform you to a greater extent. I welcome the opportunity to hear your concern, but in order to facilitate great teacher/parent partnerships, it is only fair that the teacher has an opportunity to listen to and address your concern first.

### **Telephone**

The office telephone should not be used for personal calls. Please try to make arrangements with your child regarding any dismissal or transportation changes before he/she leaves home. School office telephone number is 865-594-1365. Our FAX number is 865-594-1370.

### **Personal Property**

Personal belongings should be clearly marked with the student's name. Lost and found items may be brought to the office by students and we will make every effort to find the owner. If parents will call and let us know when items are lost, we will try to find the items. Anything not needed for class should be left at home. Cameras, radios, candy, gum, electronic games, and toys of any kind should not be brought to school unless the teacher gives permission for these to be brought to class. Fidget spinners should only be brought to school if a student has a doctor's note. Fireworks, firearms, knives, tobacco of all types, alcohol and illegal drugs are illegal on school property and possession will result in serious consequences.

### **KCS Board Policy:**

#### **PERSONAL COMMUNICATION DEVICES (PCDs)**

##### **Use by students in grades Pre-K-5**

Students may possess PCDs while on school property. However, the PCD must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used unless the principal or the principal's designee grants a student permission to do so. The principal or the principal's designee may specifically grant permission for a student to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

### **Animals**

No live animals may be brought to school without prior consent of the teacher and the principal.

### **School Nurse**

A school nurse will be at our school full-time. If you need to contact her, please call the school office at 865-594-1365.

### **Special Education Services Available Through Knox County Schools**

Many times parents are unaware that Knox County Schools offer Special Education Services. We would like to encourage you to contact the school about any special needs your child might have.

### **Unsafe School Choice Policy**

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

to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

### **Knox County School's Home Page**

The home page address for Knox County Schools is: <http://knoxschools.org>. Spring Hill Elementary School's home page address is: <https://www.knoxschools.org/springhilles>

### **Withdrawing a Student**

When withdrawing a student from school, please notify the school office several days in advance. This will enable teachers to complete all records prior to the student's last day in school. A student's records will only be forwarded to the new school when all textbooks and library books are returned and all outstanding fees are paid. Please contact the cafeteria manager to close out your child's lunch account. If the student is transferring to another Knox County school, the account can be transferred to that particular school.

### **Money at School**

When making checks out to the school, cafeteria, etc., please include your child's name somewhere on the check. Please do not combine fees, lunch money or other items when writing a check. This makes it difficult for the teacher and also for bookkeeping purposes.

Sometimes students wish to bring cash to school for specific purposes. All students should place their money in an envelope with their name, teacher's name, the amount enclosed and its purpose. Neither the teacher nor the school can be responsible for lost or misplaced money.

### **Public Notice**

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title II of the Genetic Information Nondiscrimination Act of 2008, Title IV and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

*No person shall, on the ground of race, color, national origin, sex, genetics, religion, age, disability or veteran status, be excluded from participation in, be denied, the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.*

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the

following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability under the IDEIA should be directed to Melissa Massie, Director of Special Education, Room 909 of the Andrew Johnson Building, telephone number (865) 594-1540. All other complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, genetics or veteran status should call Title VI, Title IX and ADA and OCR Coordinator, Room 1612B of the Andrew Johnson Building, telephone (865)-594-1686 and/or Title VI Coordinator Tennessee Department of Education and/or The Office for Civil Rights, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta, Georgia, 30301-2048.

### **School Messenger**

School Messenger is a system that has been established by our district. This system is critical in providing information to parents quickly and efficiently. All families need to opt in to this system in order to receive school messages. It is so important that the information on the emergency cards is correct in order to ensure that valuable information is given to you at appropriate times. Please know if you do not opt-in to this program, you will only receive messages for emergency purposes. I encourage everyone to opt-in to this program since I will use this system to call and give reminders of important events and deadlines. You can go to Knox County Schools school messenger <https://go.schoolmessenger.com/> - [/home](#), start and create an account by clicking "Sign Up" on the top right menu and use the email address that you have provided the school. Parents or legal guardians can choose how to be contacted based on the category of message (from emergencies to school activities) and provide contact permission. There is also a SchoolMessenger InfoCenter app that can be used directly from your mobile device. When the school's number appears on your caller ID, please answer if possible. Please do not call the school to inquire what the call was about. If you are unavailable to answer the phone, a message will be left on your voicemail. As a reminder, every time your phone number changes, you must opt-in to this program in order to continue to receive these important messages. It is my hope that this form of communication will be an effective tool to help keep you informed of events and important information that you will need to know throughout the school year.

### **Parent Portal**

Students and parents can access students' grades, schedules and other information through the parent portal, an online student information system at [knoxschools.org](http://knoxschools.org). Parents that do not have a Parent Portal account should have received an email in the past with a security code for access to this service. Parent accounts for newly enrolled students will have a Parent Portal security code emailed within one week of registration.

Once you have received your security code, you should be able to follow the simple instructions attached to the email to create your Parent Portal account.

**After your account is created:**

- Visit [knoxschools.org](http://knoxschools.org), and click on “Popular Links” at the top of the page
- Click on “Family Portal”
- Log in using your username and the password that you created.

**Helpful hints if you have forgotten or misplaced your Parent/Family Portal login:**

- If you have forgotten your PASSWORD, you may click on the Link for “I forgot my password”.
- You will need your LOGIN ID and the email address that you have given the school in your contact information.
- Both the LOGIN ID and PASSWORD field are case sensitive. Most email addresses were originally enter in UPPERCASE.

Once you have logged in successfully, click on the PAGES top tab and look for the “PUBLISHED REPORTS” section. There will be a .pdf report with a schedule for each student in your family.

If you *cannot find* your LOGIN ID that was issued to you by the school (in previous years), you may do one of the following.

- Email [helpdesk@knoxschools.org](mailto:helpdesk@knoxschools.org). Please be patient and do not email more than once. Emails are being answered in the order received and sending the same request multiple times is only making the wait time longer.
- You may also contact your child’s school to obtain your LOGIN ID.

You will need to provide the following to verify your identity when calling the school:

- Student Name
- Student Date of Birth
- Parent email address

If parents have questions or need further explanation, please contact the Knox County Schools’ Help Desk at 865-594-1830. To join multiple students to a parent account, please email this request to the Help Desk at [helpdesk@knoxschools.org](mailto:helpdesk@knoxschools.org). Email should include:

- Parent name
- Names and birthdates of students to be joined together

# Spring Hill Elementary School

4711 Mildred Drive  
Knoxville, Tennessee 37914  
Telephone: 865-594-1365  
Fax: 865-594-1370

Denise Cross  
Principal

Lorie Collier  
Assistant Principal

Dear Parents,

Thank you for taking the time to read the 2019-2020 Spring Hill Elementary Parent and Student Handbook. I ask that you and your student please sign below to let us know that you have read and reviewed the handbook together. We are beyond excited for the 2019-2020 school year and encourage you to let us know if you have any questions. We look forward to partnering with you this school year!

Sincerely,

Denise Cross

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A completed form is due to each student's teacher by Wednesday, August 15, 2019. Kindergarten students or later registering students: the form is due five days after their first full day of school.

***Please check, sign, and return. Thank you!***

\_\_\_\_ **We have received the Spring Hill Elementary Parent-Student Handbook for 2019-2020. We have read the handbook and are familiar with the school's expectations and procedures.**

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Student's Name

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Teacher

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Parent/guardian signature

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Date