

MILL CREEK ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK

2023-2024

Mill Creek Elementary School
10521 Coward Mill Road
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<https://www.knoxschools.org/millcreekes>

Dr. Sunny Scheafnocker - Principal
Ms. Kristi Whited - Assistant Principal

Mill Creek Elementary School

Dr. Sunny Scheafnocker, Principal
Kristi Whited, Assistant Principal

Dear Parents and Guardians:

Welcome to **Mill Creek Elementary School!** We are so excited you and your child will be a part of the Mill Creek family for this inaugural school year. We know this will be an exciting year and we look forward to many successes. We will continually work toward academic excellence, and we look forward to working with the parents and community this year to create the Mill Creek School community and to achieve our school improvement goals. We look forward to creating this new school community and a year of learning and growing together!

We believe that close cooperation between the school and the home is essential to promote the best interests of each child. This handbook is meant as a communication tool between the school and home. There are many important policies and procedures within this handbook. We ask that you carefully review all the material in this handbook and keep this for future reference throughout the year. We are always available and may be reached at 865-539-5500 or our email: sunny.scheafnocker@knoxschools.org or kristi.whited@knoxschools.org. For additional information regarding our school and the Knox County Schools' programs, policies, and announcements, check out the Knox County Schools website at <http://knoxschools.org>.

Please mark your calendar for the “**Parent Information Night**” where you will receive very important information regarding grade/class specific curriculum and procedures.

Kindergarten: August 28th, 5:00 pm

First Grade: August 17th, 5:00 pm

Second Grade: August 21st, 5:00 pm

Again, we look forward to an exciting new school year at our beautiful new school and learning, growing, and working together!

Sincerely,

Dr. Sunny Scheafnocker
Ms. Kristi Whited

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ANIMALS

No live animals may be brought to school. The only exception to this is certified HABILITATED animals or trained service animals.

ARRIVAL AND DISMISSAL

Students who arrive between 7:00 and 7:35 a.m. report to the gym or to the cafeteria for breakfast. Students are dismissed from the gym or cafeteria beginning at 7:35 a.m. All students must be in their classroom before 7:45 am. If you are dropping off in the car rider line, your child has to be dropped on the right side of the car where there is an adult and a cone. This is for the safety of your child and others.

Dismissal time starts with our buses loading at 2:40. Car rider dismissal will begin at approximately 2:45, once the buses have been dismissed. We will provide each family with a car tag (you may request duplicates) with your child's name on it to place in your dashboard. This will help keep the flow of traffic moving at dismissal, as we call your child's name on the walkie-talkie to come out from the gym and stand at an assigned cone. If you forget your car tag, you will need to park and come into the office where you will be asked to show identification in order to pick up your child. All students should be picked up or on their way home by 3:00 p.m. – unless they have after school

activities (after school daycare, tutoring, etc.). SHADES is an after school child care program available at the school. Please call the office for details.

If your child needs to change his/her method of getting home (i.e. from bus to car rider; or to go home with another parent), a signed and dated parent note should be delivered to your child's teacher that morning. The student will not be released to another adult unless written permission from the parent or guardian is provided. We do not take phone calls asking to change your child's method of getting home, due to security issues.

If you need to check your child out prior to the end of the school day, all students must be signed out in the office before leaving school. Due to dismissal preparation and students transitioning to various places within the building, making it difficult to communicate with classrooms, NO early student checkouts will be allowed after 2:15 pm, except for emergencies. Please plan accordingly. Otherwise, you will be expected to utilize normal dismissal procedures (car line or bus service). Also, a pattern of routine early checkout is educationally inappropriate for children, and will be addressed as a tardy situation.

ATTENDANCE

It is important for children to be in school every day, unless they are sick. The day begins at 7:45 am. Your child should be in his or her seat and ready to begin the day at this time. Children must be in school three hours and thirty minutes to be counted present for the day; however, our normal day ends at 2:45 p.m. A notification will go out to parents via Parent Square if a student is not in school that day by 10:15 a.m.

Tardiness causes students to miss vital instructions and explanations at the beginning of the day. Parents of students arriving at school after 7:45 am. must accompany their child to the office and sign their child into school. Teachers will not be required to go over instructions for students with unexcused tardies. A pattern of routine early checkout is educationally inappropriate as well, and will be addressed as a tardy situation. If tardiness becomes habitual, the principal and/or social worker will contact the parents of the student, and steps must be taken to correct the problem. More than 3 tardies or early check-outs during a nine-week grading period will negatively affect perfect attendance awards.

Knox County Board of Education Policy and Procedure (J-120) allows students' absences from school to be excused only for the following reasons:

1. Personal illness
2. Illness of immediate family member
3. Death in the family
4. Extreme weather conditions
5. Religious observances
6. College visits
7. Pregnancy

8. School sponsored or school endorsed activities
9. Military active duty/deployment
10. Summons, subpoena, or court order

Any absence not complying with the above reasons for excused absences will be considered as unexcused. Vacations or trips out of town are unexcused absences. Excuses for absences must be made in writing by a parent or guardian and must be submitted within 5 days of the student's return to school. A student may be absent, due to illness, no more than 10 days per school year with written parent excuse(s). Beyond ten days per school year, a medical statement will be required. In other words, parents can submit up to 10 parent notes for excuses and they must be submitted within 5 days of the student's return to school.

Makeup work: Our classrooms are different than they were 10 years ago. Our children experience many hands-on, participatory lessons to help them learn. Because of the student involvement and teacher-directed instruction, it is very challenging when children miss school and make up the same amount and type of work. If a student must be absent for any reason, excused or unexcused, makeup work should be provided to students when they are absent. A reasonable amount of time should be given for the return or makeup work (ex. 2-3 makeup days). Please refer to KCS Board Policy J-120 Attendance.

BREAKFAST AND LUNCH

Knox County Schools Food Service Department provides nutritional breakfasts and lunches for students. Breakfast is served from 7:10 - 7:35 am. Prices are set by the Knox County School System Food Services Department. Ice cream and additional items are not included in the cost of breakfast or lunch. Costs are:

- Breakfast - \$2.00
- Reduced Breakfast - \$0.30
- Lunch - \$2.75
- Reduced Lunch - \$0.40

If you need assistance with your child's lunch or breakfast costs, there is a program for free or reduced prices, which may benefit you. The KCS Nutrition Department will begin using a new online payment system for school meals and a new website to apply for free/reduced-price meals. The new portal is called LINQ Connect (www.linqconnect.com), and will allow users to add funds, monitor meal purchase history, and apply for free/reduced-price meals in one location. The new portal will be available in July 2023. All positive balances on existing school meals will roll over to the new system. In the past, students have used PINs when purchasing meals or a la carte items. With the new system, students will now use their Student ID for cafeteria purchases. If you have questions about this change, please contact the School Nutrition Office at 865-594-3640 or Mona Underwood at 865-594-9563.

Parents are allowed to eat lunch with their child in the cafeteria for students in 1st and 2nd grade. Kindergarten parents will be allowed after Fall Break. Parents must check

in with the office prior. There will be a designated area in the cafeteria for parents to eat. Parents will only be able to eat with their child. Visitor breakfast costs \$2.50 and lunch costs \$4.00.

BUS TRANSPORTATION

Bus transportation is provided for children who reside in the Mill Creek Zone and who live at least one mile or more from the school. Bus service is provided to and from the student's residence only. A schedule of routes and stops will be posted near the front doors of the school and will be available on the website. The Transportation Department, who you may reach by calling 865-594-1550, arranges these schedules.

Riding the bus is a privilege, and students riding the bus should know that this experience is an extension of the school day. Therefore, bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at all bus stop locations. Assigned school personnel will be on duty at the school to meet the buses each morning and to monitor boarding of the buses at dismissal time. Buses load and unload at the front of the building, in our designated bus loading and unloading area. Anytime a student needs to ride a bus other than his/her assigned bus, a dated, signed note from the parent or guardian must be sent to the office before the change may occur. Space must be available on the bus and both the office and bus driver must agree to the change. The note is good for one day only and must state the bus numbers for both morning and afternoon routes. This policy will be strictly enforced; students will not be allowed to ride another bus without a parent/guardian note.

Buses are contracted through Knox County Schools. The only control the school has is over student discipline. For all other issues, please contact the Transportation Department directly at 865-594-1550.

CAFETERIA

We will go over complete cafeteria procedures with the children the first few days of school. Lunchtime is not recess time, and we only ask that our students behave as they would at the dinner table at home, with **4 expectations:**

#1-Respect your neighbors' space. Keep your hands and feet to yourself.

#2- Do not trade, share, play, or throw food.

#3- Voice level should be at a 1 or a 2 (whisper to normal voice).

#4- Be respectful at all times.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

Cell phones/smart watches and other personal electronic devices are required to be OFF and in student backpacks at all times during the school day (bus, classes, school building, grounds, etc). The school is not responsible for lost or stolen devices. Please do not call/text/message your child during the school day. If it is observed that a cell phone is being used, a teacher or administrator may ask for the phone, and return the phone at the end of the day to the parent/guardian. Please refer to KCS Policy J-240 Use of Personal Communication Devices in School for more information.

CHROMEBOOKS

Every student in grades K-2 will receive a Chromebook device and charger. Parents are required to complete the device form online at <https://www.knoxschools.org/chromebooks>. You will need your child's student ID number which can be found on Aspen Parent Portal. Insurance information is also available online. Insurance cost is \$20 per device. Charging cords will be \$16 and are not covered by insurance. Stickers (excluding the asset tag and service tag) or any form of personalization or graffiti are all considered intentional damage and are not covered under insurance. If a student or school decides to use any stickers, even for identification purposes (individual names, teacher names, sIDs/login information, School name, etc.), the student or school will be charged the cost of replacement part(s) needed to return Chromebook back to its original condition. Prices for these repairs will range from \$25 to \$250 for a full device replacement in some cases of extreme damage (such as food where the Chromebook is no longer working).

COMMUNICATION

- District and School Website: The Knox County website is www.knoxschools.org and the Mill Creek Elementary website is www.knoxschools.org/millcreekes. Both have a tremendous amount of information for parents and students.
- Class Newsletters: Teachers will send home regular communication outlining information about the happenings in their room. Please look for a newsletter or some other approved type of written communication every week or so, based on your grade level's procedure.
- Parent Portal: Aspen Parent Portal is your online access point for important student information and teacher communication. Every Tuesday the KCS IT Helpdesk sends an email to *ALL* parents who have a valid email listed at their child's school and who do not already have an Aspen Family Portal login. That email contains a link to register for Aspen Family Portal and directions for creating your own login. If your child has been pre-registered, you should start receiving emails in early July when the system is rolled over to the upcoming school year.
- Parent Square: Parent Square is a system-wide communication platform. It is a vehicle for families to receive school and district messages through phone, email or text, and on the ParentSquare mobile app. Please make sure that we have your correct email and mobile phone number on file. If you need to make a change, let us know.
- Friday Folders: Please look for additional information (schoolwide notices, graded papers, PTO information, etc.) to be coming home each Friday in this brightly decorated folder. Please return this folder to school the next school day so that it can be reused each week.
- Principal Newsletter (aka "In Otter News..."): Dr. Scheafnocker will send out a newsletter frequently to the entire parent population via Parent Square.
- Mill Creek Elementary School Facebook: Like our school Facebook page to see all the fantastic learning and various events at school.

- **Classroom Observation:** Parents are welcome to visit to observe their children's classes. We request, however, that you notify the principal 2-3 days in advance of your requested visit and the purpose of your visit. Once approval has been granted by the principal, the principal will then notify the class that you request to visit. On the date of your visit, you must first report to the school office, sign in on the visitor log, and receive a visitor badge. Your visit will be limited to thirty minutes. Such visits are not to be used for unscheduled parent-teacher conferences. Teaching time is valuable and should not be taken from any child or teacher.
- **Telephone:** The school phone is a business phone and is to be used only for that purpose. No student will be allowed to use the phone unless given permission by the teacher or office personnel. A student cannot be called out of class to talk on the phone, except in case of emergency. If you need to speak with a teacher, please call the office and we will forward you to the teacher's voice mail. He/she will return your call, if needed, at the first opportunity, unless it is an emergency. Thanks for your patience and understanding that phone calls during school take time away from the students' instruction, and we must protect our very valuable teaching time. If a student forgets his/her homework/items we will not call and interrupt classroom instruction. The work/items will be put in the teachers' mailbox and given to the student when the mailbox is checked for the day. The only item we will call the classroom for is a student's lunch or lunch money.
- **Parent/Teacher Conferences:** We strongly encourage communication between parent and teacher. In order to facilitate conferences, we ask that you make your request, in writing, to the teacher. Parents are discouraged from calling teachers at home. Your homeroom teacher will invite and encourage you to sign up for a formal Parent/Teacher conference from late September to mid-October, on designated dates.
- **Parent Meetings with Administration:** We kindly ask that if you would like to meet with one of the administrators in the building, please request an appointment along with the nature of your request via phone call, email, or by completing a form in the front office. We will do all that we can to meet at the earliest possible time.

COUNSELOR

We have a trained school counselor that can provide small group or individual counseling with students. Please contact the office if you desire a parent conference or consultation, and they will return your call.

DISCIPLINE

The entire staff of Mill Creek Elementary School is committed to establishing an atmosphere throughout our school in which children will feel safe, secure, happy, and have a maximum opportunity to learn and achieve. Students who follow classroom and school rules are kind and considerate of others, and perform to the best of his/her ability. In order to accomplish this, it is necessary to have established rules and guidelines for students.

The following discipline plan has been implemented and students are expected to follow this simple, yet structured discipline plan so that they, parents, and teachers know exactly what is expected from day one. At the beginning of the school year, each grade level will also send home its specific expectations for classroom behavior, as well as a system of rewards and consequences. Please discuss these with your child.

1. Listen to and follow directions and first requests of all school personnel (principal, teachers, aides, cafeteria workers, clinic workers, custodians, parent volunteers and bus drivers).
2. Speak positively to and about fellow students.
3. Respect the rights, space, and property of others. Bullying will not be tolerated in any form or to any degree at Mill Creek Elementary School. Please refer to KCS Board Policy J-211.
4. Use appropriate language and manners.
5. Walk at all times and remain respectfully quiet in the hallways.
6. Follow all rules posted in special areas (cafeteria, Encore classes, bus) and in the classroom.
7. No toys or other distracting items are allowed at school.

If an issue arises, please begin with the teacher first. The majority of issues can be handled by speaking with the teacher prior to contacting an administrator. After speaking with the teacher and the issue still remains, please contact an administrator to then set up an appointment.

Below is another table for reference that describes the differences between bullying and other behaviors.

Conflict	Rude	Mean	Bullying
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based on thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted	The bully blames the target
The effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/should not be IGNORED	CANNOT be resolved through mediation

DRESS CODE

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 possible 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," miniskirts, and skin-tight outer materials such as spandex are inappropriate attire.
6. For students in Grades 3-5, shirts, blouses and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts, with no midriff visible.

The school administration reserves the right to determine whether a student's attire and appearance is within acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The principal may allow exceptions for school-wide programs or special classroom activities. The teachers and the principal will administer appropriate consequences for policy infractions. Please refer to KCS Dress Code Policy (J-260) for more information.

EMERGENCY CARD

A "Student Information Verification Form" will come home the first week of school for you to complete. The information completed on this document is used to create an emergency card in the office and the clinic. This provides the teacher and administration with contact information. Emails and phone numbers must be updated if they change. If a child becomes ill or hurt, we must be able to contact someone based on this emergency information. If you have child custody information of which you feel we need to be aware, please be sure to provide legal documentation for our files.

EMERGENCY DRILLS

The system for exiting the building, as well as other procedures, will be discussed and rehearsed periodically and practiced regularly.

EMERGENCY SCHOOL CLOSING

During inclement weather, and if the possibility of school closing is apparent, do not hesitate to come and pick up your child. It is not necessary to call the office beforehand. We recommend you wait for a Parent Square message to be sent out from the district or check with local news stations for the official closing. Be aware that bus routes could be reduced or canceled due to snow and ice.

FEES

Knox County Schools request a materials fee for each student in order to provide the necessary paper, technology, and other supplies for the students. School fees for each child will be \$25.00. Please make every effort to have fees paid by the end of the first grading period. As school fees are used to purchase supplies and materials that all students use on a daily basis, we strongly encourage all parents/guardians to pay the

assessed fee. Without this fee we are unable to provide the much needed supplementary materials and supplies that enhance student learning each and every school day. Fees may be paid on School Cash Online.

FIELD TRIPS

Teachers are encouraged to incorporate curriculum-appropriate field trips in your child's educational program. Detailed information will be sent home by the teacher for every field trip. Make sure that your child's written permission slip is on file one week before the field trip date, along with the money. Students are permitted to leave the field trip with a parent; however, they must request permission 24 hours in advance using a KCS Field trip form that will be provided by teachers. If the parent is a designated chaperone, then the student may not be checked out early in order to maintain adult/student ratios. Parents must also have a photo ID with them when signing the child out from the teacher as well. On the day of any field trip, your child must be at school on time, even if the parent is a chaperone. Official paperwork and checks for buses and venues are written based on attendance in the classroom at 7:45, and tardiness may keep your child from attending the trip. The privilege of a field trip may be taken away from a student due to behavior; however, this should be noted on the permission slip and should also be communicated to the parent/guardian well in advance. The decision to take the privilege of a field trip from a student can only be made by an administrator. No refunds will be given if a student loses a field trip due to behavior.

FUNDRAISERS

Our school will officially sponsor one major fund-raising campaign each year. This annual fundraiser will begin in September. The School Coupon Books will be sold by all Knox County Schools during this period. The cost for school coupon books will increase for the first time in decades this school year. Our school will keep a large portion of this money that will directly impact our students. Our school Leadership Team will determine the use of profits from these sales, and we will publicize this information. Please encourage your neighbors and relatives to reserve their coupon purchases for Mill Creek Elementary this school year

The Mill Creek PTO will have fundraisers during the year as well. The money collected from these will also go directly back to our school and students.

GRADE REPORTING

Report cards are issued every nine weeks (five school days after the end of the grading period) and are to be signed and returned to school immediately. In addition, interim progress reports will be sent home every 4 ½ weeks. Grading standards will be given to you by your child's teacher as per grade level requirements.

HOMEWORK

Homework is a valid learning experience and a necessary extension of the school's educational program. Typically, there might be as much as 10 minutes per grade level

of homework per night (example: 2nd grade might be 20 minutes, 5th grade might be 50 minutes). Read carefully and go over with your child the classroom teacher's policy concerning homework. If your child is completing more homework than stated above, please speak with the teacher.

LOST and FOUND

We maintain a lost and found at our school. Many expensive and useful items are left in our lost and found. Due to sheer volume, we donate all leftover items to charity at the end of each semester. Be sure to label all clothing and personal items with your child's name to prevent items being lost and/or donated.

MEDICATION

As a general policy, medicines are not administered to children at school. However, in special circumstances a *Medical Information Form* may be obtained by parents from the school office. This form should be filled out by both the parent and the physician prescribing the medication for the child. Once completed, the parent must bring the form and medication to the school office and arrangements will be made for the school nurse or teacher to administer the medication at the prescribed time. Under no circumstances should a student transport medication to school.

PARENT CONCERNS

If you wish to discuss a concern regarding your child's teacher with the administration, please call the school office to request a conference. The principal requires that the teacher be included in such conferences, since the resolution of any concern requires the teacher's full participation. Anonymous concerns do not merit or receive consideration of any kind.

PARTIES

Two class parties are planned annually, by the "room parents," with the approval and guidance of the teacher and principal. Requesting birthday parties or delivering balloons, stuffed animals, or any other items to school for your child are educationally distracting and cannot be allowed. These items will also not be allowed to be taken home on the bus due to safety concerns. With prior teacher approval, however, parents may bring an approved, pre-packaged, healthy treat to be shared at lunchtime.

PTO

Show your support for the school by joining the PTO. Recognizing that parent and family involvement increases student success, the PTO seeks to help the school reach its objectives in educating our children. The school office can put you in touch with the PTO if you have questions or would like to be involved. You can keep up with the latest PTO news by joining the "Mill Creek Elementary PTO" page on Facebook.

SCHOOL CLINIC

Mill Creek Elementary School is very fortunate to have a school clinic available to all students staffed by a full-time nurse. If emergency medical treatment is necessary, the

parents will be contacted. If it is determined that a child is ill (fever, vomiting, severe headache) the parent will be notified and will be expected to pick the child up. Please make sure up-to-date emergency information is on file at the school office. Your child must be fever and vomit free for 24 hours before returning to school.

SCHOOL PICTURES

Individual school portraits will be scheduled for fall. Group and individual portraits will be made during the second semester. More detailed information will be sent home at a later date after all plans have been finalized.

SMOKING

All Knox County Schools property (campuses & buildings) are “Tobacco Free” per KCS Board Policy G-211. Visitors and parents are not permitted to smoke, vape or chew tobacco products on campus, in the car line or exterior of the buildings at any time.

STUDENT DELIVERIES

Flowers, gifts, or balloons should not be sent to the school, as these items will not be delivered to the students. These items are a distraction and interfere with teaching. Students are not able to take these items home via the bus due to safety reasons.

The only items that the school will call a student to the office for is a forgotten lunch or glasses. Homework, gym shoes, snacks, water bottles, etc., will be placed in the teacher’s mailbox and aren’t guaranteed that they will be picked up before the end of the day.

TEXTBOOKS

The taxpayers of Tennessee provide our textbooks. Students are fully responsible for the care of all textbooks which are issued to them. Parents will be assessed replacement costs if books are lost or damaged.

TRAFFIC PLAN

Please refer to the traffic map at the back of this handbook. Note there is a temporary traffic map and a permanent traffic map. The temporary traffic map will start our school year until the road work is complete at the front entrance.

The preferred methods of getting your child to and from school are using our buses or utilizing the car rider line. The drop off and pick up area for car riders will only be allowed along the side entrance of the school beside the gym. Parents are not to let students exit the car until they reach the drop-off area where school personnel will be opening car doors. At no time should students be dropped off or let out of cars in the parking lot area of the school. If choosing to walk your child to the entrance, this should be done at the car rider side of the building (Side Parking Lot). Parents need to park in the Side Parking Lot, and personally escort students across the crosswalk to the sidewalk.

The front entrance of the school will only be available for buses and daycares. If parents need to enter the school for school business, they can park in the front parking lot and be buzzed into the building by the front office staff.

The same traffic pattern will be followed for dismissal. The only difference is that there will not be an option for parents to park and walk up to collect students except to be checked out by the front office. This is not a preferred method as the staff will be working car and bus dismissal.

TRANSPORTATION CHANGES

Anytime a child goes home from school in a manner that differs from his or her “regular” way, the parent must provide a written note to the school. This should be done when the child first arrives at school. Parents must avoid last-minute telephone calls attempting to change a child’s method of transportation for these changes, as these changes must be in writing. This is for the safety and protection of your child.

VISITORS

A Photo ID will be required to enter the building. Office staff will have to check everyone in at the front office, and often compare your ID to our emergency cards. This can be a very time-consuming process but clearly worth the effort, and we ask for your patience and cooperation in advance. Volunteers for the classrooms must still be screened and must be scheduled by the teachers in advance. Knox County Schools has a process for background checks for volunteers in the schools that is required. Please, no “drop-in” volunteering, as it would require the office to interrupt the teacher to approve a visit.

VOLUNTEERS

Volunteers are an important asset to our school. Volunteers will be scheduled by teachers based on classroom needs, so be sure to sign up with your child’s homeroom teacher at the beginning of each year. Please know that there is a security screening process involved through Knox County Schools if you want to volunteer in the school, that once completed, is valid for six years.

WHAT TO LEAVE HOME

Anything not needed for class should not be brought to school. Cameras, cell phones, radios, candy, gum, trading cards, 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 for a special occasion. Anything that tends to distract students from focusing on the teacher and the curriculum is not appropriate for an elementary school environment. Fireworks, firearms, knives, matches, tobacco of all types, alcohol, illegal drugs, and medication (of any kind in the hands of children) are illegal on school property, and possession will result in serious consequences.

