

STERCHI ELEMENTARY

PARENT
AND
STUDENT
HANDBOOK

2025-2026

Sterchi Elementary School
2025-2026
Parent/Student Handbook

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Welcome to Sterchi Elementary School

Sterchi Elementary School is one of 52 elementary schools in the Knox County Schools system. We serve 415 students in grades Kindergarten through 5th grade.

The shared vision of Sterchi Elementary School is to successfully prepare students to meet 21st century educational and social challenges. The staff's goal is to provide a positive learning environment that is conducive to educational experimentation, risk taking, and self-assessment by students. All staff members are expected to implement an enriched, data driven, multifaceted curriculum already in place in the county and state. It is expected that all teachers will use their knowledge of current best practices and personal innovations to provide a variety of learning opportunities to meet the individual needs of all students to achieve growth and proficiency. Teachers will equip students to identify many of their own areas of need and opportunities for growth, to utilize resources, to conduct research, and to analyze data to solve problems. The administration and staff work as a cooperative instructional team to share their best ideas and best practices and to encourage responsible involvement by students, families, and community members to achieve the school's goal for student learning and success.

The complete list of all Knox County School Board Policies and Procedures are located online at www.knoxschools.org. The following are only some of those policies that will help ensure a safe and orderly environment at school. Please inform the front office if you need help with locating any policy or procedure.

OUR MISSION

The mission of Sterchi Elementary School is to create an environment where students are nurtured with a quality education to become lifelong learners who are responsible, productive citizens of their community.

SCHOOL ENTRANCE REQUIREMENTS

Requirements for school entrance are as follows:

1. Children must be five years of age by August 15th in order to be eligible for Kindergarten.
2. Children must be six years of age by August 15th in order to be eligible for First Grade and must have completed an accredited Kindergarten.
3. The Tennessee Certification of Immunization (including dates for all shots) must be provided before the first day of school. A physical exam must also be completed within the past year (12 month period) prior to entering school.

4. A document verifying date of birth must be shown at the time of registration (official birth certificate or passport).
5. Proof of residency within the school zone must be provided.

HOURS OF OPERATION

School hours are from 7:45 a.m. until 2:45 p.m. each day. The building opens at 7:10 a.m. and students assemble in the cafeteria or gym until the first bell rings. Students need to be at school by 7:35 a.m. in order to eat breakfast.

Parents may walk their student(s) to class on the first day of school. We encourage all students to enter the building without an adult. If parents need to bring a child into the building, the front office is where this should occur. Kindergarten parents may bring their child into school during their staggered days and on their first whole day of Kindergarten.

For safety purposes, parents must accompany their child to the front office if arrival is after 7:45 a.m. and when there is no adult supervision out front. Any child that arrives after 7:45 a.m. must report to the office for a tardy slip on the Oaklett Side. Your child must have a late slip in order to enter the classroom.

Also for a safe and orderly campus, students must remain in the car until the building opens at 7:10am in the morning.

ATTENDANCE

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
4. Recognized religious holidays regularly observed by persons of the student's faith
5. Verifiable family emergency

Any Absence not complying with the above reasons for excused absences will be unexcused.

A student may be absent, due to illness, no more than ten days per school year with written parent excuse(s). Beyond ten days per school year, a medical statement will be required. Knox County allows five days upon students' return to school to send in a written statement **explaining the absence this included parent square messages**. If you send a parent square message you don't have to provide a written note. After five days, the absence becomes an **unexcused absence**. Remember, even if you call the school office to explain an absence for illness, a written note will still be required and kept on file. A telephone call without a note will not result in an excused absence.

When obtaining a note from a physician, turn in the verifiable, original note and make sure it covers all days absent. If it doesn't, also send a parent note to cover

any additional days that might be excused if you are within your ten parent notes. Parents in Knox County are held directly responsible for their child's unexcused absences.

Students who are attending the school on the privilege of a transfer are expected to abide by school policies. Failure to do so will result in a report to the transfer office and a recommendation from the principal that the transfer be revoked.

For the safety and security of our students and staff, there will be no student early dismissal or entrance to the building after 2:15 p.m. At dismissal, students must ride home on a bus, be dismissed to a daycare provider, be picked up in the car rider line, or signed out in the office. No "walk-up pickups" will be allowed.

TARDIES

Excessive tardiness is as serious as absenteeism. **Students should be in their classroom by 7:45 a.m. If they arrive late, an adult must accompany them into the building.** The adult must sign the student in and the student will receive a tardy slip to be admitted to class. It is not fair for timely students to have the classroom instruction disrupted by tardy pupils. Teachers will not stop instruction to attend to late arrivals. **Please help your child begin each school day on a positive note and to be well prepared by arriving at school in plenty of time to put away items, chat with friends, sharpen their pencils, etc.** All of us know the experience of starting a day feeling behind. You can save your child this frustration at the beginning of the day with some extra preparation now that will form good habits for the future. Your cooperation is greatly appreciated.

ONLINE PAYMENT FEATURES

A very helpful feature for parents is Sterchi's "Online Payment" link, which is now available on our school website's main page. This can be used for school fees, field trips, coupon books, and almost any payment (excluding lunch) to the school.

Lunch can be paid for online through the K-12 system. Go to the KCS main website, under the "For Families" drop-down menu, select "School Nutrition." Then you will see the K12Payment Center Link.

Remember that applications for free and reduced lunch are available online at linqconnect.com. Applications must be completed on an annual basis. During the 25/26 school year all students attending Sterchi will receive both free breakfast and lunch. However, we encourage families to go ahead and complete the application.

ILLNESS AND HOMEWORK

If your child is absent two or more days, please call the school for your child's missing assignments before 10:00 a.m. Teachers will have work ready to pick up by the following day. **Your child needs to be free from vomiting and fever for 24 hours without medication before returning to school.**

HOMEWORK POLICY

Homework and practice are ways of extending the school day and providing students with opportunities to refine and expand their knowledge. Mastering a skill requires a good deal of practice. Learning new content does not happen quickly, so practice needs to be spread out over time. There will be specific classroom policies (expectations and consequences) that will be communicated to you by your child's teacher.

REPORT CARDS

Report cards are issued every nine weeks. They should be signed by the parent or guardian and returned to school as soon as possible. Midterm progress reports will be sent to parents mid-way through each nine-week period. Report cards may be supplemented by parent-teacher conferences or by other written reports to parents. Most teachers will regularly send home samples of each child's work to be signed by the parents or guardians and returned to school. Each grade level will review their grading scale at Parent Information Nights.

Students in grades 1-2 will honor E/S/N in all subjects and a letter grade A/B/C/D/U in behavior.

Students in grades 3-5 will receive letter grades A, B, C, D, U for all areas except work habits. Work Habits will be E, S, and N.

Standards for grading scales: E/S/N

E=Excellent (93-100%)

S= Satisfactory (85-92%)

S=Satisfactory (75-81%)

N=Needs to Improve (below 75%)

Interpreting A/B/C/D/U

A= Exceptional (93-100%)

B=Above Average (85-92%)

C=Average (75-84%)

D=Below Average (70-74%)

U= Unsatisfactory (below 70%)

Kindergarten Report Cards reflect skills development for children during their first year of school. ME (Meets Expectations), DE (Developing Expectations) and LE (Limited Understanding of Expectations) will be used to report student progress towards Kindergarten Standards.

PARENT/TEACHER CONFERENCES

Teachers are always willing to meet with parents. Please email or send a note to your child's teacher to schedule a time that is convenient for you and your child's teacher. Parents are urged to prepare for the conference by making notes regarding questions you wish to cover. Preparation is the key to a successful conference for both

parties. With advanced notice, your child’s teacher will be able to prepare the needed materials relating to items of interest to you. **Please...NO unscheduled “drop in” conferences with teachers.** Instructional time is tightly scheduled.

HONOR ROLL/AWARDS

Student achievements are recognized at the end of each nine weeks grading period. Awards for the entire year will be given on an awards day to be held during the last few days of school. In addition, we look for additional opportunities to recognize students’ successes throughout the school year.

TEXTBOOKS & SCHOOL SUPPLIES

Textbooks are provided by the taxpayers of Tennessee. All students are fully responsible for the care of any textbooks that are issued to them. Loss or destruction of these books will require reimbursement to the school system. In some subject areas, textbooks may not be issued to each student because the school may use several different titles rather than the same textbook for all students in the same grade.

A fee for art supplies and other student consumable goods will be requested at the beginning of the school year. A letter will be sent home the first day of school concerning this fee and requested school supplies for each grade level.

BREAKFAST/LUNCH PROGRAMS

Well-balanced lunches, including milk, are offered at Sterchi Elementary. Extra milk, food and other items as determined by the Food Services department may be purchased for an additional charge. Free and reduced-priced lunches are available to students who need them. You may obtain this information by completing the online form located at linqconnect.com or knoxschools.org under the “For Families” drop-down menu followed by the “School Nutrition” link and the “Free and Reduced” link to the far left. You may also request the form from the office or your child’s teacher. In accordance with Knox County policy. Breakfast is served in the cafeteria from 7:10 a.m. - 7:30 a.m. Parents are welcome to eat lunch with their child. All visitors must check in through the office.

During the 25/26 school year, all students will receive free breakfast and lunch.

Breakfast

Adult (Visitor) \$3.00

Lunch

Adult (Visitor) \$5.00

INCLEMENT WEATHER OR DISASTER PROCEDURES

If school is dismissed early due to inclement weather or disaster, **we will follow the directions you gave us on the Emergency/Dismissal Information.** Please discuss this early dismissal plan with your child and keep the information current.

Please do not call the school to ask if school is going to dismiss early or with any last-minute directions for your child. The radio, television stations, and parent square will have any early dismissal information as soon as we do. Please check with your daycare provider, since most do not provide transportation if school is canceled or dismissed early.

COMMUNICATION

An automated communication messaging system called Parent Square, will be utilized to notify parents of early dismissal from school due to inclement weather, emergencies, or other important information. Please keep telephone numbers current.

Grade level orientation meetings are opportunities to visit your child's classroom. Some teacher's use class newsletters, email, or other forms of electronic communication to communicate with parents. **Please discuss any questions or concerns with your child's teacher before contacting administration.**

PARTIES

Classroom parties are scheduled for the end of each semester. PTO parents and other classroom volunteers generously help the classroom teacher with these parties. **Birthday parties are not permitted. However, students may bring a healthy treat to be shared in the cafeteria at lunchtime.** Another alternative is to donate a book to the library in honor of your child's birthday. If you are having a party at home, please send invitations for the entire class or use the U. S. Mail if you are having a smaller party. We want to avoid having children's feelings hurt at school parties.

VOLUNTEERS

We gratefully acknowledge that the involvement of volunteers can be critical to our success in effectively educating every child. School volunteers can enhance student learning and achievement in a variety of ways. Our school appreciates the willingness of committed and qualified individuals to serve as volunteers. All volunteers must be scheduled with the classroom teacher prior to arriving.

Depending on the type of volunteer activity proposed, volunteers may be required to submit to a background check and/or provide information about themselves. Knox County Schools will not accept volunteers who have been convicted of a felony listed in Tennessee Code Annotated (TCA) § 40-35-501(i)(2) or convicted of an offense listed in TCA § 39-17-417. Nor will volunteers be accepted if legal action is pending for any alleged activity under these statutes.

In order to volunteer in the Knox County Schools, an individual must:

- Sign a confidentiality agreement to protect the rights of students and parents
- Sign in and out each time they visit a school
- Be punctual and prepared, and notify the appropriate school contact in the event of an absence or delay
- Appear clean, neat, and appropriately attired
- Wear an identification tag at all times while on school grounds
- Work with students in areas designated by school staff
- Only provide food or drink to a student if authorized by the student's teacher or principal.

VOLUNTEER CLEARANCE LEVELS

Level 1 (Supervised): Task takes place under the supervision of an employee of the Knox County Schools and involves little or no student contact

Level 2 (Supervised): Task takes place under the supervision of a certified employee in a classroom or other group setting

Level 3 (Unsupervised - without driving students) - Task involves direct contact with students under limited supervision by school staff

Level 4 (Supervised - with driving students) – Task involves unsupervised contact with students on or off campus

In order to volunteer at a Level 1 or 2 clearance level, you must sign the confidentiality agreement and the task must take place under the supervision of a Knox County Schools employee and involves little or no student contact for Level 1 or the task takes place under the supervision of a certified employee in a classroom or other group setting for Level 2.

In order to volunteer at a Level 3 or 4, a background check must be submitted (can be sent to the office or the child's teacher, and it is processed by Knox County). Level 3 involves a task that has direct contact with students under limited supervision by school staff unsupervised without driving students such as a field trip or working in small groups not under the supervision of an employee (ex. in hallway area). Level 4 involves unsupervised contact with students on or off campus that is supervised while driving students. If you have any questions, please contact your child's teacher or the office.

Volunteers working within the Knox County Schools are expected to adhere to the following standards of conduct:

- Volunteers shall treat all students equally regardless of gender, race, religion, or culture and refrain from any comments that can be construed as racist, sexist, or harassing.
- Disciplinary issues should immediately be referred to the student's teacher.
- Should a student disclose instances of brutality, neglect, physical or sexual abuse or intent to harm himself or herself, the volunteer must report that to the school principal or teacher immediately.
- Volunteers may not be in the possession of or under the influence of alcohol or illegal substances.
- Volunteers will respect all statutory and regulatory requirements concerning student privacy and will not share any student information to which they may be exposed in the course of their duties.

FIELD TRIPS

Field trips may be taken during the school year to enhance the grade level curriculum. All students are eligible to participate in field trips, based on meeting grade level expectations. Which will be shared at parent information nights as well as on the field trip permission form.

CHAPERONING FIELD TRIPS

We are always appreciative of parent chaperones. Without them, field trips would be impossible. Please let your child's teacher know if you would like to be a

chaperone. Chaperones must complete a background check through Knox County Schools. Sometimes space is limited, so all parents are not always able to chaperone. Chaperones should serve as good role models for children. Please direct any behavior problems to the teacher.

CHILDREN'S SAFETY

Any adult entering the building will need to be able to present a photo ID at the Oaklett entrance by the office, since all entrances are locked during school hours. Be sure to list any person you want to pick up or visit your child on your child's Emergency/Dismissal/ Clinic information card. Any person who is not on your child's card may NOT enter the building or pick up your child. Please remember to update your child's card with names, phone numbers and addresses as needed. You must change or add this information in person.

Children are easily confused, and we cannot accept the word of a child who says he/she is supposed to go home a different way or with a different person. If you are making a change in the afternoon transportation of your child, always send a note to your child's teacher. If you have an emergency and cannot pick up your child, changes must be made in the office before 10:00 a.m.

It is the parent's responsibility to provide the child's transportation. School personnel do not transport children, except in the case of Knox County school buses.

We cannot accept changes by phone, fax, or email.

SAFETY AND PARKING

Please help students develop their independence by dropping them off by the sidewalks with school staff and Safety Patrols in the morning and letting them enter the building alone.

In the afternoon, several cars at a time can be loaded if all cars pull through as the school staff and Safety Patrols direct you. If your child is a car rider in the afternoon, please make sure that the sign provided with your child's name on it is clearly visible in the windshield from a distance, and keep this sign visible until your child is in the car. If it is necessary to enter the building, please park in a parking space or the gravel lot so that the buses may exit easily.

LOST AND FOUND

An area in the back of the cafeteria is designated for lost items. Please check this area when you are in the building. We have many items that are never claimed each year and must be donated to charity.

SPECIAL EDUCATION SERVICES

The Knox County School System provides a variety of services for students who qualify for special education under the Individual with Disabilities ACT (IDEA) or Section 504 of the Vocational Rehabilitation Act.

MEDICATIONS AT SCHOOL

Any child receiving medication at school must comply with Knox County School Policy. This policy is intended to safeguard medication administered at school. Medication forms are available in the main office.

VISITING THE SCHOOL

Parent and community participation in school and during school activities are critical elements in providing all students an excellent education. However, for the safety and security of all students it is important that access to schools be closely monitored. For your child's protection school board policy states, "During the school day and immediately before and after the school day all visitors will report to the school office when entering the school and log in with the school administration." Visitors must report to the school office, present their license, and sign-in, stating the reason for the visit. All visitors must obtain and wear a visitor's badge from the office, making students and staff aware that procedure has been followed.

Visitors are not permitted to enter any classroom in which the teacher is not present. Instructional or planning time for teachers may not be interrupted, even briefly. Your cooperation with these policies allows us to maintain an "Open Door Policy" without compromising the instructional program.

All visitors bringing items for students should label those items with the student's name and teacher.

Regarding photographs: For the safety of all students, visitors must NOT upload student photos from school events to the internet. This includes social media networks. This does not apply to photos taken by parents in which ONLY their own child appears.

FORGOTTEN ITEMS

Check in forgotten items (lunch money, backpacks, lunches, homework, etc.) at the Office window. Be sure your child's name and teacher are on each item.

We do not interrupt classroom instruction during the hours of 7:45-2:45.

ILLEGAL OR INAPPROPRIATE ITEMS

No weapons of any kind may be in any student's possession at school. This includes guns (including "toys" or "water guns"), knives, or any item used to hurt or threaten others. Tobacco, drugs, firecrackers or other items, which threaten safety or produce distractions, are not allowed.

DISCIPLINE POLICY

The Sterchi Elementary School staff is committed to providing learning experiences for students in a positive, supportive, motivating atmosphere. We believe every child can learn, and we accept the responsibility for behavior in a shared commitment towards good citizenship. We believe that all teachers/staff are responsible for all students, we are one big family and we must work together to ensure safety of all our students. Each teacher/staff member provides firm, fair, and consistent behavioral expectations in his/her classroom that will maximize learning. It is important that families and the school work together to provide both training for good citizenship and the expectation that children will make good choices in their behavior at school. Communication between teacher and parent is an essential component for success.

The administration is an integral part of the establishment of a positive learning environment. The administration assists in maintaining discipline and supporting appropriate social interaction. Communication between administration, student, teacher and parent facilitates a positive learning atmosphere and promotes high educational achievement. Corporal punishment is not used. We believe other disciplinary measures result in more positive behaviors and support an atmosphere conducive to learning.

Programs are available in the school to help encourage good behavior. These include: meeting with the guidance counselor, Personal Accountability Class (PAC), and behavior contracts.

The ultimate goal of the discipline plan is to help students achieve self-discipline. **SCHOOL WIDE BEHAVIOR EXPECTATIONS IN NON-CLASSROOM AREAS:**

1. Be quiet in hallways and restrooms
2. Keep your hands and feet to yourself at all times.
3. Respect yourself, all others, and property.
4. Walk at all times.

BULLYING

In order to provide our children with a safe, caring environment in which they can become successful, problem-solving citizens, harassment, intimidation, bullying, and/or cyber-bullying will not be tolerated.

DEFINITION OF BULLYING

According to Knox County School Board under descriptor code J-211, “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 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.

“Cyber-bullying” means bullying undertaken through the use of electronic devices.

HOW TO REPORT BULLYING

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, and 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

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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.

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. 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.

CONSEQUENCES

1. Verbal warning
 2. Lose a privilege
 3. Contact parents
 4. Visit PAC or administration
 5. Parent or responsible adult comes to school
- In order to guarantee all students in our school the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or a

classmate from learning. Each classroom has rules posted, and students are expected to obey the rules.

BUS TRANSPORTATION

Transportation is provided for children who live one mile or more from the school. This is the policy of the Knox County Board of Education. The Coordinator of Transportation arranges routes and stops. The coordinator can be contacted at 594-1550. Buses will begin to run at approximately 6:45 a.m. Bus numbers, routes, and schedules are available on the Knox County Schools website, under the “Families” tab and then the “School Bus Locator” link.

School bus transportation is **not** required by state law, but is a privilege extended to eligible students by our Board of Education. Misconduct on the bus endangers safety and may result in a loss of this privilege.

Tennessee State Board of Education States:

“A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys state and local rules and regulation pertaining to pupil transportation.”

Misconduct on the bus endangers safety and may result in a loss of this privilege. Both parents and students must understand that the bus driver is in full charge of the bus and the students, and any student who is reported by the bus driver for a safety rule violation will definitely be subject to disciplinary action. Please go over the bus rules with your children.

Knox County's School Bus Rules:

- Obey the bus driver; follow driver’s first request; 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; no throwing objects in or out of the bus.
- Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.
- Parents will be fiscally responsible for any act of vandalism.

The school has no direct authority over the behavior of children at school bus stops, either morning or afternoon. This is an area of parental responsibility.

Any time a student changes his/her regular way of going home, a note detailing the change must be signed by the parent and sent to the teacher. Any student who wishes to ride home on a different bus must also have a signed note from the parents and be approved by a member of the front office staff.

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 a learning situation must be avoided.

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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.

Approved by the Knox County Board of Education April, 2017

WITHDRAWALS

Please notify the main office in writing if you plan to move out of the school zone. Such notice should be given a week before the student's last day and should indicate where the student will be attending. Records will be sent after a request from the new school has been received, notifying the secretary that the student has indeed enrolled in another school. Notifying the school in a timely manner will enable teachers to complete all records prior to the student's last day. A student's records will only be forwarded to the new school when all textbooks and library books are returned and all outstanding fees are paid. Please contact the cafeteria manager to close out your child's lunch account

PERSONAL PROPERTY

Children are not to bring their personal belongings without permission from their teacher. The school will not be responsible for lost or broken items such as electronic devices, iPads, dolls, toys, phones, etc. They will be taken up and given to the child at the end of the day. If it occurs again, the parent will be responsible for picking up the item.

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