

CIS At a Glance Parent-Student Handbook 2025-2026

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School Policies: Chilhowee Elementary will adhere to all Knox County School Board Policies and Procedures. A complete list can be found at <https://www.knoxschools.org/about-us/board-of-education/board-policies> (for policies) and <https://www.knoxschools.org/about-us/board-of-education/administrative-procedures> (for procedures)

This version of the handbook is intended to provide families with a quick overview of some of the most referenced items from the CIS Parent-Student handbook. The complete handbook can be found on the Chilhowee Intermediate Website.

Absence Policy:

- When a student is absent, a **parent/guardian must send a note or doctor's statement within FIVE days** to the child's teacher in order to have the absence excused. Situations that qualify as excused absences are listed in the CIS full handbook (found on website) and KCS Board Policy J-120 "Attendance". **The school cannot accept notes past 5 days after the absence, per KCS Board Policy.**

Arrival Procedures:

- The school opens at 7:05 a.m. to receive students.
- The cafeteria, where breakfast is served from 7:05-7:30 a.m., or the gym are the only areas students are allowed before 7:30 a.m.
- Children are expected to be in their seats at 7:45 a.m. as classroom instruction begins at 7:45 a.m.
- **Tardy Policy:** Students who arrive at school after 7:45 a.m. must report to the front doors **with a parent** to obtain a tardy slip and have their names removed from the absence list.
- Students who accumulate multiple tardies may be asked to submit updated proof of residence.

Bus:

- The privilege of riding the bus is based on the appropriate behavior of the student both on the bus and at the bus stop. The principal may issue a warning in writing or suspend the student from the bus for inappropriate bus/bus stop behavior. Parents are responsible for transportation if a student is suspended from the bus.

Dismissal:

- Dismissal is at 2:45 p.m.
- If your child has a change to their dismissal routine, you will need to notify your child's teacher in writing the morning of the change. The teacher will ensure that the student is in the correct place for dismissal.
- Last minute emergency changes (those not sent to the teacher in writing the morning of the change) must go through the office for approval.
- All vehicles will need to display a car tag with the student's name written in large, dark print. The tags will be sent home at the beginning of school and more are available in the office. If you have more than one person who picks up your student, please ensure that each person has a car tag. Request additional tags from your teacher/office.
- **It is imperative that all children be picked up on time. If you arrive after the car line is finished (approximately 3:00), you will need to check in the office with your ID or Car TAG to sign out your child.**

Cell Phones/Smart Watches/Personal Electronic Devices:

- **Per KCS Board Policy J-240, ALL communication devices for elementary students must be turned OFF and stored in backpacks, lockers, etc... at all times.**

Early Dismissal Policy (There will be no office dismissals from 2:00 - 3:00.):

- Students who need to be checked out early must be checked out **before 2:00 p.m.** through the school office by a parent or authorized adult (with proper ID) listed as a contact in Aspen.
- Please note - if you pick up your child before 11:15 AM, he or she will be counted absent for that day.

Discipline Policy:

Students are expected and required to

- 1. Follow the directions of all adults in the building.**
- 2. Show courtesy, kindness, and respect to everyone.**
- 3. Be prepared and on time for all classes.**
- 4. Move about the building in a quiet and orderly manner**

- The Knox County Board of Education has established a policy (J-211) prohibiting acts of harassment, intimidation, bullying, and/or cyberbullying. We will work with individual students to uphold this policy, and the consequences for misbehavior can be serious. Report incidents to a school employee immediately.
- School staff investigate discipline concerns first and notify parents/guardians following the investigation as needed.
- **Please help us help your child better understand what is bullying and what is NOT bullying.** The chart below can help with that discussion.

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- The following chart may be used during conferences with students to identify types of conflict between students and aid in developing a plan moving forward.

<u>Teasing/Making fun of/Roasting/Mocking:</u> - Everyone is participating - No one is getting hurt - Those involved were at some point during their interaction having fun	<u>Peer Conflict:</u> - The group is not having fun - There is a disagreement - Everyone is upset
<u>Rude/Disrespectful/Hateful/Mean:</u> - Someone is emotionally, physically, or socially hurt on purpose - Feelings and reactions are very high or strong towards one another - Happened once or has happened a couple of times over a long period of time - The person being hurt has been hurt on purpose	<u>Bullying:</u> - Someone is emotionally, physically, socially attacked multiple times over a short period of time - The person doing the hurting continues even after being asked to stop and/or when the person being hurt has shown to be upset - The person being hurt has been hurt on purpose - The person doing the hurting has power over the person being hurt

Dress Code:

- 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:
 - Pants must not sag below the waist and must be at a safe length; head apparel, except for religious or medical reasons, must not be worn inside the school building; footwear is required and must be safe and appropriate for indoor or outdoor physical activity; clothing or accessories may not display offensive, vulgar language or images and must not advertise products that students may not legally purchase.
 - “Short shorts”, mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire, 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.

Field Trips:

- Field trips are an extension of instruction and focus on the curriculum.
- Appropriate behavior is expected on campus and during field trip experiences to ensure the safety of all involved. We reserve the right to withhold participation in the field trip if the student has ongoing unsatisfactory behavior. If a field trip is lost due to behavior, any fees paid toward the trip are non refundable.

Medication Policy:

- No medication of **any kind** can be administered to students by school personnel except when ordered by a health care professional for medication that must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school.
- If medications **MUST** be given at school, a *Medication Administration Form*, available in the school office, must be completed by the physician and signed by the parent/guardian. The medication must be personally administered by a responsible adult, in an appropriate container that is labeled by the pharmacy or in the original packaging.
- Students are not permitted to have medication of any kind on their person without proper medical documentation.

Toys/Electronic items at School:

- Students should not bring toys/electronic items to school unless it is a designated day by the teacher. The school is not responsible for lost or stolen property and cannot guarantee that it can be found or returned. Please do not bring valuables to schools. Students should never “trade” items. If toys are brought for a special activity, they must remain in the backpack until the designated time.

Water Bottles:

- Students are permitted to bring only sealable water bottles to school, preferably clear. Clear bottles help ensure that the contents are visible, promoting a safe and secure environment.

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Please sign and return this page indicating that you and your child have received and reviewed the *CIS At a Glance Parent-Student Handbook* and you understand the complete CIS Parent-Student Handbook which can be found on our [website](#).

Please take some time to review the complete Chilhowee Intermediate Parent/Student Handbook.

Chilhowee Intermediate policies and/or procedures follow those determined by our Knox Co. Schools' School Board. Please know that in the event the Knox County School Board policies and/or procedures are revised/changed, the CIS policy/procedure will reflect the change.

Student Name _____

Teacher Name _____

Parent Signature _____

Date _____

Student Signature _____

Date _____