

GIBBS
ELEMENTARY
SCHOOL



GIBBS ELEMENTARY SCHOOL

7715 Tazewell Pike
Corryton, TN 37721

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Welcome to Gibbs Elementary School! We believe that communication is of the utmost importance in our relationship with our parents and our students. We have prepared this handout to better communicate our policies and procedures to you. Please take time to read it; we feel it will be very helpful. Our teachers are committed to making this the very best year for your child. We welcome any comments or concerns that you may wish to share this upcoming year. When there is teamwork and communication between parents and school, we can better help your child attain his/her goals.

ATTENDANCE

It is important for children to be in school every day unless they are sick. The school day begins at 7:45 a.m. Your child should be in his/her seat and ready to begin the day at this time. Children must be in school three hours and sixteen minutes to be counted present for the day. However, our normal day ends at 2:45 p.m. Students who have perfect attendance at the end of the school year will be given special certificates at Awards Day.

TARDINESS

Tardiness causes students to miss vital instructions and explanation at the beginning of the day. Parents should have their children at school no later than 7:40 a.m. each morning. The school day starts at 7:45 a.m. Any students not in their

classroom by 7:45 will be considered tardy and will need to sign in at the office. Traffic is always heavy from 7:30 a.m. To 7:45 a.m. and does not exempt tardies. Teachers will not be required to 90 over instructions for students with unexcused tardies. More than three Tardies in a nine-week grading period will negatively affect perfect attendance awards.

ABSENCES

Knox County Board of Education policy allows students' absences from school to be excused only for the following reasons:

1. Personal Illness
2. Illness in the family temporarily requiring help from the child
3. Death in the family, with documentation
4. Recognized religious holidays regularly observed by person of the student's faith
5. Verifiable family emergency Any absence not complying with the above reasons for excused absences will be considered as unexcused. Knox County Board of Education further states. ^B"A student may be absent, due to illness, ten (10) days per year with written parent excuse(s). Beyond ten days a medical statement will be required." The appropriate written excuse for absence(s) must be submitted by the parent within five (5) days of the time the child returns to school stating the reason for

being absent. Students' unexcused absences are reported to Juvenile Court.

Dismissal

Students in the Pre-K programs will dismiss at 1:15 p.m. All students in grades K-5 will dismiss at 2:45 p.m. We will not call students to the office to be dismissed after 2:15 for students in Grades K-5 due to safety concerns. After this time, you will need to either pick your child up in the car line or meet him/her at the bus stop. Pupils are expected to have arranged their transportation ahead of time. No pupil will be allowed to change his/her dismissal route unless the parent sends a note to the teacher.

If it is necessary for a student to leave during the school day, the parent of the child should make that request in the office. Please bring Photo ID in when signing your child out. The student will not be permitted to leave with anyone else unless prior arrangements have been made with the office.

Parents are requested not to call for students early unless there is an emergency situation. We urge parents to schedule dental and medical appointments for students outside of school hours. We also ask that parents not walk up to pick up their children. Driving up in the line increases safety, we will give you a sign to place your child's name on to help identify parents easier. Cars without the appropriate sign will be sent to the office to check credentials.

DROP OFF POLICY

We ask all parents to utilize the cul-de-sac area in order to prevent traffic from backing up on Tazewell Pike, if you plan on dropping off and picking up your child. The drop-off area is at the side of the building. Our safety patrols will open your car door and allow your child to exit the car and enter the building into the gym. Do not drop your child off before 7:00 a.m. If you need to walk your child into the building, you must park in a designated space at the front of the building.

You may walk your child to the front door or to the office. However, this is not a time to go to classrooms. The fire/bus lane must be kept clear at all times.

VISITORS

ALL visitors are welcome at Gibbs Elementary but are required to check in through the school office upon entering the building. They must provide a picture, state the reason for the visit and scan your license and get a printed visitors badge.

In order to protect the instruction time for all students, we will not interrupt classes for parents to talk with teachers. We will be happy to convey a message to the teacher that you would like to schedule a conference or receive a phone call. Please schedule a time with the teacher prior to coming. Any parent/guardian who wishes to observe in a classroom must schedule a time at least three (3) days in advance with the classroom teacher. Any parent/guardian who wishes to bring in outside persons to observe with them must contact the administrators and the classroom teacher to set up a time and date. Any additional visits or requests will be reviewed by the principal.

ELEMENTARY SCHOOL DRESS CODE The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat appropriate attire, and a positive learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to learning 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 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 K-5, "short shorts", miniskirts, and skintight outer material such as spandex, are inappropriate attire.
6. For students in Grades K-5, shirts, blouses, and dresses must cover the abdomen, back, and shoulders. and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.

Board Policies under section C 240
 The school administration reserves the right to determine whether a student's attire and appearance are within 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 consequences for policy infractions. This policy does not preclude individual school from alternative dress policies or standards with permission from the Superintendent 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 to the elementary director for review and recommendation to the Superintendent and the Board of Education.

MEDICAL POLICY

STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATION TO SCHOOL.

NOTE: All medication administered in Knox County Schools will be given in accordance with this guideline.

No medicine of any kind shall be administered to the students by school personnel except when it must be given on a long-term basis and is necessary to be given during the school day in order for the child to remain in school. Medications such as Tylenol, Aspirin and other over the counter (O.T.C.) medications are included in these regulations. Any pupil who is required to Take medication during the regular school day must comply with school board regulations.

These regulations require the following:

1. A medical Information Form available in the school office, must be filled out both by the parent and physician prescribing the medications. This form is to be returned to the school office. Arrangements will be made to administer the indicated medication.
2. Knox County School Board policy forbids students to be in possession of any form of medication. Therefore, parents must assume responsibility for carrying all approved medications to the school office.
3. All prescription medications must be in the container labeled by the pharmacy and must match the Medication Form signed by the doctor.
4. Any over-the-counter (O.T.C.) medication prescribed for a student

must be in an unopened container with the label listing the ingredients and must be labeled with the student's name.

Rules of Conduct

All school employees shall strive to create a positive and safe environment, which would foster the development of self-discipline and self-direction. At the beginning of the school year, each grade level will send home its expectations for classroom behavior, as well as its system of rewards and consequences. Please discuss these with your child.

SCHOOL-WIDE RULES

1. Students are to respect the authority of teachers, staff* and parents.
2. Students are to be considerate of fellow classmates,
3. Students are to practice safety at all times.
4. Students are to preserve the building and equipment.
5. Students are to conduct themselves in an orderly and respectful manner at all times.
6. Students are to travel the hallways, enter assembly programs, and proceed through the cafeteria line in a quiet and orderly manner. We believe that CHARACTER COUNTS at Gibbs!! We encourage and expect our students to develop and display the character traits of Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.
7. Costumes, full or partial, may only be worn during school/teacher approved events.

- In addition to grade level expectations, students that receive three or more office referrals will not be allowed to participate in special events, such as: field day, field trips, assemblies, etc. without approval of the school principal.

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Harassment, Intimidation and Bullying or Cyber-Bullying

We strongly adhere to the Knox County Board of Education district policy on Harassment, Intimidation, and Bullying or Cyber-Bullying. This information can be located at www.knoxschools.org Board Policies under section J-211. If you have any questions or would like a hard copy, please check with the office.

CAFETERIA

A healthy, nutritious breakfast and lunch are offered each day. At this time both breakfast and lunch are free to all students. However, there will be a cost if your child buys extra milk or sides. Lunch times run approximately from 10:30 am. to 12:40 p.m., will result in the child's report card being held.

CAFETERIA CONDUCT RULES AND Regulations

Students are responsible for their tables and trash on the floor in their area.

1. Students are to follow the instructions of the lunchroom

monitors or teachers in matters regarding seating, behavior, noise levels, cleanup, etc.

2. Students are to get everything needed as they go through the line, they may not return to the lunch line,
3. When school is an hour late due to inclement weather, breakfast will not be served.
4. Lunch visitors remember you may only eat with your child.

SCHOOL BUS POLICY

A school bus is an extension of the school building. It is a privilege to ride a school buses not a right. and may be taken anu. The safety of all children riding the bus is most important. Therefore, reasonable rules of student behavior on the bus will be given to your child the first week of school Please discuss these with your child, sign and return to his/her teacher. Afl students are to return a slip. as at some point every student may ride a bus to or from school or on a field trip. Anytime you have your child go home in a manner different than originally set up with their teacher (such as: being picked up rather Than ride the bus; riding The bus instead of going to the day care: or going home with another student in a car or bus), we will need prior written permission from all concerned. We will no longer take phone calls to change a student's transportation. if They are going To ride a bus that is not their normal bus. If your child will be riding a bus that they do not usually ride, they MUST have a note (with parent or guardian's signature) from home. Students will bring the note to the office to get the principals signature and a copy to give to the bus

driver. The bus driver MUST have a note signed by the parent/guardian and the principal before your child will be allowed to ride that bus. If they do not have a note, they will have to go home their normal way. If you have questions about a bus not running or other concerns, you may call Transportation at 594-1550.

MORNING ARRIVAL POLICY Upon arrival at school, students will go directly to the gym if arriving before 7:35. At 7:35 students will be dismissed to go to their classrooms.

GRADE REPORTING/STANDARDIZED TESTING

Grade cards are issued every nine (9) weeks (within five (5) days of the end of the grading period) and are to be signed and returned to school immediately. An interim report will be issued each four and a half (4.5) weeks as well. Your child's teacher as per grade level requirements will give grading standards to you. Each year in the spring the TCAP standardized test is given to students in grades 3 - 5. A computerized profile of results is filed with the student's permanent record, and a copy is sent home to the parent.

HOMEWORK

Homework is a valid learning experience and necessary extension of the school's educational program. Read carefully and go over with your child the classroom teacher's policy concerning homework.

GENERAL INFORMATION

Emergency Contact Information Parent, it is very important that these be completed accurately in ink and be updated* if necessary, during the school year. When a child is ill or hurt, we must be able to

contact someone on the emergency pick up list. Please list all contacts that are able to pick up your child. Unless he/she is on the list, they will not be allowed to sign student out. Also, please be advised that a Photo ID will be re- quired for all persons picking up a child from school. When filling out your child's emergency information, make sure you put the same name on the card as the name appears on the Photo 1b. Please do not use "nicknames" when filling out the emergency contact information. If you have child custody information of which you feel we need to be aware of, please be sure to provide legal documentation for our files. Be sure you indicate your child's bus number on the emergency card.

Textbooks and School Property the Knox County School System furnishes textbooks to all students. The care of these books is the responsibility of the student. If a textbook or library book is lost or damaged, the student is expected to pay for the book.

Likewise, any student who damages school property, windows, equipment, etc., is responsible for payment.

FEES

A fee of \$25 is charged to each student in grades K-5. These monies will be used for manipulative, consumable i and non-consumable educational materials for the classroom. If you have more than one student, it would be helpful if you wrote separate checks for each student for fees, field trips, pictures, etc.

Field Trips

Detailed information will be sent home by the teacher for every field trip. Costs of field

trips are figured to pay for themselves and if, for some reason, your child does not get to 90, the school is unable to refund your child's money. Make sure that your child's written permission slip is on file one week before the field trip date along with The money. No telephone calls or change of plans will be accepted once the bus leaves for the field trip. Siblings are not allowed to go on field trips or ride a field Trip bus. It is a safety concern as well as an academic distraction. It is also a must that students can demonstrate appropriate behavior for field trips due to safety,

Parking

Parents parking at the school while visiting, volunteering, or chaperoning field trips should park in the perimeter of the parking lot. If you are parked in a handicap space, you must have a handicap sign. If not, our onsite officer will issue citations. Do not park in the front of the school in the fire lane.

What to Leave Home

Anything not needed for class should be left home. Cameras, radios, CD players, skateboards, pets, candy, gum, cards, electronic games, and toys of any kind should not be brought to school unless the teacher gives permission for these to be brought to class only. Fireworks, firearms, tobacco of all types, alcohol and illegal drugs and medication of any kind are illegal on school property, and possession will result in serious consequences.

School Pictures

Pictures are a school fundraiser, on all packages the school makes 30-50 percent. Information will be sent home with these details. One hundred percent satisfaction is guaranteed.

Emergency School Closing During inclement weather, and if the possibility of school closing is apparent, do not hesitate to come and pick up your child. It is not necessary to call the office beforehand. We recommend you visit the Knox County web page or listen To WIVK (107.7) for updated information. Be aware that bus routes may be reduced or cancelled due to snow and ice.

PTA

Show your support for the school by joining the PTA. The PTA is involved in helping the school reach its objectives in education for children. Please contact our PTA president or any officer (ges.pta.president@gmail.com) if you have questions or would like to volunteer.

Telephone

The school phone is a business phone and is to be used only for that purpose. No student is allowed to use the phone unless given permission by the teacher and office personnel. A student cannot be called out of class to talk on the phone, except in case of an emergency.

Volunteers:

Volunteers are an important asset to our school. Volunteers will be scheduled by classroom teachers based on classroom needs. Please contact your child's teacher if you would like to volunteer your services.

Parties:

Schools are allowed two (2) parties per year, Birthday parties are not permitted. It is up to each grade level as to whether they will allow siblings to attend parties. They will send notifications as to whether this will be acceptable. However, with teacher approval parents may bring treats to be shared with the class. **NO HOME**

GOODS MAY BE BROUGHT, ONLY STORE-BOUGHT GOODS THAT CONFORM TO KNOW COUNTY'S FOOD WELLNESS POLICY. You may find the approved list on our Gibbs home page.

Guidance

Ms. Nadine Huyck and Ms. Lori Kitts are our guidance counselors. Ms. Huyck will be here five (5) days per week. Ms. Kitts will be here four days a week. They will do classroom, small group and individual counseling with students. Please email them if you desire a parent conference or consultation.

Nadine.huyck@knoxschools.org/lori.kitts@knoxschools.org

Accidents and Illness

In the event of an injury or illness, which requires medical attention, an attempt will be made to contact the parent immediately. If the parent or guardian cannot be reached, the student will be taken to the physician listed on the emergency card. The school does not assume any responsibility for payment of the emergency services.

Delivery from Florist

Please do not send balloons to your child at school at any time. Balloons can be a distraction in the classroom and a safety concern on the buses. You may send flowers for special occasions, keeping in mind that the flowers will remain in the office until the end of the day. Please NO deliveries of any kind on Valentine's day.

Kids Place, INC.

Kids Place, Inc. is our after-school program for children. Kids Place is eligible to accept government funds for child-care payments. The state of Tennessee will pay most of, and in some cases all of, your child-care fees if you qualify for assistance- This program is

available the first day of school. Kids Place is available until 6:00 p.m. daily. Call 865-6607131 with any questions.

Knox County Schools Home Page Please visit the Knox County web site at <http://www.knoxschools.org> and our Gibbs elementary web site at <http://www.gibbses.knoxschools.org> for the most current information on our school and school system. Our school web site will allow you to quickly find events on our calendar as well as classroom newsletters from your child's teacher.

GIBBS ELEMENTARY SCHOOL MISSION STATEMENT

This mission of Gibbs elementary, in partnership with home and the community is to develop responsible, independent, life-long learners who are productive citizens in a changing world.

Student Motto

Soaring for Excellence—Everywhere All of the Time.