



Dogwood Elementary
STUDENT HANDBOOK
25-26

A BIG Dolphin Wave is extended to YOU! Policies outlined here are intended to communicate important information to support our program. Please familiarize yourself.

Hours

K-5th: Morning supervision of students begins at 7:10. Students are dismissed to class at 7:40 & instruction begins promptly at 7:45. We dismiss at 2:45.

PreK: Doors open at 7:45. Instruction begins at 8:00. Dismissal is at 1:15.

Enrollment requirements

The following is needed for enrollment:

1. Proof of Residency (KUB bill, lease or mortgage).
2. Proof of Age (birth certificate, passport, or court records).
3. Physical examination record.
4. Tennessee Certification of Immunization.

Immunizations may be obtained from your family physician or the Knox County Health Department.

Library

Students visit the library regularly & check out books. All books must be returned or paid for. Students owing for books will not fully participate in field day or receive a grade card.

Medication

School administration of medication, including over-the-counter medication, requires a medical form. Our nurse has more information & forms.

Attendance

Children must be in class for 3 hours & 30 minutes per day to be counted as present.

Phone Calls

Teachers cannot speak on the phone during instruction. If you wish to speak to a teacher, leave a message in the office or on their voicemail.

Absences

Absences require a note from a parent or guardian. Parents may excuse 10 days with a written note. State law excuses absences for:

1. Student Illness.
2. Death in a family.
3. Recognized religious holidays.
4. Temporary family emergencies.

Vacations are not excused.

Tardies

Students arriving after 7:45 are tardy & must report to the office. Perfect attendance awards are not given to students with excessive tardies. The first few minutes of the day set the tone for the day & are important for success.

Dismissals

Early dismissals require you to sign your child out before 2:15. Please do not go to the classroom to get your child. If someone else is picking up your child, send a note & ensure they are on the emergency card. We verify by checking photo I.D.s. Early dismissals and late pickups are recorded.

School Closings

Our superintendent makes decisions to close school due to illness or inclement weather. Please do not call the school, but instead check local television outlets, Parent Square, or the KCS website.

School Visits

Parents & the community are welcome to volunteer with the appropriate background check & notice. All visitors must:

1. Go to the office to check in with a picture ID.
2. Respect instruction.
3. Present a Photo ID.

Parents may not observe classes, drop in for a conference, or go into rooms without the teacher's permission.

Parent Contact

It is vital that we have the correct parent phone numbers for home & work. Share several numbers with us & update your information if your numbers change. Lack of adequate contact numbers is a safety concern.

Arrival and Departures

Students being dropped off each morning may use both driveways after 7:30. **DO NOT PARK OR PICK UP IN THE BUS LANES.** Using the driveways for student drop-off & pick-up is a safe procedure.

BUS

Riding the bus is a privilege. Any child violating the KCS Bus Policy will be suspended from the bus. Any time a student changes his/her regular destination, a note from the parent or guardian must be approved. Transportation changes cannot be made over the phone.

Student Discipline

Appropriate behavior is expected & enforced. Fighting & repeated disruption can result in suspension. All extracurricular activities are offered to students exhibiting appropriate behavior.

Programs

Our school has been named a KCS Title I School. Each year, KCS designs its project for the year within Title I guidelines. Because we are a Title I school-wide school, all students are eligible to benefit from Title I services. We are also a Community School & offer 21st-century programs.

Cafeteria Information

Breakfast is served from 7:10-7:35. Lunch times are based on grade level. Children may bring their lunch from home and/or purchase extra items at school. Menus & free lunch information can be found at www.knoxschools.org.

We believe students should be able to socialize while eating. However, children must:

- Obey & respect the adult on duty.
- Stay seated.
- Use a 5-inch voice.
- Walk.

Students not obeying rules can be suspended or assigned an alternative location for meals.

Lost and Found

We maintain a lost and found. Ensure all items (jackets, lunch boxes, etc.) are labeled with your child's name & teacher's name. Items are donated monthly.

Report Cards

Report cards are issued each nine weeks, and interim reports are distributed every 4 ½ weeks. Please sign & return to the school promptly.

Academic grades for 3rd- 5th

- 93-100 A
- 85-92 B
- 75-84 C
- 70-74 D
- 0-69 U

- Academic grades for 1st- 2nd: E, S, & N
- Kindergarten: ME, DE, & LE
- Conduct Grades: A, B, C, D, & U
- Work Habits: E, S, & N

Academic Responsibilities

1. Make-up work is available for students with excused absences. The child is responsible for returning work in a reasonable amount of time set forth by the teacher.
2. Academic honesty is expected. Dishonesty will require disciplinary action.
3. Cell phones must be turned off & placed in the backpack in the silent/off position. The school is not responsible for stolen phones or other items.
4. Students are expected to properly care for issued textbooks & other school materials. Payment will be required for lost or damaged materials.

Dress Code

Students will follow the KCS dress code, which includes:

- No pants sagging below the waist.
- Head apparel is only for religious or medical reasons.
- Safe footwear.
- Clothing that is free from vulgar language or images.
- Clothing that is not *skin-tight* & covers the abdomen, back, & shoulders.

Additional guidelines can be found at www.knoxschools.org. Board policies can be found at: <https://www.knoxschools.org/Page/2107>