

Green Magnet Academy

Parent Handbook



2025- 2026

1. Knox County Schools 2025- 2026 Calendar

<https://www.knoxschools.org/about-us/calendar>

2. School Hours & Parent Visitation Policy

Green Academy is open from 7:00 AM until 2:45 PM. The earliest that supervising staff comes on duty is 7:00am, therefore students are not allowed inside the building before 7:00 AM. Instruction begins at 7:45 and continues until 2:45.

All parents and visitors to the school MUST show a valid government or state issued ID to gain entry into the school. This is for your child's safety and the safety of other children.

Green is a family friendly-community school, and we welcome parents and visitors into our school. However, in order to maintain the safety of our campus and to maintain the integrity of the learning environment, visitors must have a valid reason to visit and enter the school. Spending excessive amounts of unscheduled time in the school without a reason (such as a scheduled parent meeting, having lunch with your child, dropping off meds or personal items, learning materials, etc.) will not be allowed.

Please make sure your children are at school on time every day so they are not missing any instruction. Even if your child is here every day but comes to school at 8:00 every day, that is already 20 minutes every day that they are missing which comes out to over 8 and half days of school over the course of the year.

All parents, visitors, and community members are expected to follow the KCS Board Civility Code in our school and on school grounds. The Civility Code dictates appropriate behavior in the school. Specifically, all visitors must:

- Treat one another with courtesy and respect at all times.
- Take responsibility for one's actions.
- Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
- Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes property damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

School administration and school security reserves the right to remove anyone from campus who is not following the Civility Code.

Unless involved in an after-school program, children must be picked up from school by 3:15 PM. **After 3:15, parents must enter the building to sign-out students.** When school is in session for only a half-day, dismissal is at 11:15 for all students. Early release days dismiss at 12:30.

When leaving school before 2:15pm, parents must sign-out students in the office. **Early dismissal is not permitted without principal or assistant principal approval between 2:15 and 2:45 so that we can execute a safe, smooth, and orderly dismissal process for all students.** For your child's safety, any adult checking out students **must be listed as an authorized pickup in our records and show proper photo ID.**

3. Communication

We encourage clear and open communication at all times. If you ever need to talk with your child's teacher or to an administrator, please call the school's number at 865-594-1324, and we would be happy to speak with you or schedule a time to meet with you. Please make sure that your contact information is accurate and up-to-date in our records so that we can return your calls as soon as possible. Also, we use that contact information to send out Parent Square notifications on early closures, school delays due to inclement weather, or other school emergencies. Administration sends a weekly parent newsletter through Parent Square every Sunday at 4:00pm during the school year (with the exception of the following school holiday breaks: summer break, winter break, fall break, spring break).

Administrator Contact Information:

Jessica Holman, Principal: jessica.holman@knoxschools.org (Kindergarten, 1st grade, 5th grade)

Denise Neal, Assistant Principal: denise.neal@knoxschools.org (2nd grade)

Mavis Foster, Assistant Principal: mavis.clark.foster@knoxschools.org (3rd grade, 4th grade)

4. Attendance

Regular attendance and promptness at school helps develop valuable lifelong habits and supports the attitude that school is important. We ask that parents/guardians contact the school in the event that their child will be absent from school. Please call (865) 594-1324, email, or write a note to your child's teacher to report the absence. **Absence notes must be received within 5 days of the absence.**

Tardiness

A student is tardy if he/she is not in his/her classroom, ready for class to begin at 7:45. Tardiness disrupts not only your child's education, but the education of the other

students in the class as well.

Absences

When a child has been absent from school, written notes must be given to the school on the day the student returns. The note must be signed by the parent or guardian and include the date(s) for the absence and the reason for the absence. Excused absences include the following: personal illness; illness in the family temporarily requiring help from the child; death in the family; recognized religious holidays regularly observed by persons of the student's faith; and a verifiable family emergency. State law requires children be present a minimum of 3 hours and 16 minutes in order to be counted present for the day.

Parents can only use 10 parent notes each school year. **Absence notes must be received within 5 days of the absence.** After the 10th parent note, all absences will be counted as unexcused. However, you have unlimited doctor's notes. As a result, if it is at all possible and your child is sick, be sure to take them to the doctor so that you can get a doctor's note, and it will not count against your 10 parent notes. **After 10 unexcused absences from school, parents will be contacted by a school administrator to schedule an attendance S-Team in which a team made up of the parent/guardian, principal, and social worker complete an attendance barrier assessment and sign the Truancy Parent Contract. After 20 unexcused absences, the social worker will notify the Knox County Truancy Review Board and a court hearing will be scheduled.**

5. Transportation/ Dismissal

To avoid confusion and keep your child safe, if you must change your child's transportation for the day, **sending notification to your child's teacher in writing as soon as possible is required.** The office will not accept changes verbally by phone. If your child does not bring a note to school, the child will go home his/her usual way.

Bus

School bus transportation is provided by the taxpayers of Tennessee and is a privilege extended to all eligible students. Misconduct on the bus or at the bus stops may result in a loss of the privilege. The bus driver and designated bus supervisors are in full charge of the bus and students. The bus driver will report to the principal any child who violates the safety rules. If parents have concerns regarding our buses or bus drivers, you may call KCS transportation at 865- 594- 1550.

Bus Rules

- Obey the driver and bus supervisors.
- Stay seated, keeping hands/feet inside the bus.
- No food or drinks permitted.
- No loud, rude, or abusive behavior permitted.
- Parents will pay for acts of vandalism.

Walkers

Walkers are dismissed approximately between 2:50 and 2:55pm.

Car Riders

Dismissal for car riders begins at approximately 3:00. Since automobiles are not allowed "up the hill" until buses have left the front of the building, parents are asked to arrive for car rider pick up between 2:50 and 3:15pm.

During the first week of school, car tags will be distributed to all car riders. **Anyone picking up students must show their car tag labeled with students' first and last names as well as grade level. Anyone who does not have a car tag must park, enter the building, and show a valid ID to pick up a child.** We appreciate your support in this matter as we work to insure the safety of all of our students. **After 3:15, all parents must enter the building to sign-out students.**

6. School Visitors

Parents and volunteers are welcome at Green Magnet Academy. However, for the safety and security of all students, it is important that access to our school be closely monitored. In addition to the safety of your child, we also value your child's instructional time and work to minimize unnecessary disruptions.

All visitors must show valid, government issued photo ID at the door and report to the school office first when entering the school to get signed in. Visitor badges shall be issued for all persons other than students and employees of Knox County Schools. If you will be chaperoning students or volunteering in the school, you must fill out a Volunteer Confidentiality Agreement. Blank forms are available in our front office for your convenience.

- * Classroom visits must be scheduled in advance and approved with the classroom teacher.
- * Classroom visits should be scheduled at least 24 hours in advance.
- * The visitor must be a legal guardian, an approved mentor, or other person authorized to visit the student, pre-approved by administration.
- * Classroom visits should be limited to 30 minutes.
- * When you visit the school, you should first report to the school office to sign in and

receive a visitor's badge to be worn at all times while on school premises. At the conclusion of your scheduled visit, you should return to the office to sign out. You must also sign a Volunteer Confidentiality Agreement Form.

* Please limit your conversation about your child to scheduled appointments during teacher's non-instructional time.

* The principal has the authority to exclude from the school premises any visitor disrupting the school environment. Access to school property is a privilege and can be revoked by 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 if necessary.

* To visit your child during lunch, you must be a parent/guardian, mentor, or listed on the child's profile sheet. After eating with the child, the visitor should report back to the office to sign out. If you are bringing food from the outside to your child for lunch, only share the lunch with your own child and no other students. This can cause a disruption in the cafeteria and also be a health risk to students with certain food allergies or dietary needs.

* If your child forgets something and you bring it from home, please leave it in the office with your child's name and classroom teacher. We will call the student up to receive items. Students may not call home for forgotten items.

* Routine classroom volunteers are coordinated with the classroom teacher. A volunteer confidentiality agreement form must be filled out.

During instructional time teachers must focus on teaching and students must be focused on learning. Your child needs and deserves uninterrupted learning time.

All parents, visitors, and community members are expected to follow the KCS Board Civility Code in our school and on school grounds. The Civility Code dictates appropriate behavior in the school. Specifically, all visitors must:

- Treat one another with courtesy and respect at all times.
- Take responsibility for one's actions.
- Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
- Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes property damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

7. Student Birthdays

Student birthdays are an exciting time at school. You are welcome to bring store bought treats for your child to share with his or her classmates, but we require that you coordinate celebrations or treats in advance with your child's teacher, and you must provide enough to share for all students in your child's class. No homemade foods will

be accepted. Snacks cannot be shared with other students from other classes. Rely on the teacher for knowledge about any children with special dietary needs or food allergies.

Cupcakes, cakes, or other snacks will only be distributed in the child's classroom and not in the cafeteria during lunch. This can cause a disruption in the cafeteria and is a health risk to other students who may have special dietary needs or food allergies.

Balloons or flowers must remain in the office to help minimize distractions from learning in the classroom. The student will be called to the office to see the balloons or flowers and can then return to pick them up at the end of the day during dismissal.

8. Parent/Teacher Conferences

To arrange a conference with your child's teacher, please call the school office at 594-1324 or reach out to them on Parent Square. The teacher will then contact you to make an appointment.

If you would like to schedule an appointment with school administration, please call the office, contact us through Parent Square, or come in to request a meeting.

We also have two scheduled Parent Conference Nights each year.

Fall Parent Conference Night is scheduled for **Thursday, October 23rd** from 3:15-6:15.
Spring Parent Conference Night is scheduled for **Thursday, March 26th** from 3:15-6:15.

9. Report Cards/ Grades

Report cards are issued every 9 weeks. Progress reports are sent home every 4½ weeks. Green Magnet Academy uses the following grading system:

3rd-5th Grades		1st & 2nd Grades	
93-100	A	93-100	E
85-92	B	85-75	S
75-84	C	0-74	N
70-74	D		
0-69	U		

Kindergarten

Meets Expectations (ME): The student demonstrates proficiency in grade-level expectations. Performance is characterized by the ability to apply skills and strategies with consistency, quality, and independence

Developing Understanding of Expectations (DE): The student is making progress in grade-level expectations. Performance is characterized by the ability to apply skills and

strategies with varied accuracy, quality, and support.

Limited Understanding of Expectations (LE): The student has a beginning understanding of grade-level expectations. Performance is characterized by an inability to apply skills and strategies, and student needs considerable support and guidance.

Shaded boxes indicate NOT assessed during this marking period

The scale for behavior and work habits grades are the same for all grade levels.

Classroom Behavior Grades

93-100	A
85-92	B
75-84	C
70-74	D
0-69	U

Work Habits Grades

93-100	E
85-75	S
0-74	N

10. Award Ceremonies/ Academic Honors

All awards ceremonies occur in the gym: K/1st, 2nd/3rd, and 4th/5th. Times for each will be announced before the first award ceremony for the year.

Dates:

First 9-weeks: Friday, October 24, 2025

Second 9-weeks: Friday, January 9, 2026

Third 9-weeks: Friday, March 27, 2026

Fourth 9-weeks (1st- 4th): Tuesday, May 19, 2026

K & 5th graduation in May: Monday, May 18, 2026

*****Academic Honors*****

First Honors

Grades 1-2: All E's. This includes behavior and work habits grades

Grades 3-5: All A's. This includes behavior and work habits grades

Second Honors

Grades 1-2: All E's and S's. This includes behavior and work habits grades

Grades 3-5: All A's and B's. This includes behavior and work habits grades

Kindergarten Honors

Math: Meets expectations on all topics taught during the current nine weeks (student scored 80% or higher)

Reading:

First 9 weeks:

1st honor- 8 sight words, 15 letters, 8 sounds, and all A's for behavior and all E's for work habits

2nd honor- 6 sight words, 10 letters, 5 sounds, and all A's and B's for behavior and all E's or S's for work habits

Second 9 weeks:

1st honor- 15 sight words, 26 letters, 10 sounds, and all A's for behavior and all E's for work habits

2nd honor- 10 sight words, 20 letters, 7 sounds, and all A's and B's for behavior and all E's or S's for work habits

Third 9 weeks:

1st honor- 25 sight words, all letters, all sounds, ONE sentence on topic independently, and all A's for behavior and all E's for work habits

2nd honor- 15 sight words, 30 letters, 15 sounds, and all A's and B's for behavior and all E's or S's for work habits

Fourth 9 weeks:

1st honor- 35 sight words, all letters, all sounds write TWO sentences on topic independently, and all A's for behavior and all E's for work habits

2nd honor- 25 sight words, all letters, all sounds ONE sentence on topic independently, and all A's and B's for behavior and all E's or S's for work habits

Attendance Awards

Perfect Attendance: A student will have 0 absences in a grading period.

Additional Recognition: An Awards and Recognition program will be held at the end of each grading period to recognize students who have exhibited excellence in a variety of categories!

11. Homework Policy

Homework may be assigned by the classroom teacher. Meaningful skill practice at home can help a child's education but does not replace in class instruction by the teacher. Any assigned homework should reinforce previously taught skills rather than introducing new ones. Homework varies by grade level and by teacher. Contact your child's teacher to learn more about their specific homework policy.

12. Knox County Dress Code

- Pants must not sag below the waist and must not touch the floor.
- Shirts, blouses, and dresses must have sleeves and completely cover the abdomen, back and shoulders.
- Head apparel, except for religious or medical reasons or “school spirit days,” must not be worn inside the school building. Girls wearing sleep bonnets to school will be asked to remove their bonnets during the school day.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. Flip-flops, shower shoes, and bedroom slippers are examples of inappropriate footwear for school except on “school spirit days.”
- Clothing or accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
- “Short shorts,” miniskirts, and spandex are deemed inappropriate for students in grades 3-5.
- Coats and jackets exceeding fingertip length are not to be worn in the building.

13. Parent Involvement

We encourage all family members to actively participate in their child’s education. School information and reminders about upcoming events should come home with students in whatever home- to- school communication your child’s teacher uses, and any school- wide events will be communicated through the weekly school parent newsletter in Parent Square.

Parents wishing to volunteer their time in our school are greatly appreciated. Volunteers must fill out a Volunteer Confidentiality Agreement form. These are on file in the office for your convenience. Please contact your child’s teacher or the front office for additional information on volunteering.

14. Telephone Calls, student cell phones and communication devices

Please do not ask our office personnel to relay messages to children except in the case of an emergency. Emergency messages will be relayed to your child and your child’s teacher.

Children are not permitted to use the phone without permission from their teacher and office personnel. Cellphones and other personal communication devices are also not allowed to be used at Green. If students bring their cellphone to school, it must be turned off and kept in their backpacks at all times during the school day. Students who use a cell phone to monitor a diagnosed, personal health condition are exempt from this policy. If your student is found to be in violation with this policy, school administration will enact the following steps:

Cell phone policy violation	School response
1st offense	<ul style="list-style-type: none"> ● Teacher instructs student to put cell phone in backpack & turn it off ● Teacher contacts parent
2nd offense	<ul style="list-style-type: none"> ● Teacher instructs student to put cell phone in backpack & turn it off ● Teacher contacts parent ● Student receives ½ day in PAC
3rd offense	<ul style="list-style-type: none"> ● Teacher gives cell phone to school administration ● Administration contacts parent for cell phone pickup at the end of the school day ● Student receives 1 day PAC
4th offense	<ul style="list-style-type: none"> ● Teacher gives cell phone to school administration ● Administration contacts parent for cell phone pickup at the end of the school day ● Administration schedules parent-teacher meeting to discuss concerns with the cell phone ● Student receives 1.5 days PAC

Personal electronic student tracking or communication devices or watches are to remain in the student’s backpack or in a safe location in the teacher’s classroom during instruction. When students are outside for recess, outdoor learning, on a STEAM Study or Field Trip, or during fire drills, they may have the device on the or with them. Green Magnet Academy staff is not responsible for these personal devices.

Teachers and students cannot be called to the telephone in the office while classes are in session.

15. Materials and School Property

Textbooks are provided by the taxpayers of Tennessee. Students are responsible for textbooks issued to them. Parents will pay the school for all lost or irreparably damaged textbooks or library books.

Damage to School Property

Parents or guardians are responsible for any destruction of school property caused by or involving their child. This includes student Chromebooks.

16. Discipline

We are a PBIS School. PBIS stands for Positive Behavioral Intervention and Supports.

Purpose: The purpose of PBIS is to provide a clear and consistent system of expected behaviors throughout the entire school.

The GMA Behavior Support Team, Leadership Team, and Administration Team has worked together to create clear expectations for our students' behavior in each area of the school. These are taught and reinforced throughout the year using consistent language and a behavior matrix school-wide. Emphasis will be on consistency in reinforcing positive behavior and providing students with the tools necessary to be successful at school and to lay the foundation to become productive citizens.

When it comes to school discipline matters, GMA adheres to all Knox County School Board Policies. For more specifics about policies and procedures for discipline, please go to <https://www.knoxschools.org/Page/2107> .

Medication Policy

We understand it is necessary for some students to take medication at school. Our goal is to provide safe administration, storage and handling of medications. No medication, of any kind, will be given or allowed in the school unless these policy guidelines are followed:

- 1 Written orders must be provided by a physician, dentist, or nurse practitioner who has the legal right to write a prescription, detailing the name of the drug, dosage, and time interval the medication is to be given.
- 2 Parents need to bring medication to the school in the current prescription bottle, labeled by the pharmacy or Health Care Provider. Do not send medication with students.
- 3 Written permission must be given by the child's parent or guardian requesting that the school comply with the Health Care Provider's order.
- 4 The School System retains the right to reject requests for administering medication.
- 5 If a student is ill at school, parents will be called to pick up the child. Therefore, please do not send a child to school with known communicable diseases. This includes, among others, fever, pink eye, lice, and ringworm.

19. Emergency Procedures

Emergency Telephone Numbers

It is absolutely necessary to have correct contact information on file. We must have accurate and up to date phone numbers where parents and guardians can be reached. In addition to your own number, please provide numbers of friends, relatives, and neighbors authorized to have contact with the child in case you cannot be reached. If these numbers change at any point during the school year, please contact the school immediately to update the information. Do not be afraid to give us private numbers since all student information is considered confidential.

Inclement Weather Procedures

Decisions to close school because of inclement weather or disaster are made by personnel at the Central Office of the Knox County School System. Please do not call the school for information on school closing. Listen to the news on television or radio for information concerning school closing. KCS and Green will also send messages regarding school closures through Parent Square.

20. Emergency/Enrollment Forms

Please complete all forms sent home and return to school as quickly as possible, so that we can provide the necessary services that your child may need. Thank you for your cooperation.



Parent Handbook Acknowledgement

By signing this document, I hereby certify that I have received a copy and will read and review the 2025- 2026 GMA Handbook thoroughly and will be knowledgeable of all school policies and procedures contained therein.

Student Name: _____ Grade: _____

Parent Name: _____

Parent Signature: _____

Date: _____