

**Shannondale
Elementary School
Parent and Student
Handbook
2025-2026**



Shannondale Elementary Parent and Student Handbook: **Updated June 2025**

The complete list of all Knox County School Board Policies and Procedures are located online at www.knoxschools.org. The following are only some of those policies that will help ensure a safe and orderly environment at school. Please inform the front office if you need help with locating any policy or procedure.

ONLINE PAYMENT FEATURES

A very helpful feature for parents is Shannondale's "Online Payment" link, which is now available on our school website's main page. This can be used for school fees, field trips, coupon books, and almost any payment (excluding lunch) to the school.

Lunch can be paid for online through the K-12 system. Go to Shannondale's website, scroll down to Linq Connect.

Remember that applications for free and reduced lunch are available online at www.lunchapplication.com. Applications must be completed on an annual basis.

A. SCHOOL ENTRANCE REQUIREMENTS

Requirements for school entrance are as follows:

1. Children must be five years of age by August 15th in order to be eligible for Kindergarten.
2. Children must be six years of age by August 15th in order to be eligible for First Grade and must have completed an accredited Kindergarten.
3. The Tennessee Certification of Immunization (including dates for all shots) must be provided before the first day of school. A physical exam must also be completed within the past year (12 month period) prior to entering school.
4. A document verifying date of birth must be shown at the time of registration (official birth certificate or passport).
5. Proof of residency within the school zone must be provided.

B. SCHOOL HOURS

The school day begins at 7:45 a.m. and ends at 2:45 p.m. for all grades. School doors remain locked at all times. Students may enter the building at 7:10 a.m. No students will be admitted prior to that time. Upon arrival, students will sit outside their classroom door until 7:35 a.m. At that time, they will then enter their classrooms.

Parents may walk their student(s) to class the first day of school. We encourage all students to enter the building without an adult. If parents need to bring a child into the building, the front office is where this should occur. Kindergarten parents may bring their child into school during their staggered days and on their first whole day of Kindergarten.

For safety purposes, parents must accompany their child to the front office if arrival is after 7:45 a.m. and when there is no adult supervision out front. Any child that arrives after 7:45 a.m. must report to the office for a tardy slip. Your child must have a late slip in order to enter the classroom. Dismissal starts promptly at 2:45. All students should be picked up by 3:05 pm.

Also for a safe and orderly campus, drop-offs are only to occur in the designated area (the car line around the front of the school building on school property). **Do NOT drop your child off on Shannondale**

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Road, Oriole Drive, the apartments, or neighbors' homes around the school. Please do not park in the apartments or neighbors' private property at any time.

C. VISITORS

Parent and community participation in school and during school activities are critical elements in providing all students an excellent education. However, for the safety and security of all students it is important that access to schools be closely monitored. For your child's protection school board policy states, **"During the school day and immediately before and after the school day all visitors will report to the school office when entering the school and log in with the school administration."**

Visitors must report to the school office, present their license, and sign-in, stating the reason for the visit. All visitors must obtain and wear a visitor's badge from the office, making students and staff aware that procedure has been followed. **KCS students not enrolled in Shannondale, should not attend school activities during regular school hours as their attendance is expected at their home school (ie: school parties and field trips)**

Visitors are not permitted to enter any classroom in which the teacher is not present. Instructional or planning time for teachers may not be interrupted, even briefly. Your cooperation with these policies allows us to maintain an "Open Door Policy" without compromising the instructional program.

All visitors bringing items for students should label those items with the student's name and teacher.

Regarding photographs: For the safety of all students, visitors must NOT upload student photos from school events to the internet. This includes social media networks. This does not apply to photos taken by parents in which ONLY their own child appears.

D. VOLUNTEERS

We gratefully acknowledge that the involvement of volunteers can be critical to our success in effectively educating every child. School volunteers can enhance student learning and achievement in a variety of ways. Our school appreciates the willingness of committed and qualified individuals to serve as volunteers. All volunteers must be scheduled with the classroom teacher prior to arriving.

Depending on the type of volunteer activity proposed, volunteers may be required to submit to a background check and/or provide information about themselves. Knox County Schools will not accept volunteers who have been convicted of a felony listed in Tennessee Code Annotated (TCA) § 40-35-501(i)(2) or convicted of an offense listed in TCA § 39-17-417. Nor will volunteers be accepted if legal action is pending for any alleged activity under these statutes.

In order to volunteer in the Knox County Schools, an individual must:

- Sign a confidentiality agreement to protect the rights of students and parents
- Sign in and out each time they visit a school
- Be punctual and prepared, and notify the appropriate school contact in the event of an absence or delay
- Appear clean, neat, and appropriately attired
- Wear an identification tag at all times while on school grounds
- Work with students in areas designated by school staff
- Only provide food or drink to a student if authorized by the student's teacher or principal.

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VOLUNTEER CLEARANCE LEVELS

Level 1 (Supervised): Task takes place under the supervision of an employee of the Knox County Schools and involves little or no student contact

Level 2 (Supervised): Task takes place under the supervision of a certified employee in a classroom or other group setting

Level 3 (Unsupervised - without driving students) - Task involves direct contact with students under limited supervision by school staff

Level 4 (Supervised - with driving students) – Task involves unsupervised contact with students on or off campus

In order to volunteer at a Level 1 or 2 clearance level, you must sign the confidentiality agreement and the task must take place under the supervision of a Knox County Schools employee and involves little or no student contact for Level 1 or the task takes place under the supervision of a certified employee in a classroom or other group setting for Level 2.

In order to volunteer at a Level 3 or 4, a background check must be submitted (can be sent to the office or the child's teacher and it is processed by Knox County). Level 3 involves a task that has direct contact with students under limited supervision by school staff unsupervised without driving students such as a field trip or working in small groups not under the supervision of an employee (ex. in hallway area). Level 4 involves unsupervised contact with students on or off campus that is supervised with driving students. If you have any questions, please contact your child's teacher or the office. Teachers will have a sign-up sheet at their Parent Meeting at the beginning of the year for any parent who would like to request clearance. If you are unable to attend this meeting and would like to request clearance, please let your teacher know no later than the first week of October.

Volunteers working within the Knox County Schools are expected to adhere to the following standards of conduct:

- Volunteers shall treat all students equally regardless of gender, race, religion, or culture and refrain from any comments that can be construed as racist, sexist, or harassing.
- Disciplinary issues should immediately be referred to the student's teacher.
- Should a student disclose instances of brutality, neglect, physical or sexual abuse or intent to harm himself or herself, the volunteer must report that to the school principal or teacher immediately.
- Volunteers may not be in the possession of or under the influence of alcohol or illegal substances.
- Volunteers will respect all statutory and regulatory requirements concerning student privacy and will not share any student information to which they may be exposed in the course of their duties.

E. TRANSPORTATION

Transportation is provided for children who live one mile or more from the school. This is the policy of the Knox County Board of Education. The Coordinator of Transportation arranges routes and stops. The coordinator can be contacted at 594-1550. Buses will begin to run at approximately 6:45 a.m. Bus numbers, routes, and schedules are available on the Knox County Schools website, under the "Families" tab and then the "School Bus Locator" link.

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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.

Tennessee State Board of Education States:

“A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys state and local rules and regulation pertaining to pupil transportation.”

Misconduct on the bus endangers safety and may result in a loss of this privilege. Both parents and students must understand that the bus driver is in full charge of the bus and the students, and any student who is reported by the bus driver for a safety rule violation will definitely be subject to disciplinary action. Please go over the bus rules with your children.

Knox County's School Bus Rules:

- Obey the bus driver; follow driver's first request; driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.
- 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 fiscally responsible for any act of vandalism.

The school has no direct authority over the behavior of children at school bus stops, either morning or afternoon. This is an area of parental responsibility.

Any time a student changes his/her regular way of going home, a note detailing the change must be signed by the parent and sent to the teacher. Any student who wishes to ride home on a different bus must also have a signed note from the parents and be approved by a member of the front office staff.

F. DISMISSAL

The regular dismissal time is 2:45 p.m. On half days all students will be dismissed at 11:15 a.m.

Request for early dismissal before 2:15 p.m. must be made in writing or in person by the parent or guardian. All students must be signed out in the office before leaving. **Please note: To help ensure a safe and orderly dismissal routine, there are no early dismissals between 2:15 and 2:45 p.m. on regular days and 10:45-11:15 on half-days. Dismissal starts promptly at 2:45. All students should be picked up by 3:05 pm. *Any dismissal prior to 11:16 am will be counted as an absence.**

Students who walk home or are transported in cars are dismissed from school after the buses have departed. If your child has not been picked up by 3:05 p.m., you will need to come into the office to sign him/her out.

Please observe the “NO PARKING” areas and campus signage around the school.

Car Riders will be picked up at the designated spots in front of the building. Safety patrol students will be posted at each spot to assist your child. You will be given a card with your child's name on it. This card is to be posted in the driver's side window. It is very important you use the card to make the traffic

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flow faster and smoother. Those without proper signage must check their student out at the front office. ID will be required for checkout. **Note: Vehicles are not allowed to make a left turn in the afternoon for pick-up.**

Walkers will be escorted to the crosswalk on Shannondale Road and parents wait on Oriole Drive for student to be crossed to you by Shannondale staff. In order to cut down on congestion at dismissal, parents should not wait for their students at post zero.

Going Home with Other Students: If you child is going home with another student, BOTH parents need to send in a note to their child's teacher that morning. This is to ensure that both sets of families are aware. If a note is not received, we cannot guarantee the office staff will have adequate time to call and request a note sent to us.

G. SCHOOL ATTENDANCE POLICIES

Good attendance at school is basic to student learning and is a key factor in student achievement. If students are absent from class, work that has to be made up outside of the regular classroom environment does not provide the same opportunity for learning as the regular class time.

Knox County excuses absences for the following:

1. Personal illness, injury and hospitalization.
2. Illness in the family temporarily requiring help from the child.
3. Death in the immediate family.
4. Recognized religious holidays regularly observed by persons of the student's faith.
5. Verifiable family emergency.
6. Court appearances for summons, subpoena or court order.
7. For students with a parent or guardian who is deployed as member of the United States Armed Forces the following excusable absences shall apply provided appropriate documentation of the service member's deployment is furnished:
 - (1) An excused absence for one (1) day when the member is deployed;
 - (2) An excused absence for one (1) day when the service member returns from deployment; and
 - (3) Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country.
8. Extenuating circumstances determined on a case-by-case basis.

A student may be absent for no more than ten (10) days per school year with written parent excuse(s). Beyond ten (10) days per school year, a medical statement will be required.

Knox County does not excuse absences caused by early or extended vacations or weekend trips. Teachers will provide opportunities for students to make-up work one the child is back at school.

Excuses for absences must be made in writing to the principal or administrative designee by a parent or guardian and must be submitted within five (5) days of the student's return to school. All absences, and/or corrections to absences must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period.

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In order for a student to be counted as present for the full day, a student in grades K-5 must be at school for a minimum of three hours and sixteen minutes. If a child is not present for these minimum times, he or she must be counted as absent for the full school day.

Truancy: Excessive absenteeism is a violation of state law and calls for stern action by the school district. Parents are held responsible for keeping their children in school.

Sickness: If students are absent due to illness, they will be given extra time to make up missed work when they return to school. Requests for make-up work should be emailed to the teacher. Make-up work can be picked up in the front office on the morning following the absence.

Tardiness: Excessive tardiness is as serious as absenteeism. Continued tardiness can disrupt class and cheat children out of a smooth, productive and organized morning.

Field Trips: It is our school policy that any time a class takes a field trip, and bus transportation is provided, students must ride the bus. Students not riding provided transportation for school-sponsored field trips will be counted absent from school that day. Remember chaperones, if not supervised by a staff member, must have Level 3 volunteer clearance per school board policy. Parents will get an opportunity to sign up for a background check at their child's Grade Level Parent Night.

Perfect Attendance: Students must be present every school day. A total of 4 excused tardies or early dismissals are allowed. A signed doctor's note must be provided on re-entry to school. In order to encourage parents to keep sick children home, Perfect Attendance awards will not be given at the end of the year.

H. TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks are provided by the taxpayers of Tennessee. All students are fully responsible for the care of any textbooks that are issued to them. Loss or destruction of these books will require reimbursement to the school system. In some subject areas, textbooks may not be issued to each student because the school may use several different titles rather than the same textbook for all students in the same grade.

A fee for art supplies and other student consumable goods will be requested at the beginning of the school year. A letter will be sent home the first day of school concerning this fee and requested school supplies for each grade level.

I. SCHOOL CLINIC AND MEDICATION

Shannondale Elementary School is fortunate to have a school clinic most days, which is available to all students. As a general policy, medicines are not administered to children at school. However, in special circumstances, long-term medication required during school hours will be dispensed by the school staff. The following procedures must be followed for over-the-counter and prescription medication:

The physician must fill out and the parent must sign a medical form for each medication. A new form must be completed when there is a change in time or dosage. (Forms available in school office or physician's office.) Medication in the original prescription bottle or in the unopened over-the-counter container must be brought to the school by a parent or guardian and submitted to the office. The student must NEVER bring it in. School staff and Parent will then verify the quantity in the bottle. Medication will be kept in a safe and locked area. The school will notify the parent when the medication is almost gone.

J. EMERGENCY PROCEDURES

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TELEPHONE NUMBERS: The emergency card kept on file in the clinic and in our Student Information Systems database are our link to you in case of an emergency. The cards and a computer generated profile sheet are issued to students the first school day and should be returned the next day. It is vital that we always have correct phone numbers for parents or guardians, both at home and work. Please help us by providing several emergency contact numbers and by keeping them up to date. We regard all phone numbers and addresses as private. Anyone not listed on the emergency cards will not be permitted to pick up the student.

SCHOOL CLOSING:

Decisions to close school because of inclement weather or disaster are made by personnel at the Central Office of the Knox County School System...not by individual schools. PLEASE DO NOT CALL THE SCHOOL TO FIND OUT IF THE SCHOOL IS TO BE CLOSED OR DISMISSED EARLY. Local television, radio stations, and the Knox County website will broadcast school closings or early dismissal.

EMERGENCY SCHOOL DISMISSAL: If school is dismissed early, school buses will operate on their regular runs, although routes on secondary roads may be affected by hazardous road conditions. In order to avoid last-minute confusion, the school requests that all parents complete an "Emergency School Dismissal" form indicating how you wish your child to be dismissed in such a situation. The school will provide forms.

K. SCHOOL LUNCH PROGRAM

The KCA Nutritional Department will begin using a new online payment system for school meals, and a new website to apply for free/reduced meals. LINQ Connect will allow users to add funds, monitor meal purchase history, and apply for free/reduced priced meals in one location. Please go to <https://linqconnect.com> Breakfast is served every day from 7:10-7:30 am. The cafeteria will also provide additional snacks which students may purchase. Students may purchase one snack item and it can only be for themselves. We welcome our families to come and eat with their students. Families are welcome to come to school during their child's allotted lunch time on Tuesdays and/or Thursday.

L. TELEPHONE CALLS TO THE SCHOOL

Please do not ask our office personnel to relay messages to children except in case of emergency. We will not call children to the telephone except for emergencies, and then only to talk with parents or relatives. Children should not form the habit of repeatedly calling home to ask parents to deliver lunch money, forgotten assignments, etc. Teachers cannot be called to the telephone to talk to parents while their classes are in session. If you wish to speak with a teacher, please use Parent Square to contact them or call the office and they will put you through to their voicemail. Teachers have up to 24 hours to respond to your messages.

M. PARENT - TEACHER CONFERENCES

Shannondale Elementary teachers consider parent conferences a key element in communication. To protect instructional time, all conferences should be scheduled. If you wish to arrange a conference with your child's teacher, please email the teacher directly or contact them via Parent Square. The teacher will contact you to establish a mutually convenient date and time. All visitors and volunteers must report first

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to the school office before any conference. Your teacher will contact you twice during the year (Fall and Spring) to schedule conferences with you.

Regarding Parental Concerns or Complaints:

Shannondale teachers and staff work closely and cooperatively with parents. If you have questions or concerns regarding your child, please convey such concerns directly to the teacher through a note, 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 requires that the teacher be included in such conferences, since the resolution of any concern requires the teacher's full participation.

Anonymous concerns do not receive consideration.

N. REPORT CARDS

Report cards are issued every nine weeks. They should be signed by the parent or guardian and returned to school as soon as possible. Mid-term progress reports will be sent to parents mid-way through each nine-week period. Report cards may be supplemented by parent-teacher conferences or by other written reports to parents. Most teachers will regularly send home samples of each child's work to be signed by the parents or guardians and returned to school. Each grade level will review their grading scale at Parent Information Nights.

Students in grades 1-2 will honor E/S/N in all subjects and a letter grade A/B/C/D/U in behavior.

Students in grades 3-5 will receive letter grades A, B, C, D, U for all areas except work habits. Work Habits will be E, S, and N.

Standards for grading scales: E/S/N

E=Excellent (93-100%)

S= Satisfactory (85-92%)

S=Satisfactory (75-81%)

N=Needs to Improve (below 75%)

Interpreting A/B/C/D/U

A= Exceptional (93-100%)

B=Above Average (85-92%)

C=Average (75-84%)

D=Below Average (70-74%)

U= Unsatisfactory (below 70%)

Kindergarten Report Card reflect skills development for children during their first year of school. ME (Meets Expectations), DE (Developing Expectations) and LE (Limited Understanding of Expectations) will be used to report student progress towards Kindergarten Standards.

O. ACCIDENT INSURANCE

Accident insurance will be made available to all students through Knox County Schools. Contact the office for more information.

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P. LOST AND FOUND

We maintain a lost and found at school. It is helpful when parents label all items (lunch boxes, jackets etc.) with your child's name and teacher's name. Please come by the Lost and Found area when an item is lost. Please note, from time to time, we will donate uncollected items to charity.

Q. NOTES REQUIRED FROM PARENTS

The school requires notes in writing from parents for the following:

- absences/illness
- Request for early dismissal
- Permission for field trips
- Prolonged absence from school
- **Any changes in transportation (change of transportation will NOT be taken over the phone)**
- Allergic reactions (milk, food, insect)
- Specific medical treatment or special health needs - change of emergency information

R. ELECTRONICS

All phones and other electronic equipment (including smart watches) brought to school by students must be turned off and out of sight during school hours. Please reference School Board Policy J-240 for clarification.

All students will have access to personal chrome book to utilize during the school day. Students and parents will sign a device agreement.

S. KNOX COUNTY 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 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 Schools:

1. Pants must not sag below the waist and must be a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not display offensive, vulgar language or images and must not advertise products, which students may not legally purchase.
5. For students in grades 3-5, "short shorts", mini-skirts and skin-tight outer materials such as spandex are inappropriate attire.
6. For students in grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.
7. Please put a change of clothes in your child's backpack, if possible. The younger grades especially may need this from time to time (accidents happen). We do not keep extra clothes in the clinic.

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The school administration reserves the right to determine whether the student's attire and appearance are within the 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. The teachers and the principal will administer consequences for policy infractions. The policy does not preclude individual schools from piloting alternative dress policies or standards with permission of the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the elementary director for review and recommendation of the Director of Schools and the Board of Education.

T. UNSAFE SCHOOL CHOICE POLICY

Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime is 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 865-594-1502.

U. DISCIPLINE POLICIES

Shannondale Elementary is committed to providing learning experiences for our students in a positive, supportive, motivating atmosphere. We believe that every student in our school is capable of learning and of appropriate social interaction. We believe in accepting the responsibility for behavior in a shared commitment toward good citizenship. We also believe that learning to use appropriate social skills is to be taught just as academics are.

Each teacher has the primary responsibility for establishing a classroom climate conducive to learning. This includes maintaining firm, fair, and consistent behavioral expectations. Communication between teacher and parent is an essential component to the development of the program.

The principal is an integral part of the establishment of a supportive positive learning environment. The principal assists in maintaining discipline and supporting appropriate social interactions. Communication between, principal, student, teacher, and parent facilitates a positive learning atmosphere and promotes high education values.

Classroom Discipline

Student discipline in the classroom is an individual art. Teachers handle most discipline problems in their own classroom in their own ways as they have outlined for you in their "Grade Level Parent Nights" information packets.

If a child has a persistent problem with self-control or major behavior problems the child will be referred to administrations. Parents will be contacted when this referral occurs for any reason. Discipline Referral forms will be sent home once a call/conversation occurs or a message is left informing parents of the situation and consequences. Knox County School progressive discipline policy will be followed-see Board Policy (J-191)

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PBIS: Shannondale follow PBIS (Positive Behavior Intervention and Support). We follow 4 school-wide rules; be respectful and kind, be responsible, and be safe. PBIS celebrates and focuses on positive behavior.

V. BULLYING

In order to provide our children with a safe, caring environment in which they can become successful, problem-solving citizens, harassment, intimidation, bullying, and/or cyber-bullying will not be tolerated.

DEFINITION OF BULLYING

According to Knox County School Board under descriptor code J-211, “Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance; and:

(A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

(i) Physically harming a student or damaging a student’s property; (ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property; (iii)

Causing emotional distress to a student or students; or

(iv) Creating a hostile educational environment; or

(B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

“Cyber-bullying” means bullying undertaken through the use of electronic devices.

HOW TO REPORT BULLYING

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.

All school employees are required to report alleged violations of this policy to the principal or the principal’s designee for investigation and appropriate action. Submission of a written incident report to the principal is required by all district employees. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Once a report is received, the principal or his or her designee must initiate an investigation with forty-eight (48) hours unless the need for additional time is appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar days from the receipt of the report unless the need for more time is appropriately documented. Parents must be immediately informed if their student is involved in an act of harassment, intimidation, bullying or cyber-bullying. A school employee, student or volunteer who possesses reliable information that a student has electronically transmitted a credible threat to cause bodily injury or death to another student or school employee shall report such information to the Principal or other school administrator.

The Principal shall, in consultation with the appropriate district administrative personnel, make a determination regarding the disposition of the report with respect to appropriate investigations and disciplinary actions. Failure to report reliable information about an electronically transmitted credible threat to a student or employee may result in disciplinary action for the student or employee withholding the information. If a volunteer fails to report such information, the volunteer may be restricted from

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volunteering at any further school related activities. A school employee, student or volunteer may not engage in reprisal or retaliation against a victim of, witness to, or person with reliable information about an act of harassment, intimidation, bullying or cyber-bullying.

The following factors will be considered in determining the appropriate response to students who commit one or more acts of harassment, intimidation, bullying or cyber-bullying:

1. The developmental level and maturity levels of the parties involved;
2. The levels of harm as determined by the student's ability to be educated in a safe and orderly environment;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board policy, case law, and federal and state statutes. Consequences for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from behavioral interventions up to and including suspension or expulsion, as permitted under Board Policy J-191.

W. PARENT ORGANIZATIONS

- Parent-Teacher Committee: The Shannondale Parent Teacher Committee provides a vast amount of support and assistance to the school and community. They give to our schools through countless activities. We encourage you to join and to play an active role in supporting our school.
- STEM Committee: Helps fund educational STEM initiatives at Shannondale.

X. WITHDRAWALS

Please notify the main office in writing if you plan to move out of the school zone. Such notice should be given a week before the student's last day and should indicate where the student will be attending. Records will be sent after a request from the new school has been received, notifying the secretary that the student has indeed enrolled in another school. Notifying the school in a timely manner will enable teachers to complete all records prior to the student's last day. A student's records will only be forwarded to the new school when all textbooks and library books are returned and all outstanding fees are paid. Please contact the cafeteria manager to close out your child's lunch account

Y. PERSONAL PROPERTY

Children are not to bring their personal belongings without permission from their teacher. The school will not be responsible for lost or broken items such as MP3 players, iPads, dolls, toys, phones, etc. They will be taken up and given to the child at the end of the day. If it occurs again, the parent will be responsible for picking up the item.

Z. EARLY RELEASE DAYS

Knox County Schools is implementing four (4) early release days in order for principals and teachers to plan, have professional development and for planning. Students will be dismissed from school at 11:15 am. Lunch will NOT be served to students prior to dismissal.

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Updated June 2025

AA. PARENT SQUARE

KCS has adopted a new communication system to work directly with parents. A message was sent out to all families with an invitation to set up their own Parent Square account to be able to receive important messages from school.