

# East Knox County Elementary School



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2025-2026  
Parent and Student Handbook  
Beth Spence - Principal  
Cyndee Casselman - Assistant Principal

## **Administrators' Message**

On behalf of the entire staff, we are so excited to welcome you to the 2025-2026 school year. Whether you are new to our campus, our district, or are returning for another year, please be assured that we are all dedicated to having a safe, respectful environment in which we positively communicate and problem-solve with each other. We want to work collaboratively to change the world. Let's work together to make this school year a great one!

We want to teach our students to become the youngest citizens in our community. Our goal is for them to grow to be happy and healthy citizens who contribute and add value to their workplace, home, and community.

If you have any questions, compliments, and/or concerns, please call the front office, and we will get back to you. We look forward to partnering with you to help your child learn and grow during this new school year. Thank you for sharing your precious child with us!

Beth Spence- Principal  
Cyndee Casselman-Assistant Principal

## **Title I School - 2024-2025**

One of the goals of a Title I school is to keep parents informed about the organization of the school, major decisions that affect school programs, and to provide information to parents about how to better assist and support their students. We want to engage parents in the education of their children.

**Pre-K****Samantha Goad, Blended PK teacher**

Sandra Hembree, Voluntary PK teacher

Emily Greene, Blended PK assistant

Katie Helton, Blended PK assistant

Rosa Collins, Voluntary PK assistant

**Kindergarten**

Sarah Gore

Dani Glies

Jen Hackett

Erika West-Thacker

Brittany Caddell, Kind. Educ. Asst.

**1st grade**

Carrie Thompson

**Katy Nelson**

Serena Winegardner

Kailee Layman

Amy Khan, 1st grade Educ. Asst

**2nd grade**

Sydney Arms

Regina Smith

Tara Chandler

Lindsay Cole

Brandy Lowery, 2nd &amp; 3rd grade Educ. Asst.

**3rd grade**

Haley Brown

Sarah Hicks

Hillary Montgomery

Sarah Reece

**4th grade**

Mark Jones (Math &amp; Science)

Abigail Coffey (Math &amp; Science)

Hannah Greenway (ELA &amp; Social Studies)

Caitlin Silva (ELA &amp; Social Studies)

**5th grade**

Kaitlan Brown (ELA &amp; Social Studies)

Sarah Noles (ELA &amp; Social Studies)

Ashley Allis (Math &amp; Science)

Megan Carr (Math &amp; Science)

Erin Keith, 4th &amp; 5th Educ. Asst.

**Encore**

Joanna Law, Librarian

Zach Lawson, Music

Kim Majors, PE

Julianna Pagano, Art

Amy Shipman, PE

**Student Services - Special Education & ELL**

Beverly Morton, Speech Language Specialist

Tabetha Wynn, Special Education

Melissa Ford, Special Education

Olivia McFee, ELL teacher

Emily Holmes, Special Education

**Rachael Melgar, Special Education**

April Oakley, Special Education Assistant

Terri Kopp, Special Education Assistant

Andrea Williams, Special Education Assistant

**Student Support**

Venessa Brooks, Academic Interventionist

Kelly Villano, Academic Interventionist

Valerie Breeden, RLC Assistant

Patricia Lutu-Mayes, Counselor

David Upton, part-time School Psychologist

Jamie Pennell, part-time Social Worker

**Tutors**

Maci Kimball, Full-time

Diane Lewis- Full time

Cathy Gray- Part-time

Mike Biggs- Part Time

**Adam Villano- Part Time****Lisa Randolph- Part Time****Tony Crawford- Full Time****Cafeteria**

Julie Bailey, Manager

Denise Dudley

Sharon Harris

April Hayes

Carmen McBee

Paula Finley

**Custodial Staff**

Tim Abbott

Tammy Thomas

Betty Johnson

**Front Office Officer/Administration/Coaches**

Carly Giltner, Attendance Secretary

Laurel Pierce, Nurse

Kim Wulf, Bookkeeper

Cyndee Casselman, Assistant Principal

Kelly Headrick, Title I Instructional Coach

Carmen Maples, Instructional Coach

Officer Fred Styciura, School Security Officer

Beth Spence, Principal

Julie Whited, Title I Behavior Coach

## Arrival and Dismissal Procedures

We ask that you take the responsibility to ensure your child arrives at school on time. After 7:45 a.m., your child will be signed in as tardy. The doors open at **7:15 a.m.** to all students. There is no one to monitor students' safety until 7:15 so please wait before letting your child out of the car. Upon arrival, all students will have the option to report to the gym or cafeteria. If students go to the cafeteria, they will eat breakfast and then go to the gym. If students choose to go the gym, they cannot go to cafeteria after they go to the gym. Please encourage your student to eat breakfast at school if they are hungry. **Attendance is important to the success of every student!**

Buses, preschool, and students with physical needs will drop off and pick up from at the back entrance of the school. All other car riders will drop off and pick up in front of the school. There will be supervision and assistance with arrival and dismissal.

If you need to walk your child into the school building, park in the parking lot to the right of the car rider lane. Please come straight to the front office to check in. This is where you can drop off your student and they can make their way to class on their own. Parents can then tend to whatever business they may have in the office. As you exit the parking area, please merge into the car rider line and follow the traffic all the way until you exit. Parents dropping off and or picking up in the car rider line, enter the line in a single file. Please continue to move forward when dropping off to keep the flow.

Students are dismissed at 2:45 p.m. daily. These students must be picked up by parents or daycare, be transported home by bus, or report to Kid's Place for after school day care.

Students may not be called from classes after 2:20 pm for early dismissal. Pre K and Blended may not be called from classes after 1:00 pm for early dismissal. We use a car tag system where your family members listed will receive a hang tag with a number associated to your child(ren). **If you do not have your hang tag, you will be asked to park and come to the office to check your ID and that you are put on the emergency card by the legal guardian to pick up the child.** If the legal guardians needs to change who is on their child's emergency card, they need to come in person to the office. Each family will be allowed to have up to two cards. Additional cards will cost \$3.00. If a card is lost, the replacement cost will be \$3.00.

Students should be picked up no later than **3:00 p.m.** If you have an emergency, please notify the office.

### Walking Students to Class

One of our top priorities is to foster in students confidence and a strong sense of who they are. Students need the opportunity to demonstrate their independence by entering the school and navigating the morning routine of school. We will have adult supervision throughout the building to ensure all students get to where they need to go safely.

**On Monday, Aug 11, 2025 1-5 will begin walking to the gym or cafeteria only. Kindergarten students will continue to be walked in by parents until August 21. This is because pre-k and K students have a staggered schedule and only come one day a week for 2 weeks.**

**On Monday, August 22th, all students will walk to the gym or cafeteria alone. Parents will not be allowed to walk their student to their classroom.**

### After School Care

We are fortunate to have Kids Place at East Knox County Elementary School for after school day care from 2:45 p.m. until 6:00 p.m. You may call them at 865-660-7230.

### Attendance Policy

**Attendance is a major factor in determining the academic success of students.** Arriving on time and remaining the entire school day provides students with full academic instruction. Acceptable reasons for being tardy or being dismissed early would include medical or dental appointments (doctors' excuses required).

State law in Tennessee excuses absences caused by sickness, death in the family, recognized

religious holidays, and genuine family emergencies (**documentation required**). A parent is allowed ten days of “parent notes” during the year for absences. A doctor’s excuse is required for all other absences. **Please remember how important your child’s attendance is to meet grade level standards.**

The Knox County Board of Education requires that excuses indicating the date and reason for an absence be signed by the child’s parent or guardian and given to the child’s teacher **within 5 days of returning to school**. ParentSquare will send a message if your child is absent. If your child will be absent for an extended period, please contact your child’s teacher to make arrangements to get their make-up work online, scanned & emailed, or to be picked up in the front office.

### ***Bullying and Harassment Policy***

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff, and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision. **Please see the end of the handbook for the full KCS Board of Education Policy J-211.**

### ***Bus Safety Guidelines***

In order to ensure students’ safety, all students being transported by bus are under the authority of their bus driver and bus safety assistant and must obey his/her requests. Knox County Board of Education policy states that the school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. More specifically, students must follow the official Knox County bus rules.

- 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.
- Never throw objects inside or out of the bus windows.
- Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
- Parents will be financially responsible for any act of vandalism.

The principal shall be informed by the bus driver/safety assistant of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, if he/she endangers the safety of other children, or if he/she disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. East Knox provides bus safety training during the first two weeks of school for each bus.

### ***Cafeteria***

**Please do not bring fast food restaurant lunches into the cafeteria.** Our cafeteria provides nutritious hot lunches daily. Our school is a part of the Community Eligibility Provision, which provides all students in our school breakfast and lunch free of charge. Breakfast is provided daily from 7:15 to 7:45. **If your child arrives after 7:45, they will be given a breakfast bar and milk to take to the classroom with them.** Monthly menus are available on the KCS school nutrition website at [www.knoxschools.org](http://www.knoxschools.org). **No soft drink or energy drinks are allowed.** All children will be given a number, they will use this number to purchase breakfast and lunch everyday. **If you want to provide the class a treat to celebrate your child’s birthday, you should bring it to the front office and it will be taken to the child’s classroom.**

School meal prices:

Breakfast: 3.00

**Lunch:**

Visitors - \$5.00

Extra milk - \$0.50, with lunch; \$0.75 a la carte

Ice Cream - \$1.00

If you would like to eat lunch with your child, please make sure you have your ID with you. Any adult that is on the child's pick up list is able to come in and eat lunch with them.

### ***Cell Phone Policy***

*According to KCS Board Policy J-240*

*Personal Communication Device: Anything that can access the internet or send messages of any kind*

Students in grades PK-5 may possess personal communication devices (cell phones, smart watches, ipads, tablets etc.) while on school property. However, the PCD **must be in the off mode and must be kept in a backpack**, purse or similar personal carry-all **and may not be used** unless the principal or the principal's designee grants a student permission to do so.

If your student violates the PCD policy, here are the current actions that will be taken:

First incident: Warning and asked to put away

Second incident: Teacher/Staff member takes PCD and returns to student at the end of the day and a parent phone call.

Third incident: Teacher/Staff gives the phone to the principal and a parent must come in and get the phone and a parent phone call.

Fourth: A parent conference to develop a support plan.

**INAPPROPRIATE USE OF PCD AND/OR ELECTRONIC DEVICES** In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. **Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures** of the school district and reported to law enforcement and other appropriate State or Federal agencies.

### ***Civility Code***

*According to KCS Board Policy B-230*

#### **EXPECTATIONS**

Students, faculty, staff, parents, guardians, and all other members of the community shall:

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

#### **RESPONSE TO UNCIVIL BEHAVIOR**

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

### *Communication*

Communication between home and school is extremely important and will primarily be conducted through ParentSquare. Please refer to the weekly Family Newsletter sent on Sunday late afternoon.

Other forms of communication include:

- Mid-term reports and report cards
- Take-home folders
- Newsletters
- Phone calls
- Parent conferences
- School website: <http://knoxschools.org/eastknoxes>
- Twitter: [@EastKnoxElem](https://twitter.com/EastKnoxElem)
- East Knox Facebook page

Our goal is to keep you informed about classroom and school happenings.

### *Crisis Planning*

The safety of your child is our greatest concern. The school conducts regular safety drills to teach students to respond calmly in the event of an emergency. Emergency drills are conducted regularly, and evacuation plans are posted inside each classroom. Each class has an escape route to an outside area away from the building. Our school crisis plan covers the following potential emergencies: armed intruder, student with a firearm, class hostage, arson, bomb threat, disruptive student, missing student, life-threatening crisis, death of a student/staff member, bus accident, fire, and weather-related emergencies.

If there is ever an emergency requiring students to be moved off campus, relocation sites may include:

1. Knox County Recreation Dept. Ball Fields behind the staff parking lot (northwest exterior of our school).
2. Roseberry Baptist Church, 2920 Roseberry Rd, Mascot, TN 37806.
3. Clear Springs Baptist Church, 709 Clear Springs Rd, Mascot, TN 37806.

It is important that the adult who comes to the reunification site is listed on the child's emergency card and brings photo identification.

### *Behavior*

One of the most important lessons education teaches is self-discipline. The purpose of discipline is to teach or change behavior. We have three basic rules of discipline:

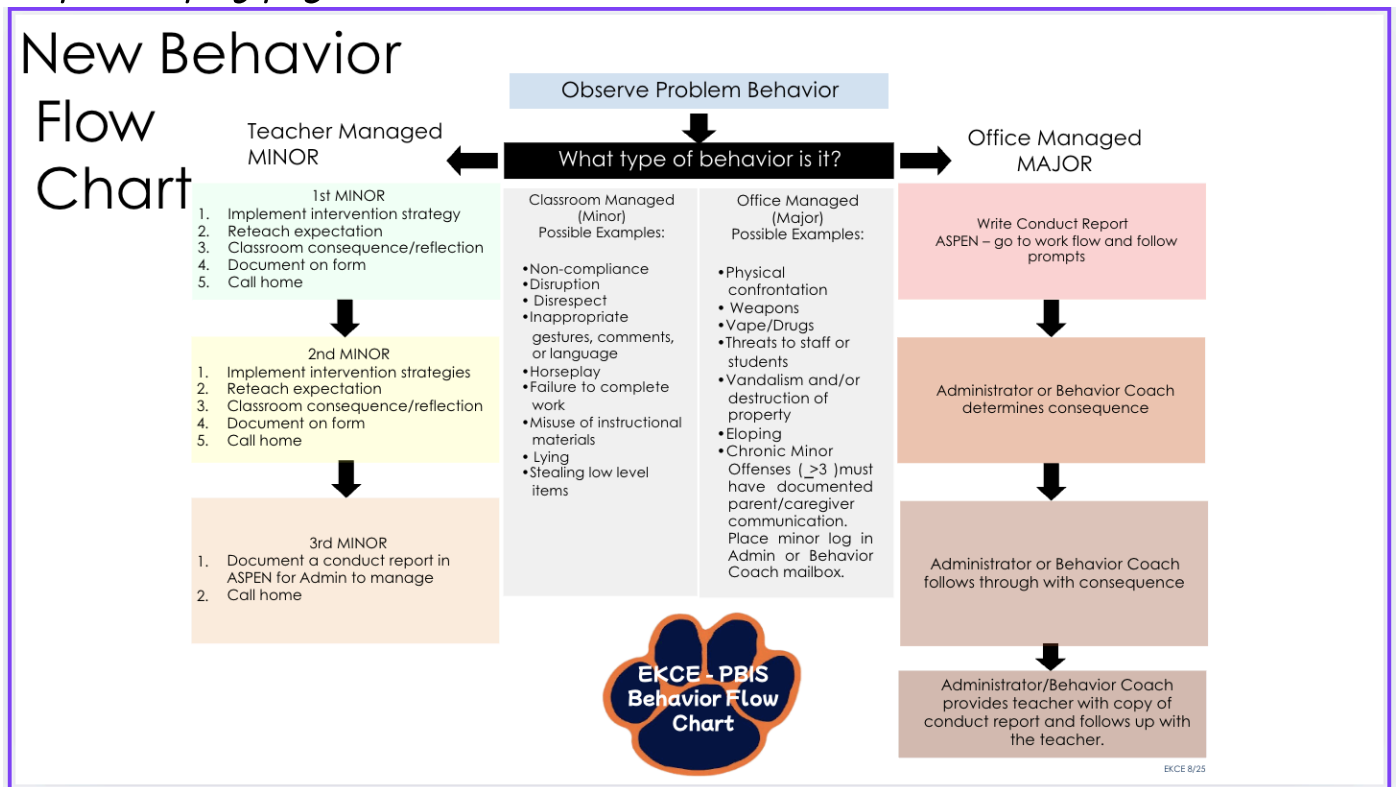
1. Be safe.
2. Be respectful.

3. Be responsible.

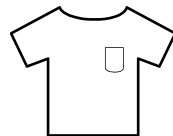
We implement Positive Behavior Intervention Supports (PBIS) at East Knox. Our school-wide expectations are posted throughout our building. PBIS (Positive Behavioral Interventions and Support) is a proactive approach to creating a positive learning climate. At East Knox, our school-wide system of support includes strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. This positive behavior continuum is implemented to make problem behavior less effective, efficient, and relevant, and desired behavior more functional. [www.pbis.org](http://www.pbis.org) Teachers will communicate and document minor behaviors and submit conduct referrals for the 3rd minor or a major behavior. See the flowchart below:

*How will a major/ referral affect my students behavior grade?*

*For each referral that a student gets, will result in 10 points being taken away from their behavior grade. Remember, that a major is 3 repeated classroom managed behaviors and it falls under the list of Office Managed Behaviors. Office handled behaviors are more serious like weapons, vaping, physical contact etc.*



### Dress Code



### ELEMENTARY SCHOOL DRESS CODE (Knox County Board of Education Policy J-260)

The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

1. Pants must not sag below the waist and must be at a safe length.

2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper coverage are inappropriate attire.
6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Skin-tight outer materials are prohibited without appropriate coverage.

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The principal may allow exceptions for school-wide programs or special classroom activities. The teachers and the principal will administer appropriate consequences for policy infractions.

### *Emergency/Safety Information*



In case of an emergency, it is essential that each student has current emergency information on file in the office. This information serves as our link to you during emergencies. Emergency contact forms are issued to students on the first day of school and should be promptly returned the following day. It is vital that we always have correct phone numbers for parents, both at home and at work. Additionally, neighbors' or friends' contact numbers are important so we can take action if we are unable to reach you. Please assist us by providing several contact numbers and keeping them up to date. Your cooperation ensures we can respond effectively in any situation.

For the safety of all students, a child cannot be released to someone who is not listed on the emergency information sheet. Requests for someone else to pick up your child must be submitted prior to dismissal in writing, phone or ParentSquare requests will not be accepted. If you need to add or remove a person from the list of those authorized to pick up your child, you must do so in person with a valid photo ID.

In the afternoon, a number system will be used during student loading to enhance safety. Please ensure your child has a vehicle tag number issued for your vehicle in order for them to be picked up. No child will be released without a vehicle tag number; otherwise, you must go to the front office with a valid ID. If you need a car tag number for your child, please inquire at the office. These measures are in place to ensure the safety and security of all students.

Safety is a top priority at East Knox County Elementary. Our school safety plan is updated annually to address both everyday safety measures and emergency procedures. To enhance security:

- All doors in the building will be locked.
- A buzzer system is in place at the front door to control entry, ensuring that only authorized individuals gain access.
- Please do not knock on the back doors for admittance.
- All visitors, except Knox County staff, must enter through the front door after identification.
- East Knox County Elementary School is equipped with a full-time school security officer.

These measures are designed to maintain a safe environment for our students, staff, and visitors.

We ask parents to support our efforts to maintain a safe environment by reinforcing school rules with their children regarding behavior at school and on buses. We also request that parents follow safe driving practices around our school and demonstrate good character by conducting themselves in a civil manner.

For security purposes, all parents MUST sign in at the office and receive a visitor's badge if you are having lunch with your child or volunteering.. If you do not have a visitor's badge, we will kindly ask you to obtain one. This measure helps ensure the safety of all children by clearly identifying adults present in the building. Your cooperation in following these procedures is greatly appreciated.

### *Fees*

A materials fee of \$25.00 is requested for each student at the time of enrollment. This fee is used to provide classroom materials for instruction. Fees can be paid online or via checks made payable to East Knox County Elementary School. The fees cover many expenses, including:

- Pencils
- Crayons
- Folders
- Notebooks
- Duplicating paper
- Art supplies
- Field trips
- Classroom materials
- Payment of this fee helps us keep supply lists minimal. If needed, a monthly payment schedule can be arranged. Please try to pay the school fees, as your contribution is greatly appreciated. Thank you for your support.

### *Field Trips*

When a field trip is planned, your child will bring home a permission slip detailing the destination and date. This form must be signed and returned to the teacher by the legal guardian for your child to be allowed to go on the trip. No child will attend a field trip without a signed permission slip.

Every effort should be made to pay for the field trip costs. Children must ride the school bus to the field trip and return to the school on the bus. **Parents cannot check children out at the end of a field trip to go home.** No child may leave a field trip except in the case of an extreme medical emergency, and only with the approval of an administrator.

### *General Guidelines for Acceptable Behavior for Students and Parents*

1. Your child is not permitted to bring dangerous or distracting articles to school, such as toys, guns, knives, water guns, lighters, or other similar articles.
2. Tobacco products are not allowed in the building, playground, or on buses.
3. Students are to stay on the playground or the designated area for play.
4. Appropriate language should be used at all times, and in all areas of the building.
5. Chewing gum is not allowed in the school.
6. Glass containers are not to be brought to school.
7. Soda or soft drinks are not allowed. Parents may eat lunch with their child.
8. Students are to remain with their teacher. Do not leave the classroom without permission.
9. Students are expected to behave in a respectful manner to all school personnel, and follow the first request.
10. Parents may be responsible to pay for damages, if their child destroys school property.
11. Pushing, yelling, and hands on others is not acceptable behavior.
12. Fighting is not tolerated and may result in suspension.

### *Illness*

Our school is fortunate to have a full-time nurse. If a student becomes too ill to remain in class, they will be sent to the clinic, and the nurse will call for someone to pick up your child. Updated contact information is crucial on the emergency card to reach you.

If your child has vomited before school or is running a fever, please keep them at home. **A child must be fever-free and vomit-free for 24 hours before returning to school.**

### *Instruction Time*

Instructional time will be protected. If you need to get a message to your child or your child's teacher, you may do so through the office.

### *Media Releases for Students*

Student Media Release Form (Form PA-100) should be signed by parents/guardians for all students on campus. Any student who does not have a signed Media Release Form on file will not be in any pictures or media opportunities.

### *Chromebook Information*

Knox County Schools is a 1-1 district, meaning students are issued a device for learning. **All students will need to have a family member sign a KCS Device agreement.** Devices will be used at school. Knox County Schools has a damage policy for Chromebooks. It is important to note that any intentional damage **will not be covered by the insurance.** This will include:

- Food or drink that has spilled in between the keys or on the screen
- Markings of any kind on the inside or outside of the Chromebook
- Stickers on the inside or outside of the Chromebook
- These are some of the more common issues. KCS says that personalization of any kind will be considered intentional damage, and could result in a fee.

If you would like to have insurance for the Chromebook, you will need to complete the payment form.

### *Parents Tips to prevent Cyberbullying*

*U.S. Department of Education*

1. Increase awareness: Help ensure younger children know the basics of staying safe online by using techniques like online games and videos that will define computer terms (e.g., cyberbullying, netiquette, virus protection) to establish basic understanding.

2. Protect your kid's identity: Remind your kids never to give out personal information, such as name, home address, or telephone number, to anyone they don't know through email, Twitter, Facebook, or in online chat rooms or bulletin boards. Talk with your children about the online risks of interacting with strangers through the computer and sending notes and picture

3. Protect your computer: Regularly updating security software can protect your family against scammers, hackers, and other online threats that can compromise your computer system and, consequently, your family's financial security and other private information. Using software security that automatically updates keeps your technology current and decreases the likelihood of picking up bad programs or malware.

4. Create unique passwords: For online safety, tell your kids to use different passwords for every online account they have to help prevent others from accessing their personal information. Make sure that you monitor each account and make sure your children know that strong passwords should include elements like symbols, numbers, uppercase and lowercase letters, and no names or words that others could easily guess.

5. Monitor online activity: Monitoring your kids' online activity can help keep them safe. Explore various parental controls and consider what options may work best for you and your family.

6. Prevent cyberbullying: Cyberbullying—bullying using electronic technology—can happen anytime and anywhere. Teach your children to think through what they post on the Net about other people and the consequences those posts could have if they are unkind or mean. Also, keep communication with your child open and speak up if you suspect someone is bullying him or her.

7. Promote appropriate online interactions: Use some online games to help show kids how to make responsible decisions about online communication and learn about key issues of digital citizenship.

### ***Medication Policy***



Any student that is required to take medication at school, must have a medical form signed by a doctor. This form will be given to the school nurse. All medication will be kept in a locked box in the nurse's office and will be dispensed by the nurse.

Prescriptions or over-the-counter medicine should never be sent to school with a student. For temporary illnesses, parents must fill out the medical form provided by the school nurse and have it completed by the child's doctor for the medication to be administered at school. The medicine will then be given to the nurse to keep in a locked box.

### ***Personal Property***

The school is not responsible for any loss or damage of personal property. Personal belongings should be clearly marked with the student's name. The school is not responsible for replacing the following: Jackets, water bottles, cell phones, watches, toys, jewelry or anything else a student brings to school from home. It is a best practice to not allow your child to bring personal items to school. Lost items are placed on the lost and found rack. At the end of each semester, all unclaimed items will be donated to charity.

**Please do not send toys or valuables to school** with your child. If you choose to send a cellular phone to school with your child, it must remain **turned off and stored** in their backpack at all times. If the child has the phone displayed during school, the phone will be removed, kept in the office, and parents will be notified to pick up the phone.

### ***School Closing Due to Inclement Weather***

All decisions to close school due to weather or disaster are made by the Knox County School System. A school message will be sent by Knox County School as soon as the decisions are made.

### ***Smoking/Tobacco/Alcohol/Drug Use Policy***

Smoking and the use of tobacco products are prohibited on all school property. Alcohol and other drug use is prohibited among all students, school staff members, and visitors.

### ***Student Transfer***

If a student transfers to another school, parents should notify the teacher or the secretary as soon as possible. All materials must be returned to the school such as library books and textbooks.

\*Transfer Option for Students Victimized by Violent Crime at School 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 40-38-111 (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, Supervisor of Transfers at 865-594-1502.

## *Visiting/Volunteering in our School*

**All visitors or volunteers, upon entrance into the building, are required to report to the office. If you have a scheduled appointment, a visitor's badge will be given to you, then the front office will give you directions for what to do next.**

VOLUNTEERING: We encourage parents to help a teacher when help is requested. Anyone serving as a volunteer in any capacity in your school must complete a **Volunteer Confidentiality Form**. Completed forms should be kept on file in the school office.

VISITS: If you wish to visit your child's classroom, call the office and a time will be arranged. If you would like to speak to a teacher concerning an emergency or special need, please call the office and the front office staff will check to see when he/she will be available to speak with you. Please do not try to discuss problems with teachers during 7:15-7:45 a.m.

EATING LUNCH with your CHILD: **Only people listed on the student's emergency card are allowed to eat lunch with students.** Your child will NOT be able to pick a friend to come with them. Please sign in, be prepared to show your ID, and meet them in the lobby on their way to lunch. Contact your child's teacher for their lunch time. **Due to Federal Guidelines concerning our lunch program, please do not bring outside food into our school cafeteria.**

### **KCS Board Policy J-211. Harassment, Intimidation, and Cyber-bullying**

#### **GENERAL**

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff, and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

**"Cyber-bullying"** means bullying undertaken through the use of electronic devices;

**"Electronic devices"** include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

**"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.

All students are expected to refrain from acts of harassment, intimidation and bullying or cyberbullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board Policy J-191 will be utilized for the unacceptable behavior described above.

## **PREVENTION AND TRAINING**

At the beginning of each school year, principals will provide this policy to parents and ensure that students are aware of the expectations for their behavior under this policy. This policy shall also be posted in the Board of Education policy page of the Knox County Schools website.

To promote and foster intergroup awareness, appreciation and understanding by students of the diverse ethnic, racial, and cultural groups represented in the school district, United States, and the world, the Knox County Schools shall:

- Provide on-going professional development to prevent harassment, intimidation, and bullying.
- Implement practices to achieve safer and less violent schools for students, teachers, and administrators.
- Endeavor to ensure that the curriculum does not promote stereotypical views of any group and recognizes the accomplishments and contributions of all peoples.

## **REPORTING AND RESPONSE**

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. 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 within 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 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.

No student shall be the subject of reprisal for any report of bullying, harassment, and intimidation. Students found to have perpetrated acts of reprisal shall be subject to appropriate disciplinary action as described in Board Policy J-191.4.

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.

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.

Please complete this last page and return to your child's teacher.

Student Name \_\_\_\_\_  
Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
Date \_\_\_\_\_



I have received a copy of the East Knox County Elementary Parent Handbook and agree to the procedures and expectations as outlined.

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature

Date