



2025-2026 CBMS Student & Parent Handbook

Administration

Executive Principal: Desirée Jones desiree.jones@knoxschools.org

6th Grade Administrator: Caleb Horner caleb.horner@knoxschools.org

7th Grade Administrator: Sarah Lyle sarah.lyle@knoxschools.org

8th Grade Administrator: Erin Brown erin.brown@knoxschools.org

School Counseling

6th Grade School Counselor: Deborah Morton deborah.morton@knoxschools.org

7th Grade School Counselors: Aimee Bridges (A-L); Deborah Morton (M-Z)

8th Grade School Counselor: Aimee Bridges aimee.bridges@knoxschools.org

Athletics

- Athletic Director: Caleb Horner caleb.horner@knoxschools.org

School Contact Information

- **School Telephone Number:** (865) 539-7891
- **School Fax Number:** (865) 539-7890
- **Instructional Hours:** 8:30 am - 3:30 pm

Half Days: Dismissal at 12:00 Noon

- **School Office Hours:** 7:30 am - 3:45 pm

Bookkeeper: Radia Saah radia.saah@knoxschools.org

Registrar: Debbra West debbra.west@knoxschools.org

CBMS Motto

Strive, Empower, Invest

2025-2026 Knox County Schools Calendar

Thursday, July 31 First Day for Teachers (School Based In-Service Day)

Friday, August 1 Systemwide In-Service Day (PreK-12)

Monday, August 4 Administrative Day (Teacher Work Day)

Tuesday, August 5 Systemwide In-Service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day);
6th and 9th Grade Orientation

Wednesday, August 6 Administrative Day (Teacher Work Day)

Thursday, August 7 First Day for Students (½ Day)

Monday, September 1 Labor Day Holiday (Knox County Schools Closed)

Friday, September 5 End 4½-weeks Grading Period

Wednesday, September 17 Constitution Day (Knox County Schools Open), Half-Day for Students

Monday, October 6 - Friday, October 10 Fall Break

Tuesday, October 14 End First 9-weeks Grading Period

Tuesday, November 4 Systemwide In-Service Day (PreK-12) (Student Holiday)

Thursday, November 13 End 4½-weeks Grading Period

Wednesday, November 19 Half-Day for Students

Wednesday, November 26 - Friday, November 28 Thanksgiving Holidays (Knox County Schools Closed)

Friday, December 19 Half-Day for Students; End Second 9-weeks Grading Period; End First Semester

Monday, December 22 – Friday, January 2 Winter Break

Friday, January 2 Systemwide In-service Day (½ Day School-based; Administrative Day (½ Day Teacher Work Day)

Monday, January 5 First Day for Students after Winter Break (Full Day)

Monday, January 19 Martin Luther King, Jr. Day (Knox County Schools Closed)

Wednesday, January 28 Half-Day for Students

Thursday, February 5 End 4½-weeks Grading Period

Monday, February 16 Systemwide In-Service Day (PreK-12) (Student Holiday)

Monday, March 9 – Friday, March 13 Spring Break

Tuesday, March 17 End Third 9-weeks Grading Period

Wednesday, March 25 Half-Day for Students

Friday, April 3 Holiday (Knox County Schools Closed)

Monday, April 20 End 4½-weeks Grading Period

Tuesday, May 5 Systemwide In-Service Day (School-based)

Thursday, May 21 Last Day for Students (½ Day); End Fourth 9-weeks Grading Period;

End Second Semester

Friday, May 22 Administrative Day (Teacher Work Day) – Last Day for Teachers

Friday June 19 Juneteenth Holiday (Knox County Schools Closed)

Calendar Summary

180 Instructional Days*

4 Administrative Days

2 Unscheduled In-Service Days

1 Unscheduled Parent-Teacher Contact Hours Day

6 Scheduled In-Service Days

10 Vacation Days

*In accordance with T.C.A. § 49-6-3004 – 177 student instructional days plus 3 days accumulated under daily 7-hour schedule .

Note: This calendar allows cancellation of up to 8 instructional days due to inclement weather or serious outbreaks of illness before any make up days will be required.

Office Procedures

Attendance ([J-120](#))

- All parent/medical excuses should be submitted to the main office within 5 days of returning to school.
- Any notes turned in after the 5 days will be unexcused per KCS policy.

Early Check-out/Dismissal

- Parents must sign their child out in the main office, and a photo ID is required.
- Only persons listed on the student emergency contact sheet may sign out a student.
- We will not be able to accept faxes and/or phone calls for student check out.
- To protect instructional time, please avoid checking your child out after 3:15 pm.

Late Check-in/Tardy

- Students must sign in at the office.

Use of Office Phone

- Students may use the office phone only in necessary circumstances.
- Parents who need to contact their children need to do so by contacting the office.

Guidelines for Items Left in the Front Office For Students

- In an effort to minimize classroom interruptions, students will only be called to the main office between class changes to pick up items and messages.

Bus Notes

- If a student is riding a different bus, they must have a note signed by the parent/guardian with the bus number.
Only students who are assigned a bus may ride any KCS school bus.
- The student should submit notes to the front office no later than 8:30 am for office approval.
- Students will not be allowed on an alternative bus without the signed note.

Holidays/Birthdays

- We do not accept deliveries for students, such as flowers, balloons, etc. for holidays or birthdays.
- Knox County does not allow parents/guardians/students to bring any food/drinks (including “group lunches”, treats, etc.).

Medications ([J-352](#))

- KCS policy states that the school nurse may not administer medication of any kind until a physician has completed the appropriate form.
- Forms can be found at this link: <https://tn01917079.schoolwires.net/Page/2913>
- Students are not allowed to carry medication, including over-the counter medications, except for the following with proper medication forms completed and on file: o Asthma inhalers, Epi-Pens (anaphylaxis medications), pancreatic enzymes or insulin delivery systems with written permission from a parent and authorization by a medical health care provider

Sports Physicals ([I-172](#))

- All students are required to have a completed Knox County Sports Physical before trying out for a school sponsored sport.
- Some sports occur in the fall and others in the spring.
- Please make a copy of your child's physical form for your files.
- Physical forms can be found on our website or in the office.

Visitor Policy ([C-120](#))

- All visitors must present a photo ID at the door when buzzing into the main office.
- All visitors and volunteers must sign in at the main office.

Parent/Guardian Communication with Staff

- The best form of communication with your child's teacher(s) is email. You may also leave a message in the office if necessary.
- Please allow our staff 48 business hours to respond to your concerns, questions, and/or suggestions via Aspen, Canvas, Parent Square, email, or phone.
- In order to avoid disruption in the learning environment, parents and other visitors may not "drop in" unannounced.
- Administrators have blocks of instructional time where they will not be available as well. You may leave a message or send an email.
- Drop-in visits to administrators may not be able to be accommodated.

Cedar Bluff Middle School Wireless Communication Device Procedures

In accordance with Knox County Schools Policy J-240 (Wireless Communication Devices), Cedar Bluff Middle School has adopted the following:

Expectations/Procedures:

- As they enter the building in the morning, students will store any Wireless Communication Device (to include cell phones, smart watches, ear phones/air buds/air pods, tablets, and other devices such as smart glasses that can send and receive messages) in their backpacks, and not on their person (e.g., in a pocket).
- Devices are to remain stored until dismissal at 3:30.
- If devices are seen and or used during the school day outside of instructional use directed by a teacher or administrator, consequences will include device confiscation with student pick up the first time and parent pick up subsequently at the end of the day and up to Level C intervention responses in KCS BOE Policy J-191.

CBMS Traffic Pattern

Parents, please keep in mind that drop-off will be in the back of the building, and cars will not be permitted to drop off in the front of the school prior to 8:30 AM.

- No student drop-offs before 7:30 AM. School doors and gates are locked until that time.
- After 8:30, please drive around and drop your student at the front door.
- All traffic will enter from Cedar Bluff Road past the Pre-School, beside the KCS Clothing Center, and proceed behind the school buildings.
- The front driveway and parking lot will be reserved for staff and visitors only.
- Traffic will maintain two lanes until reaching the middle school.
- Inside lane stops for student drop-off.
- Outside lane continues moving.
- Two-lane traffic will continue to the elementary school.
- At that point, both lanes will merge into one.
- All vehicles will exit onto Gulf Park Drive.
- All traffic returning to Cedar Bluff Road must turn right.

Please be mindful that our campus includes three schools with different schedules:

- Preschool
- Elementary (Staff Hours: 7:15–3:00)
- Middle School (Staff Hours: 8:00–3:45)

CBMS staff begins supervision at 7:30 AM, and students should not be dropped off before that time. Also, due to safety and supervision requirements, playing ball or engaging in unsupervised activities before school is not permitted.

Dismissal:

- Please pull up to the area that a staff member will designate, and have your Drive Line number clearly displayed so that dismissal staff can see.
- Once all cars are queued, we will dismiss students to their cars.
- Please be patient as we are loading and directing cars to proceed off campus.

Student Procedures

Early Arrivals

- The school building is open to students at 7:30 am. Any student arriving before 7:30 am will wait in the front of the school (walkers) or back of the school (car riders). Please note that students arriving before 7:30 am will not be supervised by CBMS staff members until the day begins at 7:30 am.
- Upon entering the building, students will either go to the gym or the cafeteria (after 7:55) for breakfast until dismissal to homeroom.
- Students may go to the Library between 8:00 and 8:25 am with a Library pass from their homeroom teacher after they have checked in with the Homeroom teacher.

Late Arrivals

- Students arriving after 8:30 am must report to the main office and sign in.
- Students will receive a pass slip with the student's name, ID number, and the time of arrival listed.
- This pass will admit the student to class.

Early Dismissals

- If it is necessary for a student to leave school early, the person picking up the student must come into the main office to sign the student out.
- This person must be on the student's emergency card and must present photo identification to check the student out of school.

Dismissal

- Students are dismissed at the conclusion of the instructional school day.
- All students will remain in 7th period until they are dismissed via intercom, or to bus hall at 3:45
- The order of dismissal is as follows:
 - 1st load bus riders (dismissed out of the front doors)
 - Car riders (dismissed to cafeteria and back of building)
 - Walkers (dismissed out of the side doors)
 - 2nd load bus riders (dismissed to buses or bus hall in the gym)

Grading Scale

- Students earn grades each week and can access them by using the parent portal system (Aspen).
- Progress reports can be viewed online every 4 ½ weeks throughout the year.
- CBMS utilizes the Knox County approved grading scale.
 - A = 100-90
 - B = 89-80
 - C = 79-70
 - D = 69-60
 - F = below 59
- Teachers will provide parents and students with a syllabus at the beginning of the year. This will include class expectations, grading and assignment policies, and materials needed.

Absence/Make-up Work Policy

- Knox County School Board states: If a student must be absent from school for any reason, excused or unexcused, up to ten (10) days upon returning to school, they shall be given the opportunity to make up any and all assignments that were missed during the student's absence. Teachers shall set a reasonable time for the completion of the work.
- If your child is absent and you would like to make arrangements to retrieve make-up work, please email or call his/her grade level administrator or contact our office.
- Every attempt will be made to gather the work and to have it available within 48 business hours.
- Feel free to call the office to confirm that your child's work is ready for pick-up at 539-7891.

Cafeteria

- **CBMS is a CEP school, meaning that every student receives free breakfast and lunch, regardless of income.**
- Community Eligibility Provision (CEP) is a universal meal plan under the National School Lunch Program (NSLP) that permits eligible districts and schools to provide meal service to all students at no charge, regardless of economic status. (Section 104a of the Healthy, Hunger-Free Kids Act)
- Breakfast is served from 7:30 am – 8:20 am.
- Lunch is served from approximately 11:25 am – 1:00pm.

School Fees

- Students who would qualifying for free or reduced price meals are eligible to apply for a waiver of school fees.
- This waiver of school fees includes activities occurring during school hours but not optional fees such as school pictures, ball games, sports, cheerleading expenses, etc.

School Nurse/Illness at School

- If a student becomes ill at school, the teacher will refer the student to the nurse's clinic.
- CBMS has a full time nurse. The nurse's clinic is located near the main office suite.

School Procedures

Early Release Half-Day Wednesdays

- Knox County Schools will include four half-days for students in the 25-26 school year. This initiative is designed to improve student learning outcomes by providing regular, designated times for teachers to prepare lessons, evaluate student progress, work together, and receive professional development.
- Dismissal times on the four half-days *will* be the same as other scheduled half-days. Middle schools dismiss at noon on half-days.
- Early Release Dates for 2025-2026*
 - September 17, 2025
 - November 19, 2025
 - January 28, 2026
 - March 25, 2026

Schedule Changes

- Teachers make course recommendations the spring prior that are based on specific criteria.
- To change a class level in a core class, a student and his/her parent needed to have filled out the academic release form found on the KCS website. This form can also be obtained from the school counselor.
- **No new academic releases** will be entertained after Fall Break the Fall of 2025 for the 2025-2026 school year.
- Schedule changes may be made if there is an error or if there is a gap in the schedule.

Interventions

- If a parent/guardian has concerns about the academic or behavioral performance of his/her student, the following interventions are available:
- Referral to Whole Child Support Team (WCST) (by parent, teacher, staff member, administrator, counselor, etc.)
- Increased supports through the counseling center, restorative interventionist, and/or classroom teachers
- Formal referral to S-Team and/or Response to Instruction and Intervention (RTI2)

S-Team

- S-Team stands for Student Support Team. This is a formalized support plan for students who may be struggling academically, mentally, socially, emotionally, or in terms of attendance.
- An S-Team with Instructional Support Strategies must be initiated before an IEP or 504 Plan is enacted.
- These steps are not always enacted in order and can occur over a significant time span due to monitoring of specific interventions.
- A parent/guardian may request an S-Team be considered through his/her student's grade level administrator.

Parent Conferences

- Conferences between administrators, teachers, and parents are encouraged and should be set up by appointment by contacting the front office or through the grade level administrator.
- Please email the grade level administrator or call the school office to set up a conference with a teacher and administrator.
- Should you like to schedule an appointment with the grade level counselor or grade level administrator, you may also call the main office or email the grade level administrator and/or counselor directly.

Classroom Concern Resolution

- In the unlikely event that you have an issue that occurs within a classroom, the following steps will be taken to resolve the concern:
 - Parent/teacher communication via phone or email
 - Parent/teacher/student/administrator conference
 - Further steps as deemed appropriate by administration including but not limited to restorative intervention(s), S-Team, safety plan, support contracts, specific plan of action, etc.

Care of Property, Building, and Grounds

- Students are expected to take care of all school property. We encourage all students to help protect the school by discouraging, preventing, and reporting vandalism or property damage by others.
- Parents or guardians are responsible for any damage the student might do to computers, furniture, lockers, books, and other property of the school system.
- If students willfully destroy school property, suspension may be necessary in addition to payment for damages. If a student should happen to damage something by accident, the student is responsible for repair or replacement without additional consequences when the accident is reported to a teacher or administrator immediately.

Lost and Found

- Unclaimed items found in the school should be taken to the main office.
- Unclaimed items will be disposed of/donated periodically throughout the school year.

Athletics

Sports Physical Requirement

- All students are required to have a completed Knox County Sports Physical **before** trying out for a school sport.
- Community-based teams **are not** Cedar Bluff Middle School sanctioned teams.
- Some KCS sanctioned sports occur in the fall (basketball, cheerleading, and dance team) and others occur in the spring (track and field for both boys and girls).
- Please make a copy of your child's physical form for your files.
- Physical forms can be found on our website or in the office.

Academic Policy for Grades

- Students who participate in KCS sanctioned sports (basketball, track, dance, and cheer) must meet academic qualifications of a "C" average.

Athletic Events

- CBMS has both a boys and girls basketball team that competes at the middle school level. We often host games at CBMS and students are encouraged to participate.
- Please listen to announcements and look for school posters and advertisements for games.
- Staying for games: Students are allowed to stay after school for basketball games and are to be picked up immediately following (approximately 6:45 pm - 7pm). Students will be supervised.
- Tickets: Students will purchase tickets at the door. Pricing is set by KCS and is shared with students when the season begins.
- Pick-up: Students are to be picked up at the front of the school building immediately following the conclusion of the game. **Students that are not picked up in a timely fashion may lose the privilege of attending future games.**
- Track Meets are held in the spring. Meets are held at various high schools across the district. Be sure to listen to announcements for the schedule.
- KCS sponsored sports may qualify for a middle school level state tournament in cross country, basketball, and track and field for the 25-26 school year.

Schedules

- Schedules will be distributed to students on the first day of school.
- Students may view their schedules using Parent Portal (Aspen) prior to this day.
- Please know that schedules are subject to change within the first weeks of school due to student needs and enrollment.

Special Activities

Field Trips

- Individual grades and clubs may host special trips for students.
- Guidelines and requirements for these trips will be given to students and parents prior to sign ups or initial payments.

Awards Day

- Each grade level will host an awards day at the end of the year.
- Grade level teachers work independently to reward academics, behaviors, and growth in each of their respective subject area classes.
- Additionally, grade level teams work collaboratively to recognize students for collective grade level awards throughout the year.
- Please note that our recognitions, monthly and annual, are based on our current students' performance.
- Please know that teachers do their best to recognize students representing exemplary academic, behavior, leadership, and growth on a monthly basis. Throughout the year, "Students of the Month" award-winning students are given recognition that is shared with their peers. **Therefore, all students may not receive a recognition on awards day in May.**

Student Meetings (Assemblies)

- Entering and leaving an assembly should be done in a quiet and orderly way. Students are expected to be courteous and respectful at all times.

After-School Activities

- After-school functions are for the benefit of the students. Students are expected to remain in the area of the building in which the event is occurring under the supervision of a staff member. Immediately at the conclusion of the event, students must report to the front of the school building for pick up.
- If late pick up becomes an issue, the school administration reserves the right to prohibit a child from attending future after school functions. Participation in all after school functions is contingent on maintaining "good-standing" in regards to discipline and academic performance.

Activities Exclusions

- Many activities are planned each year to enrich the middle school experience for our students. These activities include assemblies, field trips, guest speakers, athletics, field days, positive behavior parties, dances, clubs, etc.
- These activities are considered privileges and student participation/attendance is based on the demonstrated ability to properly conduct one's self.
- Exclusion from certain or all activities for some period of time may be imposed by staff or administration on students who fail to conduct themselves appropriately in classes or at previous activities.
- Please be advised that students serving out-of-school suspension are automatically excluded from all school activities during that time per KCS board policy. Additional requirements to participate will be shared prior to the activity.
- If you have any questions, please contact the sponsor or responsible staff member.

Discipline

It is the belief of the Knox County Board of Education and the faculty and staff of CBMS that only the highest standards of discipline and self-control are acceptable. All students are provided a safe and clean atmosphere in which to work and grow. Therefore, the staff of CBMS, in conjunction with students and parents, will strive to provide the necessary atmosphere and culture that allows students to reach their maximum potential.

School-Wide Expectations

Our school-wide expectations are:

1. Be SAFE
2. Be RESPECTFUL.
3. BE RESPONSIBLE
4. Be RECEPTIVE

Each grade level of teachers establishes general rules and expectations, consequences for not meeting expectations, communication to inform parents of inappropriate behavior, and rewards for positive behavior.

Administration follows KCS School Board Policy [J-191](#) for all disciplinary decisions.

Minors Log

- CBMS utilizes a school-wide discipline tracking system called the Minors Log.
- This is a way for teachers to document minor behaviors after multiple prior interventions.
- Parents/guardians will receive an automatic email when a behavior is entered into the minors log.
- If your student receives a minor, no follow up is needed unless you want clarification and/or have further concerns.

Restorative Learning Center (RLC)

- Restorative interventions, activities, and expectations will be facilitated by the Restorative Interventionist (RI) in RLC.
- The RI is responsible for supporting the implementation of restorative practices, including providing restorative services to staff, students, and families, and providing coaching for staff in order to establish a safe, supportive, and positive school climate.
- A brief description of interventions most often implemented in RLC may be obtained from the RI.
- Student referral to RLC will be administered following progression through the Minors Log and/or Aspen Conduct Referrals which is documented by staff.
- Student assignment to RLC will be directed by school administration or following progression through the Minors Log.
- RLC was developed for the utilization of disciplinary responses, as well as supporting the social and emotional needs of the students.
- Additionally, if staff have concerns regarding a student's emotional or behavioral concerns prior to disciplinary action being needed, they can request that the Restorative Interventionist set up a meeting with that student(s) or observe in their classroom.

Aspen Conduct Referrals

- Conduct referrals to administration through Aspen will be administered following the progression through the Minors Log as well as violations of Level 2-5 behaviors. See KCS school board policy [J-191](#) for more details.

Positive Referrals

- Throughout the semester, students will receive referrals from teachers and staff in order to recognize positive behaviors.
- Positive referrals will be announced on morning announcements and grade-level televisions.
- Positive behaviors may be recognized periodically throughout the year. For example, students who have not received any minors log entries and/or office referrals may participate in celebrations that are TBD throughout the year.

Bus Conduct and Expectations

KCS Policy - J250 - Bus Conduct

- The school bus is an extension of school; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.
- Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions given by the driver shall be followed.
- Bus drivers shall inform a student's principal of any serious discipline problem and the principal may take disciplinary action as appropriate. A student may be denied the privilege of riding the bus if the principal determines that the student's behavior is such as to cause disruption on the bus, or if the student 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.
- Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the base school.

Technology

KCS is a 1:1 district for Secondary schools, meaning that every student will be issued a device as a learning tool. Students may receive a chromebook to use during the school year.

It will be issued in the first week of school and collected in the last weeks of the school year.

Students should report any problems they are experiencing with the device as soon as possible to the technology secretary in the main office.

Technology Use Expectations

Though the chromebook is the property of Knox County Schools, students are charged with the care of the device. Each device is assigned to an individual student, and the responsibility for the device rests solely with the student.

Aside from the device's physical care, our classroom expectations can be summed up by the reflective question, "Is this for school?"

- Students are expected to use the device solely for classroom learning at the direction of their teachers.
- Only the student who has been issued the device should use it.
- Students should bring their devices to school fully charged each day.
- Students have no right to privacy on a school-issued technology device. It may be collected and inspected at any time.
- Students should not download any program onto their computer unless directed to by a teacher or administrator as a part of classroom instruction.
- Students are expected to back up their work to Google Drive using their Knox County Google account.

CBMS School Support Organizations (SSOs)

PTSO: Parent Teacher Student Organization

The Cedar Bluff Middle School PTSO is a volunteer-led organization that supports staff, students, and their families.

- Cedar Bluff Middle School 25-26 PTSO President: Candace Champion
- If you are interested in CBMS PTSO or volunteering at Cedar Bluff, please email at cedarbluffmiddleptsa@gmail.com to get connected.