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**POWELL ELEMENTARY**  
**Parent & Student**  
**Handbook**  
**2025-2026**



## POWELL ELEMENTARY SCHOOL

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We would like to welcome you to Powell Elementary School! Our staff is anticipating a wonderful year as we have the privilege of teaching the students at Powell Elementary. Many activities have been planned to ensure that each student has opportunities to excel academically, emotionally, socially, and physically. We appreciate your parental support as we work together to provide all of our students with a quality education.

The Knox County School System has a wonderful website from which you can receive valuable information on a wide range of topics. The web address is <https://www.knoxschools.org>. You may also search the Powell Elementary School website for more school-specific information at <https://www.knoxschools.org/powelles>

We hope that the following information will help you become more familiar with our school policies and procedures. We encourage you to keep this folder and refer to it if you have questions throughout the year. Please feel free to contact us if we can assist you in any way.

### MISSION STATEMENT

The Mission of Powell Elementary School is to provide a safe and nurturing learning environment that holds high expectations for all students to become independent, responsible, lifelong learners and productive citizens.

### STUDENT MISSION STATEMENT

Today, I will do my best in everything I do.

### SCHOOL HOURS

- School hours are 7:45 a.m. - 2:45 p.m. for all students in Grades K-5.
- Doors open at 7:10 a.m. for breakfast service.
- Half-day dismissal for all students is at 11:15 a.m.

### KINDERGARTEN STAGGERED ENROLLMENT (August 8th-August 20th)

- **Staggered Enrollment hours are 7:45 a.m. - 12:00 p.m.**
- There is no afternoon bus service provided during the staggered enrollment period.
- Parents are responsible for providing pick-up transportation during the staggered days.
- Staggered enrollment pick-up time is 12:00 p.m.
- All kindergarten car riders are picked up at the front of the school.
- Parents must have their car tag on display for student pick-up.
- Lunch is served on staggered days.

Beginning Thursday, August 21st, regular school hours for kindergarten students will be 7:45-2:45.



## ARRIVAL AND DISMISSAL

Morning arrival and afternoon dismissal pose a particular challenge for us in that we have students, teachers, and parents moving to and from different areas inside and outside the building. Our goal is to keep the students in designated areas as much as possible as they are entering or leaving the building to enable them to be supervised.

### As a reminder:

- **We ask that parents NOT escort students into the building. This will allow for a smooth transition into the building for students. PES will be following this expectation except for the first day of Kindergarten Staggered Days in which parents may enter the building.**

### ARRIVAL

- The building will open at 7:10 each morning.
- Students must remain in their car until the 7:10 bell rings and school doors open.
- **Car riders will be expected to open their own doors.** Safety Patrols will be outside to assist in opening doors.
- Students will enter the building using one of two entrances: the front of the building or the bus loading dock side of the building.

### PES ARRIVAL EXPECTATIONS

#### Students Arriving by Car from 7:10-7:45:

- Students should be dropped off on the bus loading dock side of the building or in front of the building.
- These are the only permitted drop-off locations from 7:10-7:45.
- The cafeteria side area is for bus traffic and staff parking only during morning drop-off.
- Parents are not permitted to park on the bus dock side of the building to walk students across. This poses a tremendous safety hazard for everyone. Our school security officer will help to enforce this rule.
  - If you travel up Spring Street from Brickyard Road to the front entrance, you will be asked to turn left down the alleyway to the bus dock to drop off your students. Students will enter the building through the courtyard door. You will exit down Wells Road to Brickyard.
  - If you travel up Spring Street from Emory Road, you will drop off at the school's front entrance. It is recommended that if you drop off at the front of the school, you may **not** exit to the right from 7:30 until 7:45 to prevent a traffic jam with cars turning left to the bus dock.

#### Students Arriving by Car 7:45 and later:

- Students arriving at 7:45 or later are considered tardy and must be walked into the front office using the front doors. ALL exterior doors will be secured at 7:45. If you do not see an adult welcoming students, DO NOT drop your child off on the bus loading dock at 7:45 or later. No adult indicates the doors are locked, and students will not be able to enter the building using these doors. Please come to the front doors at 7:45 or later.

#### Additional Arrival Information:

- If you drop off a kindergarten student, we recommend that you drop off at the front entrance before 7:30.
- Students should not be dropped off in the alleyway on either side of the school and allowed to walk up the hill to the building.
- If your child is late to school, you must bring them to the front office to sign in.
- ALL EXTERIOR DOORS WILL BE SECURED AT 7:45.

#### Afternoon Dismissal:

There are four approved ways in which students can be dismissed in the afternoon:

- Bus riders
- Daycare van riders
- Car riders
- Walkers

### Car Riders:

Both car rider lines form from Ewing Road.

- Grades 1, 2 & 4 enter at the top of the road.
- Grades K, 3 & 5 enter at the middle of the road.
- First, second, and fourth-grade students will be picked up at the bus dock side of the building. Drivers can enter the campus from Ewing Road, and overflow will proceed to the upper First Baptist Church parking lot, where the pick-up line will continue to form.
- Kindergarten, 3<sup>rd</sup>, and 5th-grade students will be picked up at the front entrance of the school. The line forms off Ewing Road at the alley between the two First Baptist parking lots. When this becomes full, cars will overflow into the First Baptist parking lot closest to Spring Street.

**All students with brothers and sisters or carpool students in grades K, 3, or 5 will use the front of the building for pick-up.**

Please consult the traffic flow map in the student folder. We ask that you use discretion and patience when waiting in your car for dismissal. Understand that there is a distinct traffic plan. When you enter the dismissal line, please take your place at the end of the line and do not pull in front of someone who has been waiting patiently.

- Students may not be picked up from the front lobby. All drivers are expected to remain in their cars.
- Parents/Guardians will receive an official "pickup tag" with the student's name written in large letters. The official "pickup tag" should be hung from the rearview mirror of your car and **stay visible until the student is in the car.** After your student has been picked up, please remove your hanging car tag.
- If you do not have a "pickup tag" you must come to the front office to show identification and sign out your child.
- Parents/ Guardians will be provided with 1 " pickup tag." If an additional or replacement "pickup tag" is needed, the front office can provide it only for individuals listed on the emergency card with proper identification.
- Please follow the traffic pattern at all times. Please do not pull around another vehicle.
- If your child uses a car seat, please have them sit on the vehicle's passenger side.
- If you should arrive after 3:15, students will be in the front lobby. To avoid having to sign a student out, you may bring your "pickup tag" inside to identify your child. However, no child will be dismissed using a "pickup tag" during the school day.
- Chronic late pick-up can result in a report to the Knox County Sheriff's Department and/or Department of Children's Services.

***As a reminder, it is against the law to use cell phones while your car is running in a school zone.***

### Walkers:

- We strongly encourage our walkers to be true walkers and not be picked up by a car unless the weather is bad. If you are using a car to pick up your child, please join the car rider line.
- Walkers will not be dismissed until buses and car riders have left, which is about 3:00 or later. If you would like to pick your child up before, please feel free to join the car line.
- Students may not leave the sidewalk without an adult.
- ***Parents will need to walk up to the bus loading dock to pick up their child or children.***
- To pick up their child, parents will have to show a "car tag" (this will be exactly like the one we use in the car line) with the student or students' names on it.
- Just like the car line, if you do not have a "pickup tag," you must come to the front office to show identification and sign your child out. Parents/ Guardians will be provided one "pickup tag." If additional or replacement tags are needed, the front office can provide these only for individuals listed on the emergency card with proper identification.

### **Additional Dismissal Information and Changing Dismissal Plans:**

- Students will not be dismissed from the front office for an early dismissal after 2:15 p.m.
- Parents may NOT walk up to pick up students from the car rider line. Parents must drive through the car rider line.
- Students will not be dismissed with only a “pickup tag” during the school day before 2:15. Parents or authorized adults must present proper ID to sign a student out of school.
- Changing dismissal plans by phone is strongly discouraged.
- ANY changes in dismissal plans should be in writing and sent to the teacher.
- Do not email dismissal changes to teachers. They may not be at school that day or not be able to check their email.
- During regular school days, students will not be dismissed to parents at the classroom door. Students must be called to the office for early dismissal.

If you need to drop something off for your child, please bring it to the front office. We will be happy to make sure that the child receives it.

### **ATTENDANCE, ABSENCES, and TARDIES (Board Policy J-120 & A-140)**

#### **ATTENDANCE:**

The minimum length of the school day shall be seven hours. (PES: 7:45-2:45)

The Knox County Board of Education has developed the following guidelines to be counted present on any and all accounting attendance records:

- Students in grades K-12 shall attend school for a time period of three (3) hours and thirty (30) minutes per school day. ( i.e. 7:45-11:15)
- Students who leave before 11:15 a.m. will be counted absent.

#### **ABSENCES:**

The Knox County Board of Education has developed the following policy regarding school attendance.

- A student may be absent due to personal illness no more than ten (10) days per school year with written parent excuse(s).
  - A medical statement will be required beyond ten (10) days per school year.
  - Parent notes or medical statements verifying absences must be turned in to the school within five (5) days of the date of the absence. Parents may send in a note or respond through Parent Square to provide an excuse for absence.
  - If a written parent or medical excuse is not received within the five (5) day period, the absence will be unexcused.
- Absences will be excused for death in the family, recognized religious holidays of the person’s faith, family emergencies with proper documentation, summoned court appearances, as well as for military deployment as defined below:
  - 1 excused absence when the parent or guardian is deployed
  - 1 excused absence when the parent or guardian returns from deployment
  - Up to 10 days excused for visitation when the deployed parent or guardian is granted rest and recuperation leave and is stationed out of the country.
- Family vacations will be considered an unexcused absence.

Excessive unexcused absences will be addressed under the Compulsory Attendance Law.

#### **TRUANCY:**

- Tennessee law holds parents legally responsible for ensuring their children attend school. If your child accumulates five (5) days of unexcused absences during the school year, then the student is subject to the school's progressive truancy interventions. Continued unexcused absences may result in juvenile court involvement.

### TARDIES:

- **All children should be in their classrooms by 7:45 AM.** If your child is not ***in the classroom*** at 7:45, he or she will be sent to the office for a tardy slip.
- If your child arrives after 7:45, please accompany your child to the office. Tardies are classified as excused or unexcused.
- **Chronic tardiness creates severe difficulties for children and violates state laws.** Tardiness deprives children of eligibility for Conduct Awards and Perfect Attendance Awards. You may view the Knox County School Board's tardy policy on the Knox County Schools' website.

### BREAKFAST and LUNCH

We have some important updates to share about school meals in the 2025-2026 school year. KCS will provide breakfast and lunch meals to students at no cost, regardless of income status. This was made possible by waivers provided by the federal government. If your child wants to purchase extra, the following are costs for each item.

### STUDENTS

Breakfast, Reduced	\$0.30	Milk	\$0.75
Breakfast	\$2.25	Ice Cream	\$1.00
Lunch, Reduced	\$0.40	<b>VISITOR</b>	
Lunch	\$3.25	Breakfast	\$3.00
		Lunch	\$5.00

To apply for free and reduced-price meals for the 2025-2026 school year, please visit [www.lunchapplication.com](http://www.lunchapplication.com) AFTER July 1, 2025. Free and reduced-price meal applications will also be available in the front office.

If you have any questions, please feel free to contact the KCS Food and Nutrition office at 865-594-9563.

Each child will continue to have a cafeteria account. We encourage parents to put money into individual accounts so students do not have to keep up with money during the school day. Please send any money to be put in your child's account in an envelope to your child's teacher and label lunch money along with your child's name. The teacher will send it to the cafeteria. The cafeteria can provide information regarding cafeteria account balances.

### MEAL CHARGES

Students are encouraged to pre-pay for meals using the accounts made available to all students through the School Nutrition Program point-of-sale system. However, the Board of Education understands that students may sometimes lose lunch money or find their account unexpectedly has no money on the account. Charging meals is for emergencies only; this courtesy is extended only to students. Students shall not charge a la carte (extra) items. **Board Policy E-191** outlines the procedures for collecting unpaid debt.

### BREAKFAST:

- Students having breakfast at school will come directly to the cafeteria upon their arrival.
- Once the tables become full with no available seating, students will take their breakfast to the classroom to be eaten.
- Students arriving at 7:35 or later will have a "to-go" breakfast in the classroom.

### GENERAL CAFETERIA EXPECTATIONS FOR ALL STUDENTS:

*We ask all students to behave as if eating at the dinner table at home or when eating out in public.*

- Walk quietly into the cafeteria.
- Make all of the food choices before sitting.
- Get napkins and utensils i.e. forks, spoons, and straws, before sitting.
- Raise your hand if you need an adult.
- Use tableware (utensils, cups, plates, napkins, straws, etc.) properly.
- Use a quiet voice to talk to the people at your table.
- Clean up your area after eating.
- Silent when an adult is talking.

### **CAFETERIA BEHAVIOR & VISITOR PROCEDURE:**

The procedure for eating lunch with your child is important to understand due to security and seating availability. We are sorry, but no parent will be allowed to walk a child back to the room along with the class.

We are making every effort to offer your child a safe and pleasant dining experience. With 300-plus kids eating at one time, we strive to establish an atmosphere where we have control of the noise level for safety reasons, yet we have a pleasant place for our kids to relax and eat. We ask for your cooperation by following the **cafeteria visitation procedures** outlined below:

1. All visitors **MUST** come to the main office before joining your child for lunch. There, you will receive an identification tag to wear during your visit. Visitors must be listed on the student's emergency card.
2. Take a seat in the hall outside the cafeteria and wait for your child's class to come to the cafeteria. Lunch times are consistent, and you may join your child at the visitor table after they have gone through the line.
3. Teaching staff consistently provide supervision and discipline and are acting directly under the principal's authority. Please support their efforts to maintain a safe and orderly environment.
4. Appropriate cafeteria behavior is expected and required from all students. Please do not put our staff in a position requiring discipline intervention. Younger siblings must be similarly well-behaved and under your control at all times.
5. Students are not allowed to return to the serving line to retrieve "forgotten" items such as condiments, eating utensils, ice cream, etc.
6. You may only share food with your child. Please do not offer other children at the table any food. They may only eat the food they have purchased or brought from home.
7. Visitors must sit with their child at one of the designated visitor tables, not at the regular classroom table. Only visitors and their child may sit at the visitor table. Due to limited seating, no extra students are allowed at the visitor table.

We realize that many parents like to send a treat to be shared with the classroom for special occasions, and we certainly understand this. However, this poses a major safety challenge for our students with allergies and dietary restrictions. Therefore, all food for parties must be store-bought and sent to school in the original container. We have also collaborated with our school cafeteria to enable you to purchase ice cream vouchers to be used to provide ice cream for your child's class at lunch or on special occasions if you choose.

**You must make prior arrangements with the teacher before bringing food into the classroom or cafeteria, and the teacher must approve all food items.** Our teachers will work closely with room parents to make acceptable choices for class parties and celebrations.

For the safety of all students, treat bags containing candy and food items will not be sent home with students. In addition, we ask that you make an effort not to send food items that contain nuts and nut byproducts to school with your child.

### **BIRTHDAY SIGN**

You may purchase a week to have your child's birthday posted on the school sign at the front of the building. You may purchase on GIVEBACKS for \$20.00. Purchases must be completed by the Thursday before your child's birthday. The birthday wish will be on the sign from Monday to Friday the following week.

### **BUS TRANSPORTATION**

The Knox County Board of Education establishes **Parent Responsibility Zones** around all schools. Children who reside within these zones are **not** eligible for school bus transportation.

For all eligible children, school bus routes have been established and are posted at school and on the KCS website. As the community continues to grow, bus routes are subject to revision. Parents and students will be notified of any changes that may occur during the school year.

School bus transportation is **not** required by state law but is a **privilege** extended to eligible students by our Board of Education. Misconduct on the bus endangers safety and may result in a loss of this privilege.

The following bus rules must be followed:

- Obey the driver at all times.
- Refrain from making excessive noise.
- Keep hands, feet, and head inside the bus.
- If riding a different bus or getting off at a different stop, a written and signed note by the parent or guardian must be sent to the school office.
- Be on time for your assigned bus stop.
- When walking to and from the bus, walk on the left side of the road facing traffic.
- Never stand in the road while waiting for the bus.
- Observe the same conduct rules as in school.
- Keep the bus clean and in good condition.
- Stay in your seat- "seat to seat and back to back"
- Do not leave the bus without the driver's consent.
- Tell the driver at once if there is any damage to the bus.

These rules are strictly enforced to promote safety for all students. Both parents and students must understand that the bus driver is in full charge of the bus and the students. Any student who is reported by the bus driver for a safety rule violation will be subject to disciplinary action.

The privilege of riding a school bus is conditioned upon the student's good behavior and observance of reasonable safety rules and regulations. The bus driver will report any child who violates bus safety rules to the principal. The principal may issue a warning to the child and/or suspend him/her from the bus. If a child is suspended from the school bus, the parents will receive notification and will be responsible for transporting the student to and from school.

#### **CELL PHONES, APPLE/SMARTWATCHES, TABLETS, & OTHER ELECTRONIC DEVICES**

According to Board Policy J-240, elementary students may possess an electronic device at school, but it must always be in the OFF mode and stored in a backpack or purse. *Devices may not be used during school hours or on the bus.*

Students found with cell phones in use on campus will be subject to progressive disciplinary action per Knox County Schools Board Policy.

#### **CHANGES IN TRANSPORTATION**

Any time a student goes home in a manner different from his or her regularly designated way, the parent must provide a written note to the school. **Parents must avoid last-minute telephone calls attempting to change a child's method of transportation. Changes must be in writing. This is for the safety and protection of your child.**

**We are not able to accept changes in transportation by phone.**

#### **CHROMEBOOK DEVICES**

Each student will be assigned a Chromebook to use throughout the school year. Students will abide by the policies and expectations while using the Chromebooks. Parents will need to review the expectations and policies each year and sign the Knox County Device Agreement. Device Protection/Insurance may be purchased for \$20.00. Students will not be taking Chromebooks home daily.

#### **CLASSROOM OBSERVATION**

While we understand the value of parent involvement, we are unable to accept requests for classroom observations. This is to ensure the safety and privacy of all of our students. We are committed to keeping you informed about your child's progress and the activities happening in the classroom.

## COMMUNICATION

Communication is essential to creating a successful learning environment for your child. While each teacher has a variety of ways to share classroom information about your child, schoolwide information and PTA events will be sent home via a take-home folder for all grades K-5. These folders should be signed and returned to school the next morning.

Knox County Schools is now using ParentSquare for school communication, primarily with email, text, and app notifications. You can use ParentSquare on any device. You can download the free mobile app for iOS or Android or use the desktop version at [parentsquare.com](https://parentsquare.com).

Our goal is for every family to join ParentSquare and engage with our school community. We encourage parents to activate their accounts so they can download the mobile app and update their preferences on when and how they are notified.

*Here's what you can do with ParentSquare:*

Receive messages from the school via email, text, or app notification

Choose to receive information as it comes or all at once with a daily digest at 6 pm

Communicate in your preferred language

Comment on school postings to engage with your school community

Direct message teachers, staff, and other parents

Participate in group messages

Sign up for parent-teacher conferences

You can send signed forms and permission slips, sign up to volunteer, and more from your desktop or mobile device.

## DISCIPLINE

Powell Elementary will be using the Positive Behavioral Interventions and Supports system, known as PBIS, for the school year. PBIS is a positive discipline plan for the entire school where the approach is to proactively prevent or reduce challenging behaviors and produce positive outcomes (Turnbull et al., 2002). School-wide PBIS works under the assumption that, like reading and math, behavior can be taught. PBIS seeks to create positive environments by utilizing proactive strategies such as introducing, defining, modeling, teaching, and supporting positive behavioral expectations school-wide and then reinforcing and rewarding students for these positive social behaviors (Scott et al., 2002). It is about creating positive school environments so that all children feel safe and can learn.

Students are expected to behave appropriately at all times. Increased academic expectations demand increased behavioral expectations. Students will not be permitted to disrupt the instructional day for teachers or students. Students will be following a very clear, concise set of discipline procedures.

To optimize the learning experience, all students are held to high standards for discipline as well as academics. We will also continue to follow our school-wide behavior system, which supports our three school rules: **Be Respectful, Be Responsible, and Be Safe**, which will continue to be utilized throughout the school. This system will apply to all students in all settings of our school at all times. The behavior system gives our students consistency in having the same expectations no matter where they are and comfort in knowing that everyone has the same expectations. It not only provides opportunities for incentives and rewards, but it also offers a possibility for consequences for not upholding expectations.

The Daily Report will inform parents of student behavior and work ethic daily. You will be asked to sign the Daily Report each day and return it to school. We feel this will give you a clearer picture of your child's daily choices. We encourage you to talk with your student regularly about the importance of good behavior and having a strong work ethic.

If a child has persistent or serious problems with his or her behavior, the child may be sent to the principal or assistant principal for disciplinary action. Such action may include loss of privileges, "time out," or other appropriate measures, including suspension. On occasion, students may be assigned to spend time in our Personal Accountability Class (PAC) as a disciplinary measure.

### **ILLEGAL OR INAPPROPRIATE ITEMS:**

Students must not bring to school any items that violate laws, safety rules, or disrupt the learning process.

- **No student may possess any medication or drugs of any kind at school.**
- Other prohibited items include alcoholic beverages, tobacco products, beverages in glass bottles, radios or similar items, electronic games, toys (unless pre-arranged with teachers), matches, lighters, firecrackers, explosive devices, shock devices, lasers, or any other items that threaten safety or produce distractions.
- **Toys or trading cards, such as Pokémon, should not be brought to school unless pre-arranged with the teacher.** Such items will be confiscated, and students will be subject to immediate disciplinary consequences.

**Parents and students are especially reminded that no weapons of any kind may be in any student's possession at school. This includes guns (including "toys" or "water guns"), knives, razor blades, sticks, or any items judged capable of inflicting threat/harm to others or causing property damage.**

Knox County Schools practices strict "no tolerance" procedures concerning students' possession of weapons of any type. Students—including elementary students—who violate these rules will be subject to severe disciplinary action, including the possibility of long-term suspension or expulsion from school.

Per Knox County Schools Policy J-2111, Powell Elementary School does not tolerate bullying, harassment, or intimidation. We believe that consistent, equitable enforcement of school-wide and classroom rules will help us provide a positive learning atmosphere for all of our children.

\*\*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 Brian Hartsell at 594-1502.

### **EARLY DISMISSAL**

Students may be signed out of school during regular hours by parents only or by authorized persons listed on the emergency card. **No** child will be released to an adult not on the emergency card. Please come prepared to show some type of photo identification. This is to ensure the safety of our students. Instruction continues until the end of the day. We discourage early dismissal unless necessary. Early dismissals are documented in the Knox County Student Identification System. To ensure a secure and orderly dismissal, we will not check students out from the front office after 2:15. Students cannot be picked up from the front lobby or the dismissal line.

### **EARLY RELEASE**

Knox County Schools will continue to implement the Board approved early release days in the 2025-2026 school year. There will be six early-release days for students this school year. This proposal is aimed at improving student learning outcomes by:

- Giving teachers regular, designated times to prepare lessons and evaluate student progress;
- Allowing educators from different subject areas to collaboratively discuss the well-being and academic performance of individual students;
- Allowing educators from common subject areas (i.e., math teachers, ELA teachers, etc.) to share insights about curriculum, teaching methods, and assessment practices; and
- Helping principals provide professional development to their staff.

Like any professional, teachers need time to prepare, share ideas, and work collaboratively to support students. As we continue addressing academic challenges in the wake of the pandemic, we believe this initiative will ensure that our outstanding educators are equipped to meet students' needs.

**Early release days** will be held on the following dates in the 2025-26 school year:

- August 5, 2025 (first day of school)
- September 17, 2025
- November 19, 2025
- December 19, 2025 (day before Winter Break)
- January 28, 2026
- March 25, 2026
- May 21, 2026 (last day of school)

Teachers will work a normal schedule on those days. K-5 students will be dismissed at 11:15 a.m.

## **EMERGENCY PROCEDURES**

**TELEPHONE NUMBERS:** The emergency cards kept on file in the office and clinic are our link to you in case of an emergency. These are issued to the students on the first day of school and **should be returned as soon as possible**. We must always have correct phone numbers for parents, both at home and at work. It is very important to notify the school if your contact information (phone number) changes so we can update your information. Neighbors' or friends' numbers are also very important, so we can call if we are unable to reach you. All phone numbers are kept confidential and are only accessible to authorized personnel.

**SCHOOL CLOSING:** Decisions to close school because of inclement weather are made by the Knox County Schools' Superintendent. (Check Knox County's website). Local television and radio stations will broadcast the information just as soon as any decision is made. Automated messages (Parent Square) are sent to parents as well. It is the parents' responsibility to listen to the media for updates. If we have an abbreviated day and you come to pick up your child before the new dismissal time, you must have a valid photo ID, and you must be listed on the child's emergency card.

**When severe weather threatens, please do NOT call the school to find out if school will be closed or dismissed early. Calling the school ties up our limited phone lines and office personnel.**

## **FIELD TRIP/EXTRACURRICULAR ACTIVITY POLICY**

Field trips are offered to students by many PES teachers, K-5, as a means of enhancing the instructional program. In all cases, children must have **parental consent** to participate in any field trips. Students who exhibit persistent misconduct may lose the privilege of participating in field trips or other extracurricular school-sponsored activities with the approval of school administration. All participating children must use the transportation provided by the school. Only those parents whom the teacher designates as chaperones are permitted to accompany students on the bus on any field trip, and no preschool children are permitted.

## **INSTRUCTIONAL TIME**

We value uninterrupted instructional time at Powell Elementary. Visitors and parents will only be permitted to visit classrooms during the school day if the teacher has scheduled volunteer time and informed the front office. We will call your child to the front office if needed.

## **LATE PICK UP**

School is dismissed at 2:45. On an average day, dismissal is complete and all students have been picked up by no later than 3:05. If you are going to be late picking your child up due to an emergency, we ask that you call to inform the front office. Chronic late pick-up can result in a report to the Knox County Sheriff's Department and/or Department of Children's Services.

## **LOST AND FOUND**

We maintain a lost and found area in the hallway outside the cafeteria doors. Students may check this location any time they have lost an item, such as lunch boxes, jackets, etc. It is good practice to label all items with the child's name. Items not claimed are donated to Goodwill or The Community Chest at the end of each semester. Powell Elementary School is not responsible for lost items.

## **MEDICATION**

No medication of any kind shall be self-administered by students, even with assistance from school personnel, except when medication must be given on a long-term basis and is necessary to be given during school hours for the student to remain in school. Medications such as Tylenol, aspirin, and other over-the-counter (O.T.C.) medications are included in these regulations. Any student who is required to take medication during the regular school day must comply with the medication policy. These regulations include the following:

- Written orders must be provided by a physician, dentist, or nurse practitioner who has the legal right to write a prescription. The orders should include the name of the drug, dosage, and time interval for medication that the student should take. Only one prescription may be listed on a medication form. Prescriptions must be renewed each year.
- A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
- A responsible adult (parent/guardian) must bring the medication to the school.
- **Students will not be allowed to transport medication to or from school.**
- Any over-the-counter (O.T.C.) medication prescribed for a student must be in an **unopened original container with the label listing the ingredients**. It must be labeled with the student's name.
- A secure location will be provided for the storage of medications.
- All medications administered must be given under these guidelines and documented on forms provided by the Health Services department.
- School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis.
- Medication forms and administration records will be kept in the student's cumulative record when completed.
- The school system retains the right to reject requests for administering medications.
- The Parent/Guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year.
- Any medications not picked up shall be destroyed as per KCS policy.
- A student may bring cough drops to school with parent permission and a note to the teacher.

## **MONEY**

When sending money to school, please put it in an envelope or baggie with your child's name on it and indicate how the money should be spent, such as on a book fair, lunch, or field trip.

If you suspect Fraud & Waste, please contact 1-866-858-4442 or <http://knoxcountyalertline.com>

## **PARENTAL BEHAVIOR AND DRESS**

Providing a safe and secure environment for students is our utmost priority. Volatile and inappropriate behavior from adults will not be tolerated. Parents and adults who refuse to follow policies or behave inappropriately in any area on the school campus will be asked to leave and could lose access to be on any Knox County School campus. Parents are also politely asked to maintain decent attire while on school grounds i.e. t-shirts without profanity or advertising alcohol or drugs.

## **PARENT-TEACHER ASSOCIATION (PTA)**

The PTA (Parent Teacher Association) is vital to the operation of our school. A partnership between school and home is important to help students develop to their fullest potential. All parents are encouraged to be actively involved in the PTA, which is the primary channel for parent involvement in a host of school programs and activities. Without the support of our PTA, our school could not have attained its present level of success.

PTA Board meetings are open to ALL parents who wish to attend and are held the first Tuesday of each month at 6:00 PM in the library. Babysitting is provided.

**You are urged to join and support our outstanding PTA!**

## **The PTA Board for 2025-2026**

**President**  
**Vice-President**  
**Staff Appreciation**  
**Ways and Means**  
**Secretary**  
**Treasurer**

Allison Malone  
Whitney Myers  
Ashley Miller  
Lindsay Noll  
Jennifer Giles  
Julie Stansberry

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are strongly encouraged. Scheduled conferences are held in the fall. If you wish to arrange a conference with your child's teacher at any other time, please call the school office or send a note to your child's teacher. The teacher will contact you within 24 hours to establish a mutually convenient date and time for the conference.

Please do not "drop by" classrooms to informally visit with a teacher. This disrupts either instruction or teacher planning time. We ask that you respect the fact that teachers have only a small amount of time in the morning to prepare for students. The beginning of the day is prime time for the teacher to set the tone for the day.

Teachers will not be called to the telephone to talk with parents while their classes are in session. If you wish to speak with a teacher by phone, please place your request through the school office. The teacher will return your call within 24 hours when he/she is not responsible for supervising and instructing students.

Our teachers strongly desire to work closely and cooperatively with parents. If you have questions or concerns regarding your child, please share your concerns directly with the teacher through a note, email, phone call, or scheduled parent-teacher conference. This will lead to a positive resolution of most concerns.

If you wish to discuss a concern regarding your child's teacher with the Principal or Assistant Principal, please call the school office to request a conference. The Principal strongly encourages the teacher to participate in such conferences since the resolution of any concern requires the teacher's full participation.

### **PARENT VOLUNTEERS**

Parents are welcome and encouraged to volunteer at Powell Elementary School. Our PTA organizes volunteers in many capacities and would value your contribution of time and talent!

If you would like to volunteer in your child's classroom, you must have a completed background check on file in the office before being allowed to work with students. Please contact your child's teacher or the office for more information. Please speak to the teacher for a specific date and time when volunteering.

### **PARKING**

Due to our campus's lack of available parking, First Baptist Church of Powell graciously allows us to use their parking lots. Please use this area when visiting our school. A parking lot on the bus loading dock side of the building is available to parents after 8:00 a.m.

### **PEANUT PRODUCTS**

Knox County School Nutrition is to provide nutritious options for all students while being mindful of food allergy reactions, promoting allergy awareness, and dispelling common myths to clear up allergy confusion. This year, our cafeteria will continue safely serving pre-packaged peanut products as a delicious meal option for our students. Soy butter sandwiches and other cereals will continue to be a safe alternative for students with peanut allergies. We will also continue to have our allergy table for students who need to sit at a table where there are no peanut products. If your child has a food allergy and you would like for them to be accommodated by the cafeteria, it will be the responsibility of the parents/guardians to have their child's medical provider fill out the FSD-49 Medical Request Form and turn it in to the school. You may request this form from the front office or our school nurse. An alert will be placed on your child's account so that when they go through the line, the register will alert the cashier of any allergies.

## **PETS**

**No live animals may be brought to school** without prior consent from the teacher and the school office. If an animal visit is approved, the animal must remain in a cage and will not be handled by the children.

We are excited to be partnered with the UTK H.A.B.I.T. Reading Paws program to help improve student literacy and self-esteem. This amazing program allows therapy dogs to visit classrooms where students can read to them. Permission forms are sent home before a dog visits the classroom. Learn more about the program here: [https://vetmed.tennessee.edu/outreach/Pages/habit\\_home](https://vetmed.tennessee.edu/outreach/Pages/habit_home).

## **PHOTOGRAPHY AND SOCIAL MEDIA**

Anyone taking photographs or videos of children other than their own must have specific written permission from the parents or guardians of that student. School staff, other KCS employees, or yearbook committee volunteers must abide by the parents' request as detailed on the student's Media Release form.

Because of potential security concerns for all students (i.e., foster care, adoption, custody disputes, or other safety risks), we ask that no one post pictures or videos of other children-children that are not your own on ANY social media platform. Posting pictures or videos to social media requires permission from that child's parent or legal guardian.

This is very important for the safety of our children.

Please be extremely careful when taking group shots and videos of performances, field trips, class parties, and field days, as these could potentially contain other children. If you have any questions or concerns, please contact the school administrators.

## **PLAYGROUND EXPECTATIONS:**

We have developed a few rules for our playground to ensure safety and order. Please read and review the rules with your child.

- Walk to the play area.
- Stay on or inside the track.
- Play with equipment correctly and safely:
  - Slide feet first on your bottom – No going up the slide.
  - Swing correctly – No running through the swings or twisting the swings.
  - No jumping off the playground structures or climbing on top of them.
  - No chasing through playground structures.
- Mulch, sticks, and rocks remain on the ground.
- Keep hands, feet, and to yourself.
- No contact sports.
- School equipment ONLY (no toys or equipment from home).
- Line up immediately at the first signal.
- Be silent when you reach the panther paws on the sidewalk.



## **REPORT CARDS:**

Report cards are issued every nine weeks, and mid-term reports are sent home in the middle of each nine-week grading period. They should be signed by parents or guardians and returned to school immediately. Report cards may be supplemented by parent-teacher conferences or by other written reports to parents. All teachers will regularly send home students' work.

## **SCHOOL DRESS STANDARDS**

Our dress code reflects “common sense” and a concern for each child’s comfort, cleanliness, safety, and sense of modesty.

1. Pants must not sag below the waist and should not touch the floor.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must also cover the waistband of pants, shorts, or skirts, with no midriff visible.
3. Head apparel must not be worn inside the school building except for religious or medical reasons.
4. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. ***Flip-flops and shower-type shoes should not be worn to school.*** Tennis shoes are the safest option for students to wear. Students are required to wear athletic shoes on days when P.E. is scheduled.
5. Clothing or accessories may not display offensive, vulgar language or images, and must not advertise products that students may not legally purchase.
6. “Short shorts”, mini-skirts, and spandex shorts or leggings are deemed inappropriate attire for students in grades 3 – 5 (leggings are acceptable if covered by a tunic or dress).

The administration will be responsible for deciding what is appropriate attire for school. Students will be offered an acceptable choice from our selection of clothing in the clinic if something is available. Otherwise, the parents of any student wearing an inappropriate item will be notified and asked to bring appropriate clothing for their child.

## **SCHOOL ENTRANCE REQUIREMENTS:**

Board Policy J-122

- Children must be five years of age by August 15 to be eligible for kindergarten.
- No child shall be eligible to enter first grade without having attended an approved kindergarten program. Additionally, before any child may enter school in Knox County, the school office must receive:
- An official record of immunizations, including the dates of all required shots combined with the record of a medical examination by a licensed physician.
- This information must be recorded on the official form required by the State of Tennessee, which must be signed by a licensed physician.
- A photocopied document verifying the date of birth must be provided at the time of registration.
- All students must reside within the Powell zone or have an approved transfer request by the KCS attendance office.

## **SCHOOL SECURITY**

To keep our school as safe and secure as possible, numerous security measures have been put into place by Powell Elementary and with the help of Knox County Schools. Among these are:

### **Front Entrance Buzz-In System**

All exterior entrances to the building will be secured at all times. Parents and guests will be required to enter through the front entrance. You will need to push the buzzer, identify yourself and your purpose, and present your ID to the front office staff to be allowed in.

### **Identification Check**

All adults inquiring about students will be subject to present identification. Only those adults listed on the student’s emergency card will be allowed access in any way to that student. If you would like to enable someone to speak to or eat lunch with your child, you may notify the front office.

## **SICKNESS**

If your child becomes ill or is injured at school, the clinic will attempt to contact you. Parents must fill out an **Emergency form for each child that they have attending school**. This form includes a space for dual information for parents not residing in the same household, if needed. We must have up-to-date phone numbers for parents and guardians at home and work. Numbers for neighbors and friends are also needed so we can act if we are unable to reach you. **By law, we can contact only the persons on the Emergency form.**

**If your address, email, or home or work numbers change during the school year, please notify your child's teacher and the front office so that this information can be updated. The school treats this information as confidential.**

**By law, any child determined to have a contagious or communicable medical problem cannot remain at school.** This includes common conditions such as "pinkeye," nausea, or an elevated temperature.

**If your child has been diagnosed as having a significant medical condition, such as diabetes, epilepsy, or severe allergies, you must notify your child's teacher.**

If your child has been out of school for multiple days due to illness and you wish to pick up his or her assignments, please call the school office. At your request, work can be sent home with siblings or neighbors.

- Call the office before 9:00 AM for the same-day pick-up at 3:00.
- Calls after 9:00 AM will not be available for pickup until the next school day.

## **TELEPHONE USAGE**

Students are not permitted to use the telephone for any reason without permission. If contact needs to be made with a parent, an adult will make the phone call or supervise the child while the call is made. Students are not permitted to use their cell phones at any time during the school day. Parents should communicate important information to the classroom teacher in writing when possible.

## **TEXTBOOKS AND SCHOOL SUPPLIES**

Students are responsible for the care of any textbooks and library books issued to them. Loss or damage to these books will result in payment to the school system.

A school fee for student consumable goods will be requested at the beginning of the school year. However, parents may be asked to purchase additional workbooks during the school year.

## **TN READY TESTING**

Grades 3-8 have a tentative testing window of April 13- May 1st, 2026. Please schedule appointments and other activities so that your child can be present for testing and avoid taking make-up tests. A specific testing schedule for PES will be created and shared in April.

## **TRANSFER AND OUT-OF-ZONE STUDENTS**

When transferring from Powell Elementary School to another school, notify the school office prior to the child's last day. This will enable the teacher to complete the transfer papers, and the office will be ready to handle a speedy transfer of records to the new school. Any student found to be providing a false address will be asked to return to his/her zoned school. PES must have accurate and current addresses for all students. A proof of residence may be requested at any time. The principal has the authority to revoke an approved transfer for any of the following reasons:

- Poor attendance and/or truancy
- Inappropriate or disreputable conduct
- Poor academic achievement

## **WATER BOTTLES**

Only water bottles that can close with a tight-fitting lid will be allowed. Glass bottles are not allowed. Water is also the only thing allowed in the water bottle. Please do not put Gatorade, Powerade, etc. in the water bottles.

***THANK YOU for taking the time to become thoroughly acquainted with our school policies.***

*The school operates on the reasonable assumption that parents are familiar with the expectations and procedures outlined in this Handbook.*

## **PARENT & STUDENT HANDBOOK ACKNOWLEDGEMENT OF UNDERSTANDING**

### **Parent and Student Commitment:**

- After you have read the handbook and reviewed it with your child, please provide the requested signature below.
- Please keep the handbook available for information you might need throughout the year.

*Remove this page only from the booklet and return it to your child's teacher by the end of the first week of school.*

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Parent's Signature

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Student's Signature

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Grade

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Student's Teacher

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Date