



Cedar Bluff Elementary School

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PARENT – STUDENT HANDBOOK 2022-2023

We would like to welcome you to Cedar Bluff Elementary School! Our school is part of the Knox County School system, a system known across the state and nation for its academic standards and excellent curriculum. We currently have approximately 1300 students in PreK-5th grade. Our student population is a varied one, representing families from many different parts of our country and the world. Our children belong to many racial, religious, and economic groups. We are proud of our student body and believe it to be made up of the finest children in the world.

Our Parent –Student Handbook has been prepared and updated for you to know and understand our school expectations. It outlines activities and procedures at the school and is based on our district regulations and policies that all schools must follow to ensure the safety and academic support needed for every student.

Please take the time to review this important information with your child. This handbook is viewed as due notice of the procedures and practices to which those who attend CBES are expected to follow. You may refer to this hard copy or access the electronic copy on our school's website.

FRONT ENTRANCE PROCEDURES

The main entrance to both buildings are secured with a video monitoring system and the front doors will remain locked at all times. In order to gain entrance into the building, you will need to press the button to identify yourself, your child, and the nature of your visit. Please be sure to bring your picture ID with you for every visit. Based on the information you provide, access will be granted or denied. Upon clearance to enter the foyer, you will need to immediately go into the door on the right to enter the front office. Parents, volunteers, and other citizens are always welcome in our school. However, we must insist on the following procedures and policies set forth by our district to ensure the safety of every child:

Procedure-

- Identify yourself and the nature of your visit.
- Enter the main office to the right of the front doors.
- Provide a picture ID and sign in.
- Obtain and wear (at all times & in a visible place) a Visitor's Badge.
- At the end of your visit you will need to return the Visitor Badge to the front office, sign out, and exit the building.

TRANSPORTATION

The Knox County Schools Board of Education policy states that transportation is to be provided for children in grades Kindergarten- 5th grade who live 1 mile or more from the school. The Coordinator of Transportation arranges routes and stops. You may reach transportation at 594-1550 or check on the district web site for bus number, times and locations.

Please make sure that your child's teacher is aware of any changes to your child's daily transportation. These changes must be documented in a handwritten note, including the guardian's signature and date.

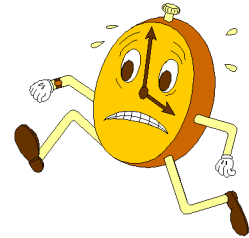
**** PLEASE NOTE ~ We are no longer able to accept any phoned in or email transportation changes. All transportation changes must be in writing and signed by the legal parent/guardian. Without a handwritten signed note, students will be sent home via their normal transportation method.**



TARDINESS

School begins at 7:45. Any students arriving after 7:45 will be marked tardy. Any student arriving after 7:45 will need to be walked into the office to be signed in by a parent. Do not drop students off or allow them to walk in unattended.

Excessive tardiness is as serious as absenteeism. Tardiness disrupts the classroom instruction environment and denies your child a smooth, productive, and organized morning.



SCHOOL HOURS

- **Kindergarten - 5th Grade** - In order to follow the state mandated guidelines for instructional time per grade level, we must remind everyone and enforce our school hour's policy. **Instructional time begins at 7:45 am and concludes at 2:45. Half Days dismiss at 11:15am. For Early Release Days = 7:45 – 12:15pm.** This means that school announcements will begin at 7:45 and students will be *actively involved* in their learning time at 7:45am. If your child will be tardy then you **must** walk them into the front office and sign them in. School personnel are on duty beginning at 7:10am. to monitor student arrivals. Students should NOT be dropped off at school prior to 7:10am. We have to turn in absences and tardy numbers to our district daily. Since our school day ends at 2:45 pm and we begin dismissal transitions, students may not be signed out **after 2:15**. This causes tremendous problems with dismissal procedures and can be a safety issue.
- **Preschool** - Preschool hours are 7:45am to 1:15pm. **For Early Release Days= 7:45 am -11:15 am** Students must be present 50% of the required day to be counted present. Please follow your child's assigned daily schedule. Since our school day ends at 1:15 pm and we begin dismissal transitions, students may not be signed out **after 12:45**. This causes tremendous problems with dismissal procedures and can be a safety issue.

MORNING DROP-OFF -

● Kindergarten - 5th Grade -

- The elementary school building will open at 7:10 AM. The instructional day begins at 7:45 AM. Students may not be dropped-off prior to 7:10 AM and students should never be left unattended on school grounds. Students that are dropped off after 7:45 AM will be counted tardy. Beginning at 7:45 AM, parents/guardians will need to park and escort their child into the front office to be signed in.
- Car riders will utilize the Main Entrance by the digital sign to enter the car loop for drop off. Once you are in the car loop, please follow the traffic pattern and pull all the way forward to the next available cone. We will have 15 drop off cone locations between 7:10-7:45 AM. We have strategically placed adults at the beginning, middle, and end to support student transition into the building. Please do not stop and leave open space between cones. This increases delays for other parents/guardians dropping off students. If you are dropping off a middle school student with your elementary student, you must follow the same procedures between the time of 7:10-7:45 AM. All students will utilize the sidewalk to safely walk to their assigned school.
- Students may not be dropped off in the back or side of the school under any circumstances. These areas are for bus drop off only and are not monitored or supervised by staff. Dropping students off in any location other than the designated front circle will be considered as abandonment and will be reported to the Department of Child Services.
- Bus riders will be dropped off at the back entrance. Car riders will not be permitted to utilize this entrance.
- Families living in the PRZ (Parent Responsibility Zone) that wish to walk their child to school need to utilize the sidewalks and marked crosswalks to safely escort students to the "Goodbye Zones" at the start of the car-rider cones where they can walk independently into the school.
- Upon arrival, students will report to the cafeteria for breakfast or to the gym to wait for dismissal to classrooms at 7:30am. At 7:30 am, students will be dismissed to their classrooms to join their teachers. Any student arriving after 7:30am will report directly to their classroom. Students eating breakfast at school should arrive prior to 7:30am to allow for time to eat and get to class on time.
- Parents are not permitted to utilize the parking lots or streets to drop off students. This is for the safety of the students, staff, and community.



● Preschool -

- Car riders will utilize the entrance closest to the Preschool building to enter the preschool parking lot for drop-off. Due to the age of the students, parents will park and escort students to the sign-in table located at the front entrance. Drop off will begin at 7:30 AM.
- Students receiving bus pre-approved special transportation will be dropped off prior to 7:30 AM to decrease traffic congestion.
- Parents living in the PRZ (Parent Responsibility Zone) that wish to walk their child to school need to utilize the sidewalks and marked crosswalks to safely escort students to the sign-in table located at the front entrance. Drop off will begin at 7:30 AM.

DISMISSAL

- **Kindergarten - 5th Grade** - Regular dismissal is at 2:45pm; early dismissal on 1/2 day is at 11:15am; Early Release Day Dismissal is at 12:15pm. Students that need to leave early due to appointments or other commitments must provide a written notice to the teacher that is signed by the parent/guardian. The parent/guardian will have to come into the front office to provide identification and sign out their child. Early pickups are not permitted after 2:15pm for the safety of the students. Students are dismissed from school in one of four ways - Bus-rider, Daycare pickup, Car-rider, and Walkers -
 - **Bus Dismissal** - Buses will be dismissed from the back school parking lot at 2:45pm.
 - **Daycare Pickup** - Daycare riders will be escorted to the gym until their daycare transportation arrives.
 - **Car-rider Dismissal** - Car-Rider dismissal will begin as soon as buses are dismissed from school grounds- promptly at 2:45pm. It is the expectation that parents are in the car-rider line waiting to pick up their student by 2:45pm. In order to pick up students in the car-rider pick-up line, the parent or guardian must have a school issued car-rider tag. Be sure to have your car tags visible as you pull through the line. We were able to go through our car rider lines with an average of 15 minutes when everyone follows the rules and tags are visible. If your child is still waiting after the car-rider line is completed, you will need to park in the parking lot and enter the building, with your Id, to sign out your child. If you forget your car tag, you will need to park in the parking lot and walk into the office with your identification.
 - **Walkers** - Walkers are students who are released from school at 2:45pm to walk home on their own each day. Students who are walkers must live in the Parent Responsibility Zone (PRZ) of the school. Elementary school students who live within an area of one (1) mile from the school, by the shortest route, live in the parent responsibility zone and are not eligible for transportation service. Students who will be walkers will be released out the front of the school to walk home at 2:45 pm each day. Please be advised, once "Walker" students are released out the front door, they are unsupervised and expected to independently walk home. If you wish for your child to be a walker, a parent with identification must stop by the office to sign a waiver/permission form.
- **Preschool** -
 - **Car-riders** - Car riders will utilize the entrance closest to the Preschool building for pick-up. Once you are in the car loop, please follow the traffic pattern and park . The parent/guardian will walk up to the front of the building. Parent/guardian will show their student car tag in order to sign the child out at their designated table. If you do not have your student car tag, you will need to report to the front office to show I.D. to sign out your child. A staff member will then bring your child to the designated dismissal area.
 - Students receiving bus pre-approved special transportation will be dismissed at 1:15pm.
 - Parents living in the PRZ (Parent Responsibility Zone) that wish to walk their child home from school need to utilize the sidewalks and marked crosswalks to safely pick-up students.

SCHOOL ATTENDANCE POLICIES

Attendance is extremely important for your child's academic success. Knox County Schools excused absences for student illness, death in the immediate family, recognized religious holidays and genuine family emergencies. Knox County Schools does not excuse absences caused by early or extended vacations or weekend trips. Excuses for student absences must be written, dated, and signed by the parent/guardian and turned in to their child's teacher within 5 days of the absence. Up to 10 absences per school year may be excused with a parent/ guardian note. Anytime a child is out sick, a doctor's note can be provided to excuse the child's absences as Medical. Phone calls will not be accepted, only handwritten notes to your child's teacher, which includes the signature of the guardian and date. Attendance is very important as children learn a great deal of information every day. New concepts, skill building, and assessments are part of our everyday curriculum and improving student achievement is directly linked to regular attendance. Further information in regards to Attendance can be found in KCS Board Policy - J-120.



- **Kindergarten - 5th Grade** - State law requires children to be present for a minimum of 3 hours and 30 minutes in order to be counted present for the day. Students arriving at school after 11:15 a.m. or leaving prior to 11:15 a.m. (without returning) will be marked absent for the day. This law applies to full and ½ days.
- **Preschool** - Students must be present 50% of the required day to be counted present. Please follow your child's assigned daily schedule.
- **MAKE-UP WORK** – If students are absent due to illness, they will be given time that equals the absence time to make up missed work once they return to school. (Sick one day = One day to make up for missed work). Please do not call our front office to pick up assignments, only communicate with the classroom teacher.
- **TRUANCY** - Excessive absenteeism is a violation of state law and calls for stern action by the school district. Parents are held responsible for ensuring that their child is attending school. The school's social worker will reach out to parents should attendance/truancy become an issue.

FIELD TRIPS

It is our school policy that any time a class takes a field trip and bus transportation is provided, students are required to ride the bus to the field trip site. Parents/guardians may choose to assume responsibility of their student at the conclusion of a field trip as opposed to having them return to the school under the supervision of a Knox County Schools employee. If the following process is followed:



- The parent/guardian must submit a request in writing to the school's front office at a minimum of 24 hours prior to the field trip. (This will give the school time to verify the request and ensure everything is in order.)
- The KCS employee in charge of the field trip will verify the parent/guardian's identity at the field trip site, parent is to furnish valid ID, and have him/her sign a sign-out sheet turning over responsibility to the parent/guardian.
- The parent/ guardian may only assume responsibility of the student(s) for which he/she has legal custody.

- A parent/guardian who is serving as a chaperone may not leave the field trip to take his/her personal student home, since it may compromise the adult to student ratios that must be maintained at the number below.
- The Knox County School employee in charge of the field trip has discretion and reserves the right to deny the request of the parent/guardian if the previous steps were not followed.

Please be aware that a student's behavior can impede a child's ability to attend a field trip due to student safety and security reasons. This decision will ultimately be determined by the school administration.



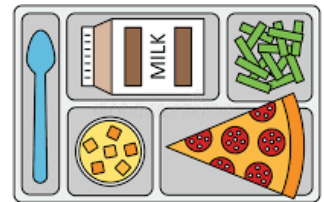
TEXTBOOKS & SCHOOL SUPPLIES

All students are fully responsible for the care and location of any textbooks that are issued to them. Loss or destruction of any school textbook requires reimbursement from the family to the school. Parents are responsible for ensuring the care of textbooks and reimbursing the school for any damaged or lost textbooks or library books. Records and Report Cards will be held if these fines are not paid in a timely manner.

SCHOOL LUNCH PROGRAM

Well-balanced lunches, including milk, are offered at CBES. Children may bring lunch from home but are not permitted to have soft drinks.

In accordance with KCS policy, students are not permitted to charge breakfast/lunch items or ice cream. Therefore, parents may want to ensure your child has funds in their account and parents are responsible for ensuring that their child's account is up-to-date.



Free & Reduced lunch programs are still available for those who qualify. Further information in regards to Free/Reduced Lunches can be found at www.knoxschools.org/meals. Eligible students may receive meals free or at a reduced price of \$0.40 for lunch and/or \$0.30 for breakfast. Full-price breakfast is \$2.00 and lunch is \$2.75. Ice cream is also available for \$1.00. We recommend that you use the following link: <https://www.k12paymentcenter.com>, to prepay or deposit money into your child's account.

Please keep in mind that students with peanut allergies will be offered a peanut-avoidance area/table. Please be aware our school cafeteria does serve peanut products, please make sure to communicate any food allergies with your child's teacher.

SCHOOL CLINIC AND MEDICATIONS

Cedar Bluff Elementary School is fortunate to have a school clinic in both the main and preschool buildings that are available to students daily. If medication is required to be taken during school hours, it will be dispensed by the nurse or school staff and recorded. The following procedures are required to be followed for prescription medication:

1. A physician must complete a Medical form: Administration of Medication for each medication

2. All medication MUST be in the original pharmacy labeled container. *Note – Over-the-counter medication prescribed by a health care provider must be brought to school in an unopened original container.
3. If any changes in medication occur during the school year (change in dosage amount or time) a new form must be completed along with a new pharmacy labeled container.
4. Only one form for each medication may be used.
5. Medication must be brought to school by a responsible adult and submitted to the front office. Students CANNOT transport medication. It must be turned into the school office by a parent.

NUTRITION PROGRAM AND DISTRICT POLICIES

Knox County Schools has a specific nutrition policy that we must follow. Due to a large number of allergies to foods, dyes, and snacks we will need to be very cautious about what is allowed to be brought to school. When sending in class-wide snacks/treats, please remember that no homemade items can be sent. Items must be store bought and unopened.

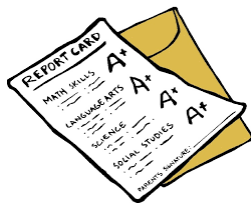
TELEPHONE CALLS TO THE SCHOOL

In order to minimize instructional interruptions, we will only relay messages to your child in the case of an emergency. Students will not be called to retrieve a phone call unless approved by the principal.

Teachers may not be called to answer a phone call during instructional time. If you would like to speak with a teacher, you may leave them a voicemail and they will return your call when they are not responsible for the supervision and/or instruction of students.



REPORT CARDS/PROGRESS REPORTS



- **Kindergarten - 5th Grade** - Report Cards are issued every nine weeks. Report Cards should be signed by a parent/guardian and returned to the school immediately. Report Cards may be supplemented by parent-teacher conferences or by other written reports to parents. Progress Reports are at the 4.5 week interim of a 9 week quarter.
- **Preschool** - Preschool students will only receive a progress report if they receive special education services. Preschool students do not receive a report card.

PARENT – TEACHER CONFERENCES AND COMMUNICATION

CBES teachers consider parent conferences as a key element in communicating with parents/guardians. Parents are encouraged to reach out to their child’s teacher directly should you have any issues, questions, or concerns about your child or their academic progress. If you wish to arrange to meet with your child’s teacher, please contact our school office to leave a message for the teacher or contact your child’s teacher directly through email. The teacher will contact you to establish a mutually convenient date and time for your meeting. Please keep in mind that teachers are given 24 hours to respond to messages from parents and should only be expected to reply during contracted hours of 7:30am to 3:15pm Monday through Friday.

STUDENT DISCIPLINE

Most discipline matters will be handled among teachers, students, and parents. However, when a child's behavior affects the learning or safety of other students, the teacher and/or administration will take appropriate actions.

ELECTRONICS

All phones/communication devices/smart watches and other electronic equipment or personal communication devices brought to school by students must be in the 'off' mode and kept in a backpack and may not be used at school unless directed to do so by administration. Improper use or storage of electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. Note- CBES is not responsible for any lost, damaged, or stolen property or device brought to school by a student.



LOST & FOUND

We maintain a lost & found at our school. Many expensive and useful items are left in our lost and found. Due to sheer volume, we will be donating all left over items to charity at the end of each nine weeks. Please be sure to label all clothing and personal items with your child's name, including coats, sweatshirts, lunchboxes, backpacks, water bottles, etc.

DRESS CODE & POLICY

Knox County Schools has a standard for appropriate dress. Appropriate dress should reflect a concern for each child's comfort, safety, cleanliness, and sense of modesty. To help create the best learning environment for our students, the following standards for student dress must be observed in all Knox County Schools:

- Pants must not sag below the waist or touch the floor.
- Shirts and blouses must completely cover the abdomen, back and shoulders. Shirts or tops must cover the waistband of pants or skirts that are worn at the waistline, as long as no midriff is showing.
- Head apparel, except for religious or medical reasons, must not be worn inside the building.
- Footwear is required and must be safe and appropriate for indoor and outdoor activities.
- Clothing or accessories may not display offensive or vulgar images or language and may not advertise products that students cannot legally purchase.
- Short shorts, mini-skirts, and spandex are deemed inappropriate.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Parents may be asked to bring their child a change of clothing if needed.

EMERGENCY PROCEDURES

- **Telephone Numbers** - The contact information you fill out for your child will be kept on file in the front office and are used in the case of an emergency. *Make sure your contact information is always up-to-date.* Be sure to provide emergency contact numbers of all the people who are approved by you to contact.

- **School Closing / Early Dismissal-** Decisions to close school due to inclement weather or disaster are made by District Office personnel, not individual schools. You will be notified by a District Office phone call and may check the local news. Please do not call our front office, as this becomes an extremely busy time in getting 1300 students home safely and securely. We appreciate your patience and support during this time.
- **Emergency School Dismissal** - In recent years inclement weather has necessitated the early dismissal of all students in Knox County Schools. On such occasions, school buses will operate on the regular runs. In order to avoid confusion and to ensure your child arrives home safely – parents must indicate on the Emergency Dismissal Form how your child is to be dismissed in such a situation. We will follow what is written on the form.

PETS ON CAMPUS

In the interest of student and staff safety, pets are not allowed on our campus unless they are registered service animals. This includes pets in vehicles during arrival and dismissal.

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.

BULLYING/HARASSMENT

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. Harassment, intimidation, or bullying 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. When someone intentionally does something to hurt or harm another and continues to do it over a period of time after being told to stop, that is bullying. (Other actions are rude or mean if done once, either intentionally or unintentionally). All Knox County Schools' staff are responsible for ensuring this is implemented in all areas under their purview or direct supervision. "Cyber-bullying" means bullying undertaken through the use of electronic devices; "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, and 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:

- Physically harming a child or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment; or

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 educational environment or learning process.



Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher, school counselor, school administrator, or the office of the Superintendent, using any means of communication with which they feel comfortable. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

To view this policy in its entirety, visit [J-211](#) at www.knoxschools.org

CIVILITY CODE/ADULT CONDUCT

In accordance with the School Board Policy Civility Code - [B-230](#):

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.

COMPLIANCE AND REGULATIONS

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 VI 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, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.