

New Hopewell Elementary

Parent Handbook 2025-2026

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Rolen Blaine, Principal

Jessica Seaton, Assistant Principal

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It is with great excitement and gratitude that we welcome you to a new school year at New Hopewell Elementary. As the new administrative team, we are honored to join this dedicated school community. Our team looks forward to working alongside you to continue the tradition of excellence that defines New Hopewell.

This handbook is designed to be a helpful resource for you throughout the year. It contains important information to support a safe, productive, and enriching learning environment for all students. Please keep it handy and refer to it as needed. If you have any questions that are not addressed in the handbook, don't hesitate to reach out—we are here to help.

At New Hopewell, we believe that strong partnerships between school, home, and the broader community are essential to student success. We are committed to working closely with parents, guardians, and stakeholders to ensure that every child reaches their full potential. Your involvement, encouragement, and support make a tremendous difference.

We also deeply value the rich traditions of our school and community. As we move forward, we aim to honor those traditions while embracing new opportunities for growth and innovation.

We have high expectations for our students, and I know you share those same hopes and dreams for your child. Please encourage your child to read daily and always to strive to do their best. If your child is still developing a love for reading, reading together each day can make a lasting impact.

Because we do not receive additional funding beyond our basic allocation, your support of school fundraisers and fees is greatly appreciated. Every contribution helps us provide the best possible experience for our students.

Thank you in advance for your partnership and support. Together, we will make this a fantastic year for every student at New Hopewell Elementary!

Rolen Blaine, Principal
Jessica Seaton, Assistant Principal

I. Mission Statement

Our mission is to create a caring environment where everyone can learn and achieve their goals. We will all do our personal best and work together to become productive citizens with good character!

II. Arrival And Dismissal

The school day begins promptly at 7:45 am and ends at 2:45 pm. The building opens at 7:15 am. For your child's protection, please do not leave your child unattended outside of the school. Our staff are not available for supervision of students until 7:15. At this time, students may enter the building and report directly to the gym. The cafeteria opens at 7:15 for breakfast. Students will remain in these areas until 7:35. Students arriving after 7:35, but before 7:45, will report directly to their classroom teacher if they are not eating breakfast. Parents must enter the building with students arriving after 7:45 to sign students in at the office and receive a tardy slip. No parents are expected in the hallways after 7:35. The first day of school for students in 1st-5th grades, parents will be allowed to walk their students to class. Kindergarten parents may walk their child to class on staggered days.

For the safety of all, the building is always locked throughout the day. Visitors should use the intercom at the front door, stating their name and reason for their visit, to gain entrance and then report to the office to sign in and receive a visitor's pass. You must make sure your child's Emergency Data Card is up to date, with anyone who may come to sign them out or have lunch with them.

Students will be dismissed at 2:45. Children are dismissed according to the instructions provided on the emergency/enrollment card. If changes need to be made, it will be necessary for the parent/ guardian to write a note to explain the changes needed. If an emergency arises and you call the school to request a change, please do so before 2:00 p.m. Only emergency requests will be approved in writing or via ParentSquare. We will not change procedures based on a verbal request from the student or phone calls. This procedure is to protect your child. If we are in doubt of how a student is to go home, the student will be sent the way the child typically goes home. Our buses are loaded first, followed by the car riders. When the driveway is empty of cars, the walkers will be dismissed. Any students not picked up by 3:00 will be seated in the office. A parent or guardian must come into the office and sign them out. If the contacts are unavailable by phone, the appropriate state agency and/or the local police authority will be contacted. Knox County Schools' Guidelines require us to contact the appropriate state agency and/or the local police authority.

This year we will again be dismissing using car tags provided by the school. If you or the person picking your child up does not have the car tag you will be asked to pull to the side and enter the building with ID to pick up the student. Please follow the

directions of the staff. Students will be loaded into their cars by our special area teachers and other staff. Classroom teachers will remain in the building where they can monitor their students.

III. Absence

In the event your child is absent from school, doctor and parent notes must be turned into the school within five days of the student's return, or the absence will be unexcused. After 10 parent notes (equal to 10 days of being absent), further absences occurring are then considered unexcused. Parent notes should be used for students' illnesses or verified emergencies only. Absences due to reasons such as vacations are unexcused. After 5 unexcused absences, Central Office notifies the attendance/social worker and warning letters are sent to the student's parents or guardians. After 10 parent notes are used-it is unexcused unless the parent brings in an obituary, doctor/dentist note or court appearance note. After 10 unexcused absence notes, it is possible the family could be asked to appear in court. We try to notify our parents before the maximum number of notes or absences is reached; however, it is not always possible. Please remember, we must follow Knox County Schools' guidelines and the School Board policies. When an absence occurs, it is beneficial to call the office between 7:30 and 8:30 at 579-2194 to let us know. We will give the message to his/her teacher. This call will not take the place of a note. Notes must still be sent in. If you have any questions, please do not hesitate to contact the attendance secretary. Kindergarten–Fifth grade make up work - For each day the child is absent, any missed work must be taken home, completed, and returned as soon as possible. After time allotted by the classroom teacher, the work will be considered incomplete work and will follow the incomplete work policy. Parents are welcome to call and ask for student work to be sent home or be available for pick-up in the office. Please call before lunch if you want to pick up missed work at the end of the day.

IV. Accidents/Illness

If your child is injured or ill at school, we will make him/her comfortable and then call you immediately. If you cannot be reached, we will attempt to contact the emergency numbers that are listed on the Emergency Data Card. Please always keep the emergency cards updated with correct info/phone numbers for any emergency. It is very scary for a child when the office is trying to contact a parent and none of the numbers work. Please note that if we are unable to reach an authorized emergency contact and it is deemed necessary, we will call 911 or other appropriate agencies.

V. Behavior Expectations

School Wide Expectations:

1. Be Respectful

2. Be Responsible

3. Be Safe

The faculty and staff of New Hopewell Elementary are committed to the education of the whole child. In order to create an environment for maximum learning, we expect children to practice good citizenship, respect, and good manners. We believe it is the role of the parents and teachers working together to help children practice ways of being kind and considerate of others by following rules and respecting the property and feelings of others.

Each classroom teacher will post student expectations in his/her room and discuss appropriate behaviors at the beginning of the year and as often as he/she deems necessary to promote a positive classroom environment.

Most often, the classroom teacher effectively deals with behavior violations. However, if there is a persistent behavior problem, parents will be notified. If the behavior does not improve after parent notification, student will be referred to the Principal, Assistant Principal, Guidance Counselor, or PAC (Personal Accountability Class). In cases where the safety of children is compromised, student may be referred to the office without parent notification.

When it becomes necessary for principal involvement, considerations will be given as to 1) type of behavior; 2) total number of previous discipline referrals; 3) unusual circumstances that may impact the behavior or the consequences of the behavior; and 4) repetition of the misbehavior. We appreciate your partnership in fostering a positive learning environment for your child. It's important to remember that children thrive when guided by the support of their parents or legal guardians. We encourage respectful behavior from all students, as it allows both teachers and classmates to focus on learning and growth.

For detailed information on our discipline procedures and policies, including suspensions, we invite you to explore the J sections of the School Board Policies on the Knox County website. Thank you for your support in helping us create a wonderful educational experience for every student!

If you have any questions, please do not hesitate to contact your child's teacher.

VI. No-Bullying School

New Hopewell is a violence-free zone. Bullying is not accepted in our school. We will work to see that our school is safe and secure from bullying behaviors, helping to ensure a positive learning and teaching environment. "Bullying happens when someone with more power deliberately hurts someone with less power over and over

again after being told to stop.” Bullying is not just a physical act. Other examples include mocking, name-calling, insulting and/or making fun of others. It is also different from the normal conflicts of childhood. Please make your teacher aware if you feel that your child is being subjected to bullying. Please see KCS Board Policy Harassment J-210, Intimidation and Bullying or Cyber-Bullying J-211 for additional information.

VII Cell Phone Policy for Students: K-5-Personal Communication Device (PCD)

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 and may not be used unless the principal or the principal’s designee grants a student permission to do so. If a child is using their device inappropriately, please contact administration. The principal or the principal’s designee may specifically grant permission for a student to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

[Knox County Policy J-240](#)

If a student has a Personal Communication Device out in the building the first time will be a request from teacher/staff to turn it off and place in backpack. The second offense will result in the classroom teacher collecting the device and returning it to the student at the end of the day. The third offence will result in the device collected and held in the front office and returned to the student at the end of the day. Fourth offense will result in the device being collected and held in the front office and the parent will collect the device. If the situation persists, a parent-teacher meeting will be held to develop a plan to address this issue.

VIII. Communication

Teacher newsletters, the school website, and ParentSquare (recorded phone messages, emails and text) will be used to keep you informed. They will include important dates as well as other important information. If you have access to a computer, all important information is also included on our school website at your convenience; (<http://www.knoxschools.org/newhopewelles>) Whenever possible, phone calls and responses to notes will be returned within 24 hours. Our staff will not respond to any messages between the hours of 6 p.m. and 7 a.m., unless it is an emergency. We ask that you respect that time for them to spend time with their families.

Follow us on Facebook and Twitter @NHES_kcs

IX. Dress Code Standards

The expectations for elementary school dress reflect “common sense” and a concern for comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. To help create the best learning environment for elementary students, New Hopewell Elementary

School will adhere to the guidelines developed by Knox County School Board Policy J-260 which reads...

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 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.
4. Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper coverage 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.

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail.

The principal may allow exceptions for school-wide programs or special classroom activities.

Please remember it is important that your child wear appropriate clothing and shoes for participation in PE classes and recess.

The school administration reserves the right to determine whether a student's attire is within acceptable limits of decency and modesty. The principal may allow exceptions in special circumstances or occasions.

If you have any questions as to whether or not something is appropriate, please contact your child's teacher.

X. Drills

From time to time every Knox County School participates in safety drills such as bus, fire, tornado, and emergency drills. We practice these drills so that in the event of a real emergency, everyone will know what to do and can do it calmly and quickly.

XI. Early Pickup

In order to maintain a safe campus during the dismissal process, we will not allow students to be signed out after 2:15 pm each day. The student will be released to only adults listed on the emergency/enrollment card. All students must be signed out in the office for early dismissal/pick-up. We will ask for a photo id to make a copy for our records. Students will be called to the office once the adult arrives to sign the student out. Please do not ask the student to wait for you in the office. Valuable instruction time is missed while students wait to be picked up. We kindly request that you schedule all appointments for 3:00 p.m. or later. Our staff follows this request as closely as possible to ensure your child's education. Please try to do the same for us. Important lessons can be missed anytime your child is away from school.

XII. Food – Parties or Other

Please understand that any food brought into the school must be purchased with ingredient information on the label. This is because of the needs of several of our students in the school. Also, KCS does **not** allow **homemade** items brought into the school for student consumption. Thank you in advance for understanding.

XIII. Grade Reporting

Grade cards are issued every nine weeks and are to be signed by the parent and returned to the school immediately. Interim reports will be sent every 4½ weeks. Individual teachers will also utilize other types of progress reports. Parents may request a conference at any time by contacting the classroom teacher.

Explanation of Grading Scales:

First Grade – Fifth Grade - E=Excellent (93-100) A=Exceptional A=93-100
S=Satisfactory (70-92) B=Above Average B=85-92 N=Needs to Improve C=Average
C=75-84 D=Below Average D=70-74 U=Unsatisfactory U=Below 70

Kindergarten – ME – Meets Expectations DE – Developing Understanding of Expectations LE – Limited Understanding of Expectations

XIV. Homework Policy

Homework should:

- Provide extra practice
- Promote responsibility and strengthen work habits
- Extend classroom assignment and reinforce classroom learning
- Individualize instruction and extend personal interest
- Provide an opportunity for creativity and higher-level thinking
- Make use of out-of-school resources
- Be a source of communication between school and home

Special assignments, projects, or studying for tests may be assigned in addition to regular homework. Additional time may be needed for daily, uncompleted work. Homework is a three-way communication, and it requires three-way participation. Teachers, students, and parents or guardians share the responsibility for making the homework experience a beneficial one. Parents are not expected to assist the student in the homework, but to watch for the frustration level. Parents should contact the teacher when the homework is at a frustration level for the student (too difficult). Failure to turn in homework on time may result in: a lowered work habits grade or loss of other privileges the teacher deems necessary.

Any classwork that is not completed during regular class time may need to be finished during another time of the day as decided by the classroom teacher. If the assignment is still not complete or turned in after the additional time, the teacher may choose to put the grade in as a 0. Your child's grade level may have a different procedure and may be explained during the Grade Level Meeting Night.

XV. Lunch

Please contact the cafeteria if you have any questions about your student's cafeteria account. Neither the teacher nor the office has access to this information. The student's number and account will follow your child to any Knox County School and any balance will carry over from one year to the next. The student's balance may be accessed on the Knox County School Website under the Parent Services tab near the top of the website Nutrition and then (K12PaymentCenter).

If you feel that you will qualify for free or reduced lunch, please complete the appropriate paperwork so that your child can receive these prices.

Meal Prices (2025-2026)

Breakfast

Student Breakfast - Free

Adult (Visitor) \$3.00

Lunch

Student Lunch – Free

Adult (Visitor) – \$5.00

Extra Milk .75 (Last year)

Ice Cream .75 (Last year)

Students bringing their lunches from home should not bring any type of glass jars, glass bottles or soft drinks into the cafeteria.

XVI. Medication

If your child requires daily medication, a current Knox County Medication Form must be completed by your physician and filed in the school office. We are only allowed to dispense long-term, daily medication and this medicine must be in the original prescription bottle. Medications should be brought to and picked up at the office by the parent or guardian. No medication of any kind shall be self-administered by the students. The office is not allowed to provide any medication, such as aspirin, at any time.

XVII. Nutrition

Children are not to share food, due to guidelines and the increase of food allergies.

XVIII. Parent/Teacher Conferences

We want our children to be successful. Working together helps students have better achievement. Please contact your child's teacher to set up a conference anytime you feel it is needed. Teachers have their day planned from the second they arrive in the mornings until they leave in the afternoons. Please do not drop in for a "quick" conference in the morning. The teachers are setting up their classroom for a day of learning at this time or at the door to greet each of their students. The best way to set up a conference is to send a message to the teacher or call the school and we can give him/her the message to return your call to set up a conference. Please refrain from

calling your child's teacher directly between 7:35 and 3:00. Our school is also planning to hold a Parent/Teacher Conference afternoon after the first grading period.

XIX. Personal Property

Radios, cameras, expensive jewelry, computer games, large sums of money, etc., should not be brought to school. Such items brought to school are subject to be taken up and held until the end of the school year. The school nor the staff are responsible for these items. We also encourage you to put your child's name on all lunch boxes, notebooks, jackets, etc., in order to promptly return items to the owner. Any items found without names will be placed in the school's lost and found outside the cafeteria. Please check this area often or contact the office for lost items. All items remaining in lost and found at the end of the school year will be donated to a local charity. We usually send several boxes of unclaimed clothing at the end of the school year.

XX. PTA

If you become involved in the New Hopewell Parent-Teacher Association you will be given the opportunity to support and improve New Hopewell's educational program. We encourage you to become an active member of this organization and challenge you to attend the PTA meetings/functions during the school year. Please contact any PTA officer for ways you can help! Officer information is available in the office and on our website. Our officers and committees work really hard to help with several events throughout the year. Please continue to be an active part of the PTA.

XXI. School Bus Regulations Riding

The bus to and from school is a PRIVILEGE. It is our goal to provide safe transportation for our students; therefore, ALL students MUST obey the bus safety rules and regulations. When a student chooses to break the rules, he/she will be dealt with according to Knox County Schools' Transportation Department's regulations, which may result in suspension from the bus. Students WILL NOT be allowed to ride a bus other than the one that they ride to and from their designated stop. If the occasion arises that a student needs to ride another bus, the parent must send a note to school and the classroom teacher in order to have permission granted.

XXII. School Bus Rules

- Obey the bus driver; follow the bus driver's first request; the driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.

- Students must remain properly seated at all times when the bus is in motion.
- No eating or drinking allowed; keep the bus clean.
- Keep hands and head inside the bus; no throwing objects in or out of the bus.
- Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
- Parents will be financially responsible for any act of vandalism.
- The expectation is that parents will meet the students at the bus stop to avoid having to come to school to pick them up.

XXII. Tardiness

Important information is given to students beginning promptly at 7:45. Students are to be in their seats and ready to work by the time our morning announcements begin. All students arriving in the classroom after 7:45 are considered tardy and must report to the office for a tardy slip before being admitted to the classroom. Parents must sign in students arriving after 7:45 a.m. Students who habitually arrive late are to be considered excessively tardy and must be referred to the social services worker. Students who transfer and habitually arrive late are at risk of having their transfer revoked.

A student will be considered ineligible for a perfect attendance award (nine-week grading period) or perfect attendance certificate (end of semester and/or end of school year) if he/she has accumulated:

- Three tardies per 9-week grading period, or
- Twelve tardies during the year

If a student must be picked up from school before the end of the school day, he/she must be signed out in the office by the parent or guardian. If a student is checked out early and is not at school for at least 3 hours and 15 minutes, it will be counted as an absence. Leaving school early is discouraged because valuable learning time is lost any time a student misses even part of a school day.

One Tardy or Early Dismissal Student: 1. Disrupts the learning environment. 2. Costs teaching time for everyone.

XXIV. Telephone Calls

Students should ask the classroom teacher and/or office personnel to use the telephone only in the case of an emergency. Student lunches and rides home should be taken care of, with complete understanding by the student, before the student leaves home each day. Teachers cannot be called to the telephone to talk with parents while their classes are in session. Please leave your number with the school secretary, and the

teacher will return your call when they are not responsible for supervising and instructing students.

XXV. Textbooks/Library Books

All students are fully responsible for the care of all textbooks and library books that they use. Loss and destruction of these books will result in payment to the school for the replacement of lost and/or damaged books. Students owing such fines will not receive their report cards at the end of the school year until full restitution has been made.

XXVI. Visitors/Volunteers/Field Trips

In order to provide a safe learning environment for all students and in compliance with Knox County School Board Policy, ALL visitors must enter through the front door and immediately report to the office. When using the intercom, please identify yourself and state the reason for your visit. Visitors must check in even before visiting the playground during school hours. Visitors must wear a visitor's badge while in the building. Volunteers are to sign the volunteer logbook located in the office. We love having volunteers, and this helps us to keep track of the number of hours donated and dedicated to our children. All volunteers who will be alone with students must have a background check. Please contact the school office at 579-2194 for information on how to attain your free background check.

XXVII. Uninterrupted Instruction

****Student Safety****

It's important to create a safe and supportive environment for all students. Let's work together to ensure that everyone feels secure and valued while they learn and grow. If you have any concerns or ideas about how we can improve safety for our students, please feel free to share. Your voice matters!

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 Tammy Campbell at 594-1506.