

Christenberry Elementary School



Parent/Student Handbook
2025-26 School Year
927 Oglewood Ave.

Updated 4.16.25

PRINCIPALS' WELCOME

Welcome to Christenberry Elementary School! We are pleased to work in partnership with you this year to provide your child with a quality learning experience in a positive school environment. We have outlined some essential school information to help you and your child have a successful school year. Please take a few minutes to read and review these school policies and procedures with your child.

Dr. Tonya Cash, Executive Principal

Mrs. Gwynne Carey, Assistant Principal

Mrs. Christine Furman, Assistant Principal

OUR MISSION

The mission of Christenberry Elementary School is to ensure that students acquire the academic, social, and life skills necessary to become productive citizens and lifelong learners through a safe, nurturing, and interactive learning environment.

SCHOOL ATTENDANCE

Daily school attendance is fundamental to student learning and a key factor in student achievement; therefore, students are expected to be present each day school is in session. Parents have a legal obligation and a moral responsibility to see that children are present every day that school is in session. The KCS Board has adopted the following policy outlining acceptable (excusable) conditions for students being absent from school:

1. Personal illness with a written medical note (Parent note will be accepted for up to 10 days during the school year; send a doctor's note if the child was seen by a doctor/clinic.)
2. Illness in the family temporarily requiring help from the child (Doctor's note is required.)
3. Death in the family (Parent/guardian must provide an obituary.)
4. Recognized religious holidays regularly observed by persons of the student's faith
5. Verifiable family emergency (Requires approval by school administration)

Any absence not complying with the above reasons for excused absences will be considered "unexcused." Family vacations taken during the school year are unexcused absences.

ARRIVAL PROCEDURES

The KPD patrols and monitors our campus at arrival and dismissal times. Please observe posted speed limits and do not make an illegal left turn into the car rider line from Oglewood Avenue from 7:00-8:00 and 2:30-3:30.

- School hours are 7:45-2:45. Breakfast opens at 7:10 each morning.
- Students must remain in their vehicles in the approved car rider line until the building is open, and students are supervised at 7:10 each morning.
- Students should NOT be dropped off early or at staff entrances.
- Kindergarten students may be dropped off after 7:10 in the bus rider line on the east

side of the building.

-All students must either go to the cafeteria for breakfast or sit in a designated and supervised area until the 7:30 am bell rings and classrooms open.

-Students arriving after 7:45 am must stop in the school office for a tardy slip. If a student is tardy more than three times in a nine-week grading period, he/she will not receive perfect attendance recognition.

EARLY CHECKOUT PROCEDURES

Students should only be checked out before 2:00 pm so critical instructional time and orderly dismissal procedures are not disrupted. School administration will approve early checkouts after 2:00 pm on a case-by-case basis. Students **MUST** be checked out properly through the school office; parents should not go to classrooms or wait in hallways for their children. Students may only be checked out to someone authorized to do so on the child's profile sheet, and a photo ID must be presented to the office staff.

DISMISSAL PROCEDURES

-All car riders will be dismissed to the car rider line on the building's west (ball field) side. Parents should stay in their cars and come through the car rider line; do not park and walk up to the dismissal area. Parents should not park across the street or in the Rec Center lot to avoid the car rider line. Parents should not ask children to walk off the school campus to be picked up at another location. Your child's safety is our utmost concern!

-All walkers will be dismissed to the south (front) entrance on Oglewood. Only students who walk to their homes will be dismissed at this entrance.

-All bus riders and daycare vans will be dismissed on the building's east (Rec Center) side.

-Parents should not enter the staff parking before and during dismissal each afternoon. This is the exit for the car rider line. Parents should not park in the drop-off zones at the school or block parked cars in the staff parking lot.

-Everyone in your vehicle should wear seatbelts, and children must be in appropriate car seats/booster seats.

-Please notify the school **IN WRITING** if you need to change the dismissal procedure for your child on a given day. We cannot take these changes over the phone for safety reasons. Teachers often can not check Parent Square during the school day, so we will not accept dismissal changes via Parent Square.

UPDATED EMERGENCY INFORMATION

Please let the school and your child's teacher know when you have a change in your phone number, address, and/or approved contact people. We must be able to contact a parent/guardian in case of an emergency.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

Our school practices PBIS (Positive Behavioral Interventions & Supports) in that we explicitly teach, model, and reinforce four main expectations throughout the school –

Be safe, Be kind, Be respectful, and Be responsible. The focus of PBIS is the prevention of misbehavior, natural consequences, and restorative practices. Our school will follow Knox County Discipline Guidelines (i.e., level of behavior, intervention response, and consequence) when addressing student misbehavior. School expectations for behavior include:

1. Toys (including toy weapons) should not be brought to school.
2. Chewing gum is not permitted at school.
3. Drugs, alcohol, and tobacco are not permitted at school at any time.
4. **Bus transportation** is a student privilege, not a right. In compliance with KCS Board Policy, a student may be denied the privilege of riding the bus if the school administration determines that a student does not follow bus expectations, including disruption, non-compliance, vandalism, or fighting.

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings or on school grounds at any time, in school vehicles and/or buses, or off the school grounds at a school-sponsored activity, function, or event. Dangerous weapons shall include, but are not limited to, "any firearm, explosive, knife, ice pick, slingshot, or knuckles."

Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors, or compasses with the intent to harm or in a manner that renders the item dangerous. Students who violate this policy shall be subject to disciplinary action in accordance with Knox County Schools Board Policy.

BULLYING POLICY

Knox County Schools prohibits acts of harassment, intimidation, bullying, and cyberbullying. A safe and courteous environment in school is necessary for students to learn and achieve. Bullying is defined as repeated and purposeful behaviors including:

- punching, shoving, kicking, and other physical acts that hurt others
- spreading hurtful rumors about others
- excluding certain people from a social group
- threatening or teasing people in a mean way
- getting certain people to "gang up" on others
- cyberbullying by phone, text, or social media

Students who violate this policy shall be subject to disciplinary action in accordance with Knox County Schools Board Policy.

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

PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES

A **personal communication device** (PCD) such as a cell phone is a device that emits an

audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A **personal electronic device** is a device that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, image, sound file, data file, or message. 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. It may not be used unless school personnel grants a student permission to do so. Improper use or storage of PCDs and electronic devices may result in confiscation of the device until it can be released directly to a parent. Repeated offenses will result in a device being held by school personnel for a longer period of time. A student violating this policy is subject to disciplinary action determined by the school administration.

ELEMENTARY SCHOOL 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 that 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.
4. Clothing or accessories may not display offensive, vulgar language or images and must not advertise products that students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, 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. Skin-tight outer materials are prohibited without appropriate coverage.
7. Board policy also states that a student’s appearance (including hairstyle and color) that tends to draw attention to an individual rather than to the learning environment **MUST** be avoided. In matters of opinion, the judgment of the school administration shall prevail.

First Offense:

School staff will send the student to the office or clinic and will contact the parent for a change of clothes. The incident will be documented.

Second Offense:

The school administration will talk with the parents and send them a copy of the district dress code. The incident will be documented.

Third and Future Offenses:

Disciplinary action will be administered by the school administration in accordance with Knox County Schools Board policy.

SCHOOL VISITATION POLICY

For the safety of all students, it is important that access to our school be closely monitored. We value your child's instructional time and strive to minimize disruptions. Please follow these guidelines when visiting our school campus:

- All visitors should report to the school office when entering the school to sign in (exceptions would include school-wide events such as Field Day and after-school programs). Visitor badges will be issued for all persons other than students and employees of Knox County Schools; badges should be returned to the school office when you leave school property. Visitors must provide valid ID.
- Classroom visits must be scheduled 24 hours in advance and approved by a school administrator. They should be limited to no longer than 30 minutes.
- Approved visitors must either be legal guardians, approved mentors, or approved by a school administrator.
- Please limit your conversations about your child to scheduled appointments.
- The principal has the authority to exclude any visitor from the school premises who disrupts the school environment. Access to school property is a privilege and can be revoked by the school administration at any time.
- Loud, threatening, or profane behavior will not be tolerated on school grounds. School security and/or law enforcement will be contacted to escort individuals off school property. A Civility Letter or No-Trespass Letter may be issued by school administration in cooperation with Knox County Schools Security.
- To visit your child during lunch, you must be a guardian, mentor, or listed on your child's profile sheet. After eating with your child, visitors should report back to the office to sign out.
- If your child forgets an item from home, please bring it to the school office with your child's name and teacher. Students may not call home for forgotten items.
- Routine classroom volunteers are coordinated with the classroom teacher.

MEDICATIONS

No medication of any kind shall be self-administered by students, even with assistance from school nurses or other school personnel, except when medication must be given long-term and is necessary to address a health problem during school hours.

Medications such as Tylenol, aspirin, and other over-the-counter (OTC) medications are included in these regulations.

The school nurse may administer medications following the KCS Board Policy:

- The school must have current written doctors' orders, including specific medication administration directions.
- A parent must also provide written permission for medications given at school.
- A parent must bring medications to the school and deliver them to the school nurse.

Medications must be in authorized containers and labeled with the child's name on them.

-All medications will be kept in a secure location, and a record of all student dosages will be kept.

-Students may not carry medications with them at school at any time.

-A parent is responsible for picking up any unused medication at the end of the treatment or the end of the school year. Any medications not picked up shall be destroyed as per Knox County Schools policy.

FINES

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, textbooks, library books, technology, and furniture, must be responsible for the actual cost of replacing or repairing such damage. The grades, report cards, diploma, or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. Parent(s) must accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s).

PARENT TEACHER ASSOCIATION (PTA)

All parents are encouraged to join and participate in the PTA. There are many opportunities for parents to help at school and participate in school activities and fun events that support student learning and success. Parents are encouraged to join the PTA for \$6 and are always invited to attend our monthly PTA Board meetings.

PARENT CONFERENCES

We will host two parent conference nights this year – one in the fall semester and one in the spring semester. You will receive information on how to sign up for time slots to speak with your child's teacher(s). You may also contact your child's teacher(s) at any time during the school year and request a parent conference. We will contact you promptly and set up a mutually convenient time to discuss your child's progress in school.

MONDAY: TAKE-HOME DAY

Monday will be our school's official "take-home day." The school will send a weekly newsletter and other important announcements home on Mondays. Be sure to check your child's backpack and folder daily, but Mondays will be the day for school-wide information.