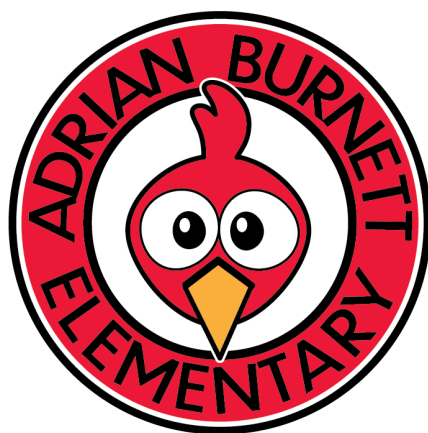


Adrian Burnett Elementary Family/Student Handbook 2025 - 2026



Stephanie Prince, *Principal*
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I. Message from Administration

Cardinal Families,

This is my 10th year at Adrian Burnett Elementary School and my 6th as your principal. I continue to be so blessed to serve at ABES and I want to thank you for your support. I want ABES to be a place where students know they are safe, loved, and are learning.

Our students will continue to grow in their understanding of our core values of Pride, Problem Solving, Self-Discipline, and Respect and will see how those values will help them achieve success in academics and in life. If I can help you in any way, please do not hesitate to call the school or email me. I am honored to be a part of your village!

Stephanie Prince, Principal

Cardinal Families,

I am excited to start my 6th year as the assistant principal at ABES. Adrian Burnett is AMAZING, and getting to work here is an honor. I look forward to working with families to ensure all students are safe, loved, and learning.

Please email or call me at the school if you have any questions or concerns. I am looking forward to a fantastic year!

Angie Cox, Assistant Principal

II. General Information

A. Our Mission

Our mission is to ensure all students at Adrian Burnett Elementary are safe and loved so that they can be successful in academics and in life.

We often say, “One Fly, We All Fly” because when one of our Cardinal students succeeds, we all succeed.

B. Our Motto

We are proud to be Adrian Burnett Cardinals who take ownership of what we think, feel, and do.

C. KCS Board Policies

We abide by KCS Board Policies at Adrian Burnett and encourage you to familiarize yourself with and abide by them. See the website <https://www.knoxschools.org/Page/2107> for a comprehensive and current list of board policies.

D. Communication

Communication between home and school is extremely important and we strive to return all communication within 24 hours Monday through Friday. We do ask that you please respect your student(s)’ teachers' personal time and not contact them in the evening. Please make sure that we always have the most current contact information for you and any emergency contacts so that we can reach you.

ParentSquare - If you have not signed up for ParentSquare, please be sure to do that as soon as possible as this is our primary mode of communication. You can do this by going to <https://www.knoxschools.org/parentsquare>. This will ensure that you will not miss any important information from the school.

Social Media - ABES has accounts on Facebook, Instagram, and Twitter (X), and we often post reminders about upcoming events as well as pictures of things happening at school. If you have these, please follow us!

- Facebook - <https://www.facebook.com/ABESCardinals>
- Instagram - <https://www.instagram.com/abescardinals/>
- Twitter (X) - <https://x.com/ABESCardinals>

School Closing - Decisions to close school for any reason are made by the superintendent of Knox County Schools. Please do not call the school to find out if there is a closure, delay, or early dismissal. Knox County Schools will share this information as soon as the decision is made. Be sure to have a plan in place now in the event of an unexpected school closure. If the person picking up your student does not have your car tag, they must be listed as an emergency contact in [Aspen](#). Anyone without a car tag will be asked to provide a photo ID.

E. Character Education

The staff at Adrian Burnett Elementary have been through training with the Tennessee Department of Education on becoming a trauma-informed school. They have also participated with the National Institute for Excellence in Teaching (NIET) in their Accelerating Character Education Development (ACED) program. As a result, our discipline procedures and policies are trauma-informed and we have created a character education program of four Core Values that we work to instill in our students before they leave elementary school: Cardinal Pride, Respect, Problem Solving, and Self-Discipline. *(See [Appendix B](#) for more information about our Core Values.)*

Cardinal Walk - We celebrate students exhibiting these core values every Friday afternoon during our Cardinal Walk with the entire school in the gym. We ask that you please not pick your student(s) up from school early on these days unless absolutely necessary so they do not miss out on this fun time to celebrate each other or potentially be honored themselves.

Morning Meeting - We also take time first thing every morning in our Morning Meetings to teach and review each Core Value along with self-regulation strategies. We call the use of these strategies “ready to learn.” Students will learn to recognize when they need to take a break and will be able to select a strategy to help get their mind, their emotions, and/or their bodies ready to learn. We ask that you please make every effort to have your student(s) at school on time because we start those Morning Meetings at 7:45am as a part of our morning announcements and they are such an important part of our day. *(See [Appendix C](#) for our Break Space sign and examples of the self-regulation strategies we teach.)*

F. Success in Academics

It is important to us at Adrian Burnett that our students understand what they are learning, how they are learning it, and what success looks like every day. We teach this by using what we call **Learning Intentions**, which are statements that are given at the start, during, and end of each lesson. They often look like, “Today we are.... so that we can.... We’ll know we are successful when....” This focused statement helps our students own their learning and track their progress toward mastery.

Success Criteria - You will also often see and hear your students talk about the success criteria they used in their lessons. This typically looks like a scale or leveled criteria that shows them the path to success at multiple levels with each standard. When you see those come home, we encourage you to ask your student to explain to you what level they are on and why. This practice helps make their thinking visible and push their learning deeper.

F. School Fees

The ABES fees list for the 2025-2026 school year will be sent home at the beginning of the year. Fees are still just \$25. This will be used for supplies for instruction such as special writing, art materials, workbooks, subscriptions, etc.

These materials will be given to your students as they are needed.

You can pay this fee online using School Cash Online. All checks must be made payable to Adrian Burnett Elementary School.

III. School Procedures

A. Attendance

Tennessee law requires students to be in school for at least 50% of the day to be counted as present for that day. If your student is absent, please send in a note, ParentSquare message, or medical excuse on the day he/she returns to school. Notes must be received within 5 days of the student's return to school. Parents/guardians may write up to 10 "parent notes" to excuse absences. There is no limit to the number of medical notes. Excused absences can include: personal illness, illness in the family, death in the family, recognized religious holidays, and verifiable family emergencies. (See [KCS Policy J-120](#) for more information about attendance policies and excessive absences.)

If your student transfers to another KCS school, please notify the school secretary in the front office at least two weeks in advance, if possible. We will take care of sending their records to their new school.

B. Arrival and Dismissal

Arrival - The building opens at 7:10am and class begins at 7:45am. Students who are not in the building by 7:45am are considered tardy, so families need to plan to arrive at school before 7:45am. You will be required to walk your student to the office if you arrive after 7:45am. Kindergarten and preschool families can walk their students in on staggered days only. Attendance is vital to student success, so please make every effort to have your student at school on time each day.

Dismissal - School ends at 2:45pm and students will leave from either the front or the back of the school depending on how they go home (see below). If you need to change your student's form of transportation, it must be in writing. We can accept changes in transportation from a handwritten note, an email, or a ParentSquare message, but we cannot accept changes over the phone. We also ask that you also please not check out students after 2:15pm unless there is an emergency as this disrupts our dismissal process.

Bus and Daycare - These will drop off and pick up at the back of the school each day. Daycare providers that currently pick up at ABES are Boys and Girls Club, Little People Preschool, and Central Baptist Fountain City. [SHADES of Development](#) is our in-school after care provider.

Car Riders - Arrival and dismissal will be at the front of the school using the second entrance to the long drive. Students cannot be dropped off before 7:10am, and we ask that you not park and walk them in because school staff will be available to escort students to their assigned locations. If you drop off a student after 7:45am, that is when you will need to park and walk them inside the building to sign them in tardy. Do not drop off a student by themselves after 7:45am. The person picking up the student in the afternoon must have a car tag displayed in the window. If they do not, they must provide a photo ID and must be listed as a contact for the student before we will release the student to them.

C. Dress Code

The dress code at ABES reflects “common sense” and a concern for each student’s comfort, safety, and cleanliness. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided.

The following standards for student dress must be observed at ABES:

- Pants must not sag below the waist and be at a safe length.
- Head apparel, except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Clothing or accessories may not display offensive, vulgar language or images and must not advertise products that students may not legally purchase.
- For students in Grades 3-5, “short shorts” or skirts and skin-tight outer materials are inappropriate attire.
- 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 administration reserves the right to determine whether the student’s attire and appearance is within acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The teachers and the principal will administer appropriate consequences for policy infractions. The principal may allow exceptions for school-wide programs or special classroom activities.

A change of clothes will be available in the clinic for all students if needed. Any questions or concerns should be directed to the administration.

D. Personal Property

ABES is not responsible for any loss or damage of personal property. Personal belongings should be clearly marked with your student’s name. Lost items are usually placed in a lost and found area on the shelves in the main hallway.

Due to the volume of lost items collected and limited storage capacity, we cannot store them for an indefinite period. Therefore, at the end of each semester, all

unclaimed items will be donated to charity. Please check the table and main office as soon as you realize an item has been lost at school.

Electronic Devices

All students K-5 will have a Chromebook assigned to them. They will use these devices at school and could take them home as assigned by the teacher on the occasional basis. It will not be a requirement this year that elementary students take them home daily. In order to take a device home, the student must have a **Technology Agreement** signed and on file at the school. Optional **Device Insurance** is available as well in the event the device is damaged or lost. Acceptance of the insurance requires a \$20 premium for the 2025-2026 school year that is due to KCS by **September 30, 2025**. Families are encouraged to fill out these forms online through the email that you were sent. No money will be accepted at the school. Paper forms are available if needed in the front office at the school.

Students at ABES are not allowed to bring personal electronic devices (such as cell phones, smart watches, or tablets) per *KCS Policy J-240*. If you choose to send a device to school with your student, it must remain turned off and stored in his/her backpack at all times.

If this policy is violated, the device will be taken from the student and a parent/guardian will be notified to come to the school to pick it up from the main office.

E. Homework Policy

Check your student's backpack, folder, or agenda each night for any important information or any homework assignments. The general policy at ABES is 10 minutes of homework per grade level (if any). For example, a student in third grade should have no more than 30 minutes of homework per night.

Here are some ways to help support your student's learning at home:

- Have a designated place for your student to do his/her work that is quiet and away from distractions.
- Research supports reading every day for at least 20 minutes. This can be reading to your student or it could be them reading on their own.
- Ask your student what they learned that day and how they know they were successful.
- If your student is struggling with assigned homework, contact the classroom teacher via ParentSquare or email.

F. Medication Policy

If a student takes any form of medication at school, a medical form signed by a doctor must be given to the office by someone listed in Aspen. All medication will be kept in and dispensed through the clinic. Medical forms are available in the office. **Medicine should not be sent to school with a student.**

G. Discipline

Student safety is a top priority at ABES. We are committed to making sure that all students can learn in a safe and loving environment. Any issues with discipline will be handled in a timely, trauma-informed manner and according to KCS Board policy.

Classroom Discipline Plan

Each teacher will send home a copy of his/her classroom discipline plan the first week of school. This plan outlines the organization of his/her classroom and students will be expected to adhere to that plan. Address any questions with the homeroom teacher.

School Discipline Plan

Teachers will address discipline issues with their students in an orderly and constructive manner following a trauma-informed approach. When a child is sent to the administration, it is regarded as a serious matter. The teacher will write a discipline referral for the student and a parent/guardian will be notified. At any time, a staff member may address inappropriate behavior. Students are required to respect the authority of every adult in the building.

Depending on the seriousness of the situation and the number of referrals, administrators may choose to: conference with the student, make a home visit, refer the student to a school counselor, place the student in PAC (Personal Accountability Class), include them in a behavior group, and/or possibly suspend the student. These will be discussed with the parent/guardian to ensure that the disciplinary plan supports a change in behavior and meets the student's need(s).
See Knox County Board Policy J-193

Bus Discipline Plan

All students on the bus are under the authority of the bus driver and must obey his/her requests. Board Policy states the school bus is an extension of the school. A student may be denied the privilege of riding the bus if an administrator determines the behavior causes a disruption or safety concern. Riding the bus is a privilege, not a right, and only 1 warning can be given to correct misbehavior.

H. Cafeteria and Food Policies

Adrian Burnett is still considered a Community Eligibility Program school, so students receive breakfast and lunch each day at **NO COST**. Students who arrive before 7:30am will eat breakfast in the cafeteria. If they arrive between 7:30-7:45am, they will be able to get breakfast and eat it in their classrooms.

Charges for Visitors and Extra Items:

Adult Visitor \$4.00

Milk \$0.75

Ice Cream \$1.00

Weekly menus and more nutrition information, as well as the list of approved snack food is posted on the Knox County website at knoxschools.org/Page/8691.

Visitors can come to the main office to sign in and get a visitor's badge if they want to eat with a student. The visitor to the school must be listed for the student in Aspen. We do ask that you follow the same rules and procedures as the students while visiting the cafeteria. You and your student(s) only will sit at a designated table in the cafeteria during their scheduled lunch time. **Other students are able to join you only if you are listed as a contact in Aspen and/or the parent/guardian has given written permission.** This is to ensure the safety of all of our students. If you would like to visit another area after lunch, you must check back in at the front office. You must have approval from the teacher to visit the classroom and you need to notify the front office.

I. Photographing Students and Social Media

In order to take photographs or videos of other students, you must have specific written permission from the parent/guardian of that student. KCS employees and our yearbook volunteers can take photographs and videos of students.

Because of potential security concerns for our students, we ask that **no one post pictures or videos of other children on any social media platform unless you have specific permission from the student's guardians.** This is very important for the safety of our children. Be extremely careful as you take group shots and videos of performances, field trips, class parties, and Field Day(s) as these will potentially contain other children.

All concerns will be addressed by the administration.

IV. Involvement and After School Care

A. SHADES of Development

The after school care program that is offered for kindergarten through 5th grade at Adrian Burnett is called SHADES of Development. The hours of care are Monday - Friday from 2:45pm until 6:00pm. The cost for families is about \$70 per week, but can be less if you are not using the program every day.

For more details and to sign up your student(s) for SHADES, contact the site director at 865-371-5373 or go to their website at <https://www.shadesofdevelopment.org/>.

B. PTSO

The purpose of the Parent, Teacher, and Student Organization (PTSO) is to

support our families, school staff, and especially our students. The programs and events they sponsor are designed with the goal to enhance our students' learning experience. The PTSO has allowed us to fund great programs and activities like Reading is Fun (RIF) day where students get free books, mulch for our playground, books for the library, money for teachers to spend in their classrooms, Hoopalooza, and much more!

Membership - The PTSO membership drive begins in August and runs through the end of September. The cost is about \$5 per person and anyone can join! They do not have to be a parent/guardian of a student, but just someone willing to support the school. Please consider joining and helping ABES have the funds to support a wonderful learning experience for our students.

Meetings and PTSO Board - PTSO meetings are typically held on Mondays after school and everyone is invited to attend. This is how you can stay connected with the school and learn about volunteer opportunities, including becoming a member of the PTSO Board if you are interested!

Social Media - Be sure to follow the PTSO Facebook page by searching for ABES PTSO. This is often the quickest way to communicate with other families, with the PTSO Board and to find out how to get involved.

C. Visitors and Volunteers

In order to keep our students safe, we do allow visitors in the building, but ask that they follow certain guidelines. Press the buzzer by the door when you arrive and the front office staff will assist you. **Please always have a photo ID ready.** Your ID will be scanned and you will be given a sticker that you must wear at all times while in the building. (Your picture will be taken if it is your first time visiting.) You will need to let the front office staff know what area you are planning to visit when you check in. If you are visiting to observe a classroom, that must be scheduled at least 48 hours in advance and classroom observations are scheduled with administration for a maximum of 30 minutes. If at any time you need to go to a different area than you originally told the front office, you will need to check back in and get approval. **Visitors and volunteers should not leave the area they told the front office they were going to without notifying them first for approval.** This is for the safety of our students and to ensure that the educational environment is not interrupted.

Volunteers are welcome and encouraged! We ask that the classroom teacher is expecting you, so you might be asked to wait in the office until the office staff can verify this.

While volunteering, we ask that you follow general safety guidelines and prioritize student safety and confidentiality. In order to volunteer in the school or observe a classroom, you must fill out a Confidentiality Agreement. Anyone wanting to volunteer to chaperone a field trip must also fill out an online form allowing Knox County Schools to conduct a Background Check. All forms are available from our secretary in the main office. We also ask for our chaperone's full attention, so personal children who are not ABES students on the field trip may not attend.

Appendix A: ABES Cardinal Commitments

Adrian Burnett Student Cardinal Commitments

Value	Cardinal Commitments	What Success Looks/Sounds Like
Cardinal Pride	- We commit to taking ownership of ourselves and our school. - We commit to learning from our mistakes and always keep growing.	- All students take care of our school building and classrooms by keeping things clean and organized. - All students are confident in their own progress and achievements. They celebrate everyone's growth. - All students help with anything that is needed, even if it isn't their responsibility. - All students are open to and seek feedback from others.
Respect	- We commit to taking ownership of our words and actions. - We commit to creating safe spaces for everyone to learn.	- All students think about how their words and actions impact others. They think before they speak/act. - All students speak to and about everyone as if they were in the room. - All students want to have a positive impact on others. - All students actively listen to others' thoughts and feelings and honor individual viewpoints. - They see our uniqueness as what makes us stronger. - All students share their personal viewpoints kindly.
Self-Discipline	- We commit to taking ownership of what we think, feel, and do. - We commit to being the best versions of ourselves and to doing our best work.	- All students will have a growth mindset. They know that mistakes are proof they are trying. - All students will honor the boundaries of others. They work well with others and will reconcile and restore any broken relationships. - All students will accept any consequences of their choices. - All students will use strategies for regulation when needed. - All students will be prepared and think about learning.
Problem Solving	- We commit to taking ownership of the parts of problems that are within our control. - We commit to using our resources to find solutions.	- All students will explain any problems that they face and will label the parts that are within their control. - All students will choose from resources and strategies to try to solve their problems. - All students will use success criteria to know what they are learning, why they are learning it, and how they will be successful every day. - All students will accept multiple versions of success.

Appendix B: Break Space

BREAK SPACE



Cupcake Breathing



PE Stretches



Rainbow Tour



Square Breathing



Cardinal Hug



Mental Vacation



Five Finger Breathing



Chair Push Ups



Self Talk