

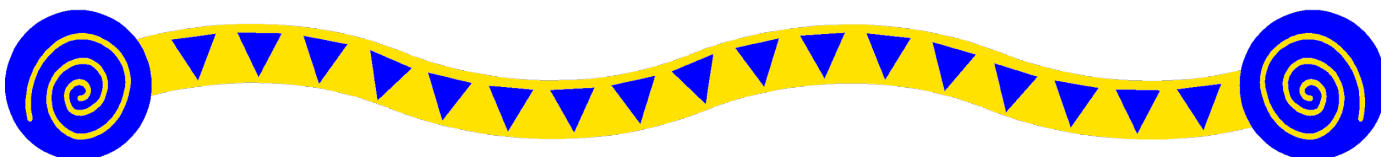
SUNNYVIEW PRIMARY
Handbook for Parents, Guardians and Students

2025-2026
Mrs. Amanda Hurd
Principal

Dr. Stephanie Taylor
Assistant Principal

MISSION STATEMENT

Sunnyview Primary School will work in partnership with parents and the community to provide a positive and safe learning environment in order for each child to attain academic gains while fostering positive relationships.





2025-2026 Knox County Schools Calendar

Thursday, July 31	First Day for Teachers (School Based In-Service Day)
Friday, August 1	Systemwide In-Service Day (PreK-12)
Monday, August 4	Administrative Day (Teacher Work Day)
Tuesday, August 5	Systemwide In-Service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day); 6 th and 9 th Grade Orientation
Wednesday, August 6	Administrative Day (Teacher Work Day)
Thursday, August 7	First Day for Students (½ Day)
Monday, September 1	Labor Day Holiday (Knox County Schools Closed)
Friday, September 5	End 4½-weeks Grading Period
Wednesday, September 17	Constitution Day (Knox County Schools Open), Half-Day for Students
Monday, October 6 - Friday, October 10	Fall Break
Tuesday, October 14	End First 9-weeks Grading Period
Tuesday, November 4	Systemwide In-Service Day (PreK-12) (Student Holiday)
Thursday, November 13	End 4½-weeks Grading Period
Wednesday, November 19	Half-Day for Students
Wednesday, November 26 - Friday, November 28	Thanksgiving Holidays (Knox County Schools Closed)
Friday, December 19	Half-Day for Students; End Second 9-weeks Grading Period; End First Semester
Monday, December 22 – Friday, January 2	Winter Break
Friday, January 2	Systemwide In-service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day)
Monday, January 5	First Day for Students after Winter Break (Full Day)
Monday, January 19	Martin Luther King, Jr. Day (Knox County Schools Closed)
Wednesday, January 28	Half-Day for Students
Thursday, February 5	End 4½-weeks Grading Period
Monday, February 16	Systemwide In-Service Day (PreK-12) (Student Holiday)
Monday, March 9 – Friday, March 13	Spring Break
Tuesday, March 17	End Third 9-weeks Grading Period
Wednesday, March 25	Half-Day for Students
Friday, April 3	Holiday (Knox County Schools Closed)
Monday, April 20	End 4½-weeks Grading Period
Tuesday, May 5	Systemwide In-Service Day (School-based)
Thursday, May 21	Last Day for Students (½ Day); End Fourth 9-weeks Grading Period; End Second Semester
Friday, May 22	Administrative Day (Teacher Work Day) – Last Day for Teachers
Friday June 19	Juneteenth Holiday (Knox County Schools Closed)

Calendar Summary

180	Instructional Days*
4	Administrative Days
2	Unscheduled In-Service Days
1	Unscheduled Parent-Teacher Contact Hours Day
6	Scheduled In-Service Days
10	Vacation Days

**In accordance with T.C.A. § 49-6-3004 – 177 student instructional days plus 3 days accumulated under daily 7-hour schedule.
Note: This calendar allows cancellation of up to 8 instructional days due to inclement weather or serious outbreaks of illness before any make up days will be required.*

WELCOME 😊

We would like to welcome you to Sunnyview Primary School!

We currently have approximately 265 students in grades Pre-K-2. We are happy to have you with us and we are excited about the school year ahead. We sincerely hope that each of our students will experience a happy and productive year.

Please take a few minutes to read our handbook. We encourage you to keep it in a handy spot for quick reference when you have questions about policies and/or procedures.

Our school's philosophy is based on the recognition that each child is a unique individual. Attention must be given to all aspects of the student's development in order to accommodate individual needs and to promote the full development of the learner's potential.

SCHOOL HOURS

The school day begins at 7:45 a.m. and ends at 2:45 p.m. for grades K-2. Pre-K begins at 7:30 and ends at 1:30. Children in grades K -2 may start arriving at 7:00, as supervision will be provided at this time. All students arriving before 7:30 should report to the cafeteria if eating breakfast. All others report to the gym.

Students arriving after 7:30 should report directly to their classrooms in an orderly manner. Any student arriving at school **after 7:45 tardy bell must report to the front entrance with an adult to receive a tardy slip to class.**

Doors will be locked at 7:45 each morning. To be admitted into the building, **you will need to ring the buzzer located on the left facing the school AND have your photo ID ready.** Your license will be scanned for a visitor badge. **You will not be able to enter the building unless you show a photo ID.**

ARRIVAL AND DEPARTURE

Bus Riders

Bus routes and stops are arranged by the KCS Transportation Department. They have resources available to families in our district which you will find on the website www.knoxschools.org/Domain/1040. The Customer Service number is (865)594-1550. In the event your child does not arrive home at the expected time, please call the school office immediately at (865)594-1173 and we will help you locate your child. If a student wants to ride a different bus or get off at a different stop, they must bring a note from a parent or guardian. The note must be approved by both the principal and the bus driver.

In the event school is dismissed early due to inclement weather, buses WILL run, but drivers may follow the pre-arranged snow routes. If you do not want your child to ride the bus home under these conditions, you MUST designate this on his/her Inclement Weather/Early Dismissal form.

Bus Procedures

For the safety of all students, it is imperative that appropriate behavior is practiced by all children on the bus. Bus riding is a privilege and can be revoked for misconduct. Bus drivers will issue warnings in the hope that misbehavior will stop. If the problem is not corrected, a SCHOOL BUS MISCONDUCT REPORT will be filed with the principal or school designee. School authorities will investigate and determine which consequence(s) to impose.

FOLLOW THESE BUS RULES

1. Obey the driver at all times.
2. Sit facing forward with your hands to yourself.
3. Stay in your seat.
4. Keep noise level down and use proper language.
5. Keep all parts of your body inside the bus.
6. Don't throw anything out the windows of the bus.
7. Don't chew gum, eat or drink on the bus.
8. Board and exit only at the bus stop.
9. Keep the bus clean and undamaged. Parents will be responsible for any acts of vandalism resulting in damage to the bus or seats.

Car Riders

If you drive your child to school, please use the CAR entrance and follow the signs for the CAR CIRCLE to the designated unloading zone.

****Cars are not permitted in the bus circle in the morning before 7:45.****
If you arrive after 7:45, please park in the parking lot and walk your child in.

DO NOT DROP OFF STUDENTS IN THE PARKING LOT OR IN THE BUS CIRCLE. These are traffic areas and are not safe for students. When entering the building, please walk in the crosswalks. Please observe our NO PARKING hours posted on both circle driveways. If you do need to come to school during the day, please park in the visitor parking lot.

In order to ensure the safety of your children, please arrive at school no more than 20 minutes before dismissal. This is 2:25 p.m. for kindergarten through second grade. In the unlikely event of an emergency, we must ensure there is a clear path to the building.

Changes in dismissal plan

After the parent/guardian communicates the way a student will go home (car, bus, Shades, etc.) that student will go home that way unless a change is communicated. Student(s) going home a different way must provide a parent note indicating the transportation change.. If a change is needed after the student has arrived at school, the family will need to send a parent square message or e-mail to the classroom teacher **and** Mrs. Teresa Thomas Moses at teresa.thomasmoses@knoxschools.org. All changes in dismissal **MUST** be received before noon. If a child is riding a different bus or will be getting off at a different stop, they must have a note from parent/guardian and approval from school administration.

EARLY DISMISSAL

Children should be in school every day until regular dismissal time at 1:30 for Pre-K and 2:45 for K-2nd. When a child leaves early, parents/guardians **MUST** sign the students out in the office. We will call the student from the classroom for you. **Parents will remain in the office.** Only individuals listed in Aspen, or authorized in writing by the parent or guardian will be allowed to sign children out. **If picking up your child early, you must do it before 2:15.**

EARLY DISMISSAL DUE TO WEATHER CONDITIONS

We need to know where your child should go or how he/she should get home in the event that bad weather or other emergencies should cause school to be dismissed early. Usually, the quickest and safest method is the school bus or day care provider. If such an emergency should occur, please **DO NOT CALL THE SCHOOL** to ask whether school will be dismissed early. Parent Square, local radio and television stations will have the information as soon as we do. Our telephone lines must be clear for emergency calls and directions from the Superintendent's office. We will follow the instructions you provide on the Inclement Weather/ Early Dismissal form.

SCHOOL DELAYS:

If school is delayed one-hour then breakfast will be served. If school is delayed two-hours, breakfast won't be served due to the fact our cafeteria workers will be busy preparing lunch.

TARDINESS

Excessive tardiness is as serious as absenteeism. During the first minutes of the day, the students hear important morning announcements, participate in morning meetings and receive teacher directions for the day. **Students need to be in the classrooms ready to begin the day at 7:45 each morning.** Children arriving in class after 7:45 are marked tardy for a tardy slip.

ABSENCES

Attendance is very important because children lose out on a great deal of instruction and classwork when they are absent.

According to state regulations, kindergarten-second grade students must attend a minimum of three hours and thirty minutes to be counted present. On half days, students must remain until dismissal, which is 11:15, to be counted present. On half days pre-K dismissal is at 10:15 a.m.

The policies of the Knox County Board of Education require that written notes for absences be presented to the child's classroom teacher **WITHIN 5 DAYS OF THE RECORDED ABSENCE**. This note should be prepared, signed and dated by the parent or guardian and should state the nature of the absence. Knox County School Board Policy (J-120) excuses absences caused by student illness, death in the family, recognized religious holidays regularly observed by persons of the student's faith, and verifiable family emergencies. KCS guidelines require a doctor's note for sick days beyond ten days per year.

Excessive unexcused absences will result in referral to our school social worker, letters from the system and a possible court summons. This is in accordance with School Board Policy JB and the Compulsory School Attendance Law.

If you wish to pick up assignments for your child who has been absent for three or more consecutive days, please notify the office before 10:00 a.m. and the teacher will have the work available in the office after 3:00 p.m. if at all possible. If a physician has indicated that your child will be out of school for an extended period of time due to illness or injury, please notify the school office and administrators. Long-term illness may qualify for services of a homebound teacher.

TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks and library materials are the property of Knox County Board of Education. Board policy states that any student who loses or damages textbook or library material must pay for the repair or replacement.

School Fees are \$25 for this school year.

TEACHER CONFERENCES

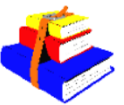
If you wish to or need to have a conference with your child's teacher, please send a note in advance of the time when you wish to make your appointment. The teacher will respond to you so that a mutually agreeable time for the conference can be set. **Please allow teachers 24 hours to respond to these requests or any other messages sent to teachers during or after school hours. Messages received after 3 pm on Friday will not receive a response until the next school day.**

ASSESSMENTS

Throughout the year, students in grades K-2 are given state and district assessments. Three times a year, your child will be taking a Universal Screener in Reading and Math. 1st and 2nd Grade students complete Mastery View Predictive Assessment, a standards-based assessment, twice a year. Additionally, all K-2 students will be given a diagnostic assessment in Reading and Spelling three times a year. These are district assessments.

FIELD TRIPS

Field trips are a part of our educational program. Before a child can participate in a field trip, the teacher must have written permission from a parent or guardian that includes the date of the trip, the destination, and a parent or guardian's signature. Permission cannot be given over the telephone. All children must leave the school with the teacher and class by means of the pre-arranged and authorized transportation method.



Volunteers are needed to help provide for the safety and security of students while on a field trip. **If you volunteer as a chaperone, no other children are permitted to come along.** It may be necessary to limit the number of chaperones on any given trip due to specific requirements at the destination. Please consult your child's teacher before planning to assist with a field trip. Certain field trips will require level III volunteers which require a background check through Knox County Schools.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Sunnyview is part of the USDA Community Eligibility Provision (CEP) program. This program will provide all students with breakfast and lunch each school day at no charge. Students may still bring lunches from home. Do not send glass containers to school for any reason. Milk is available for purchase in the school cafeteria. A lunch menu can be viewed online at the Knox County School website. *Due to delivery of ice cream, it will only be served on Mondays and Fridays. Ice cream sales will not begin until September or October.*

If it is necessary to bring lunch to a student during the day, please check in the office for the proper procedure. Lunch is not to be shared with any of the other students!

Parents are welcome to join us in the cafeteria. Due to limited spacing, please call the office to check on availability. If you plan to join us for lunch, please help us by:

- a) Signing in at the office upon arrival at school. Please have a Photo ID ready and you will be given a visitor badge with your picture on it.
- b) Following the same cafeteria rules that our students follow.

Knox County Schools Nutrition Department accepts online payments through linqconnect.com.

2025-2026 MEAL PRICES

Milk	\$0.75	Ice Cream	\$1.00
Visitor breakfast	\$3.00	Visitor lunch	\$5.00

If you or another visitor would like to eat lunch with a Sunnyview student, you must sign in at the office, show your ID, and be listed in Aspen. When your child's teacher comes to pick up the class, you will need to say good-bye at the cafeteria doors, so that they may return to class. Lunch visitors will not be able to accompany students to the classroom.

SCHOOL DISCIPLINE PLAN

The faculty and staff of Sunnyview Primary School are committed to the education of the whole child.. We are continuing to implement P.B.I.S., which stands for Positive Behavior Interventions and Supports. P.B.I.S. is a proactive, systematic approach to teaching students expected/acceptable behavior for school.

At Sunnyview Primary School, our teachers and staff are dedicated to helping every child grow in academics, character and behavior.

We are proud to continue using Positive Behavior Interventions and Supports or P.B.I.S. This is a school-wide approach that helps us teach and encourage positive behavior in a clear, consistent, and supportive way.

By using P.B.I.S., we focus on what students are doing well, while also guiding them to make safe, respectful, and responsible choices every day.

Our school rules are:

Be Responsible – We make good choices and take care of our things.

Be Respectful – We use kind words and treat others the way we want to be treated.

Be Safe – We keep our hands, feet, and objects to ourselves and follow safety rules.

Minors/Majors

One way we support positive behavior is by keeping track of when behavior expectations are not met. These are called Minors and Majors and this distinction helps us respond in a way that teaches and supports each student.

Minor behaviors are small rule infractions that can usually be handled by the teacher in the classroom. These are often used as teachable moments.

Major behaviors are more serious or repeated actions that need the help of school administration.

We believe in teaching, modeling, and rewarding positive behavior. Every student has the opportunity to learn from their mistakes and grow. Thank you for partnering with us to help your child succeed!

Toys, games, fidget spinners, and electronic equipment should not be brought to school except on special occasions announced by the teacher.

Each classroom teacher will post classroom rules in his/her room and discuss appropriate behaviors at the beginning of the year and as often as necessary to promote a positive classroom environment. A copy of these rules and expectations will be sent home within the first two weeks of school.

Level Up

This year we will continue the use of our Level Up Behavior. Students earn Dojo points throughout the month and at the end of the month earn incentives depending on which level they achieve. We encourage all students to level up during the month. Level 5 is 99-100%, Level 4 is 93-98%, Level 3 is 85-92%, Level 2 is 70-84% and Level 1 is 0-69%.

KNOX COUNTY ELEMENTARY SCHOOL DRESS CODE

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

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

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. For the safety of all our students, no wheelie shoes (Heely skate shoes) or flip flops should be worn. Flip Flops are not appropriate and parents will be called to bring another pair of shoes.
4. Clothing or accessories may not display offensive, vulgar language, or images, nor advertise products which students may not legally purchase.

The school administration reserves the right to determine whether a student’s attire is within the limits of decency and modesty, however, the principal may allow exceptions for school-wide programs or special classroom activities. The teacher and the principal will administer consequences for policy infractions as follows:

FIRST OFFENSE: Teacher will send student to clinic/office or will contact parent for a change of clothes. Parents will be notified and infraction will be documented.

SECOND OFFENSE: Principal will talk with parents and send a copy of the dress policy. Infraction will be documented.

THIRD AND FUTURE OFFENSES: Will be administered by the principals in accordance with school-wide discipline plans.

REPORT CARDS / MIDTERMS

The report card will inform you of your child’s academic achievement, work habits, behavior and attendance for the grading period. An interim report will be sent home in between report cards. In order to give the students in kindergarten ample time to make the adjustment to school, they will not give grades on the first 4 ½ weeks interim report.

Please sign these reports and return them to school the next day.

Report cards will be supplemented by parent/teacher conferences or by other written reports to parents. Teachers will regularly send home samples of each student’s work to be signed by a parent and returned to school. This practice assures that you are informed and kept up to date on your child’s progress.

MEDICATIONS

Knox County policy prohibits staff from administering medications (prescriptions, over the counter drugs such as cough medicine, aspirin, Tylenol, etc.) to children at school unless medication is given on an ongoing basis and is necessary in order for the student to remain at school. In this case, you may obtain a medical form from the school office. This form must be completed by the parent and the physician prescribing the medication for the child. Once completed, the form must be returned to the school office for processing by the school nurse.

Arrangements will then be made to administer the medication according to the following regulations:

- Parents must be responsible for the actual transportation of all medications to and from school.
- The school nurse **must** check the medication in.
- Students may **NOT** transport medicine.

All medications administered at school must be in the original prescription bottle labeled with the same directions indicated by the physician on the medical form obtained from the school office.

MOVING/CHANGES IN ADDRESS/PHONE NUMBER

If at any time during the school year, you have a change of address or telephone number, you must notify the school office and the child's teacher. This is extremely important in the event of an emergency. If you are out of town and your child is in the care of someone else, please be sure your child's teacher is aware of the arrangements.

This person's name must be on the emergency early dismissal card in order for us to release the child to them.

VISITORS/VOLUNTEERS

All visitors are welcome at Sunnyview Primary School, but are required to check in through the school office upon entering the building. They must provide a picture ID, state the reason for the visit, the license will be scanned, and a printed visitor badge will need to be worn throughout the visit. **In order to protect instruction time for all students, we will not interrupt classes for parents/ guardians to speak with teachers.** We will be happy to convey a message to the teacher. Volunteers are an important asset to our school and will be scheduled by classroom teachers based on classroom needs. Please contact your child's teacher if you would like to volunteer your services. **Volunteers will not be able to bring younger siblings.**

TECHNOLOGY

Chromebooks:

Our school is 1:1 with technology. Students in K-2nd grade will be assigned a Chromebook. Parents will need to sign Device Agreement in order for a student to take their Chromebook home. The district offers an insurance plan on the device which is \$20 this year. Installments can be made on the plan. **Lost chargers are not included in the insurance plan.**

Chromebook Expectations:

Students are to stay on sites that are approved through Knox County. Students who abuse this privilege may forfeit their use of the Chromebook. If Chromebooks are ever sent home, they are to be returned the next day.

Chromebook Care:

Stickers should never go directly on the outside of the Chromebook. This creates a super sticky residue upon removal. Students will be billed for damage from stickers regardless of insurance coverage. If a student wants to decorate the Chromebook, he/she may use a case and then cover the case with stickers.

Wireless Devices:

A new state law—reflected in KCS Policy J-240—restricts the use of personal wireless communication devices (such as phones, smartwatches, and tablets) during the school day.

Starting this school year, students will be expected to keep personal devices powered off and out of sight during school hours, unless specifically allowed for an educational purpose, emergency, or approved use through a health plan, IEP, or 504.

Students will store their devices in their backpacks. Students will continue to use their district-issued Chromebooks for instructional needs, and we will contact families through ParentSquare in the event of an emergency.

Sunnyview Student Handbook

I have read and been aware of the policies and procedures in the Sunnyview 20205-2026 Student Handbook.

Parent Signature _____

Child's Name _____

Teacher _____

Grade _____