



# **Student & Family Handbook**

## **2025-2026**

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# School Information

## **Vision Statement**

The vision of Copper Ridge Elementary is to grow lifelong learners who are responsible citizens of high moral character.

## **Mission Statement**

The mission of Copper Ridge Elementary is to provide students with a safe learning environment that inspires *all* individuals to reach their full potential.

## **School Motto:**

**I will work hard today because hard work pays off!**

## **School Expectations:**

We are safe.  
We are responsible.  
We are respectful.

## **2025 - 2026 School Theme:**

Dive Into the Depth of Knowledge

## **PTO:**

Our PTO is the primary channel for parent involvement in a host of school programs and activities. **You are urged to join with the Copper Ridge Faculty and Staff in becoming a member and supporting our outstanding PTO!**

**PTO President: Jessica Brier**

**PTO email: [ptocopperridge@gmail.com](mailto:ptocopperridge@gmail.com)**

**PTO Facebook: Copper Ridge PTO**

Information regarding this year's meetings will be shared on Facebook and Parent Square.

# Policies and Procedures

## **SCHOOL ENTRANCE REQUIREMENTS:**

1. Children must be five years of age by August 15 in order to be eligible for Kindergarten.
2. Children must be six years of age by September 30, and must have completed a year of accredited Kindergarten, to be eligible for First Grade.
3. Before any child may enter school in Knox County, the school office must receive an official record of immunizations, including the dates of all required shots, combined with the record of a medical examination by a licensed physician. This information must be recorded on the official form required by the State of Tennessee, and the form must be signed by a licensed physician.
4. A photocopied document verifying date of birth must be provided at the time of registration.
5. All students must reside within the Copper Ridge zone.

## **SCHOOL HOURS:**

Regular school hours are 7:45 a.m. – 2:45 p.m. for all students in Grades K–5. Doors open at 7:10 a.m. for breakfast service. Students who arrive after 7:45 a.m. must be accompanied by a parent to the front office to receive a tardy slip.

## **KINDERGARTEN HOURS:**

\*\*Note: Kindergarten Staggered Enrollment hours are 8:00 a.m. – 12:00 p.m. The first two weeks of school.

Parents are responsible for providing transportation for their Kindergarten child since there is no bus service provided during staggered enrollment. Students must be picked up no later than 12:00 p.m.

Following the period of “staggered enrollment” at the beginning of the year, regular hours for Kindergarten students will be 7:45 a.m. – 2:45 p.m.

## **Early Checkout**

If your student needs to be checked out prior to 2:15 p.m., please send a note to your child’s teacher. After that time, students will go home via their normal mode of transportation.

## **SCHOOL CLOSING OR EARLY DISMISSAL DUE TO SNOW OR SEVERE WEATHER:**

The decision to close schools due to weather conditions is made by the Superintendent of the Knox County Schools, not by individual schools. Local television and radio stations will broadcast such information.

When severe weather threatens, please do NOT call our school to find out if it is to be closed or dismissed early. This ties up our limited phone lines and office personnel.

## **DISMISSAL PROCEDURES**

**Bus Riders** – Buses will pick up students in the front of the building under the awning to protect students from weather. The front drive will be blocked after 2:10 p.m. so parents must park at the road near the mailbox if you need to pick up. The dismissal of **bus riders** begins each day at 2:40 p.m. Only after all students have boarded all buses are the buses permitted to leave at 2:45 p.m.

**Car Riders** – In the afternoon, car riders will be dismissed after all buses have left the school (approximately 2:45 p.m.). All cars that are waiting to pick up students should be in the line that wraps around the church. Drivers who are blocking the roadway from either direction may be cited by the Sheriff's department. Please use the church parking lot as an alternative to blocking the road. Also, we expect the drivers to be courteous and take turns merging into our school parking lot. Car Riders are dismissed by announcing the child to come to a specific cone. Parents must remain in your cars. Safety Patrollers will load students into cars only at the head of the line. For safety reasons, we prefer to load students under 12 years old into the backseats only.

In the event of storms or extreme temperatures (above 95 or below 32), the Safety Patrol students will NOT work outside in the mornings or afternoons. Please be patient on these days. We welcome parent volunteers for our COOL COUGAR Volunteer team.

**Walkers** – Students will be dismissed at 2:46 p.m. once buses leave the campus.

**Kids' Place** – Students who are enrolled in the Kids' Place after-school program at Copper Ridge will be escorted to the Cafeteria at dismissal time, where they will be supervised by the Kids' Place staff until they are picked up by parents.

Kids' Place Contact: 865-938-2277 or 865-660-7149

**Daycares** – Students going to daycare will stay with their class until they are called to the gym for dismissal. Students must behave cooperatively during this time.

**Please remember: Our school traffic patterns are designed for SAFETY, not for speed. We expect all parents to respect these requirements and follow the district Civility Code. Anyone who drives in an unsafe manner will be reported to security and/or police. Any students who knowingly violate our arrival or dismissal procedures will be subject to disciplinary action. Remember the state law that prevents the use of cellphones in school zones.**

### **SCHOOL BUS TRANSPORTATION:**

The Knox County Board of Education establishes **Parent Responsibility Zones** around all schools. Children who reside within these zones are **not** eligible for school bus transportation. CRE will conduct a bus safety drill each semester for all students. For all eligible children, school bus routes have been established and are posted at school. As the community continues to grow, bus routes are subject to revision. Parents and students will be notified of any changes that may occur during the school year.

These rules are strictly enforced in order to promote safety for all students. 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. Misbehavior on the bus may result in bus suspensions or loss of riding privileges.

\*\*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.

### **SCHOOL BUS SAFETY**

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.

The following bus rules must be followed:

1. Obey the driver at all times including seat assignments.
2. Refrain from making excessive noise.
3. Keep hands, feet, and head inside the bus.
4. If riding a different bus or getting off at a different stop, give a note signed by parent or guardian to the office.
5. Be on time to the bus stop.
6. No eating or drinking on the bus.
7. Walk on the left side of the road facing traffic.
8. Never stand in the road while waiting for the bus.
9. Observe the same conduct rules as in school.
10. Keep the bus clean and in good condition.
11. Stay in your seat while the bus is in motion.
12. Never stand in the aisle if the bus is moving.
13. Do not leave the bus without the driver's consent.
14. Report to the driver at once any damage to the bus.

### **CHANGES IN STUDENTS' TRANSPORTATION:**

Any time a child goes home from school in a manner that differs from his or her 'regular' way, **the parent must provide a written note to the school.** This should be done when the child first arrives at school. **Parents must avoid last-minute telephone calls attempting to change a child's method of transportation, for these changes must be in writing. This is for the safety and protection of your child.**

## **Attendance/Absences**

We will be monitoring student attendance very closely and will take action with students missing more than 10% of the school year. Parent Notes and original Doctor Notes **MUST BE TURNED IN WITHIN 5 DAYS** of the student's return to school! **NO EXCEPTIONS TO THIS KCS POLICY!** If late, absence will be unexcused. Guardians of students with chronic attendance concerns will need to attend a meeting at school to create solutions to school attendance. The administrators will conduct home visits as needed.

## **School Information about Absences**

Absences due to family vacations, outside performances, or other student work-related events are classified as unexcused. For an absence to be excused, the student must bring to their teacher a signed note within 5 days of absence as stated in county policy. We cannot accept email messages as the official notes. The teacher will then send a note to the office to be recorded. If you feel that your child is not being responsible with turning in their notes then the parent may want to bring the note directly to the office as a last resort. **If the student fails to provide such a note within five school days following the absence, the absence is permanently classified as unexcused. Each student in a family must have their own note rather than providing a group note when more than one child is absent for the same day or days.**

**\*\*\*State Law Defining School Attendance:** In order to be counted as **present** for the full day, a student in Grades K -5<sup>th</sup> must be at school for a minimum of three hours and thirty minutes. **Any child not present for these minimum times must be counted as absent for the full day.**

**Truancy** is a serious violation of law and requires punitive legal action by the school. Tennessee law holds parents legally responsible for ensuring that their children attend school. Students who have been absent a total of five days without adequate excuse must be reported to the administration, attendance, and social services department.

**Children who maintain perfect school attendance** will receive recognition during each nine-weeks grading period and for the full school year. Tardiness and leaving early excessively may deprive students of such recognition. Any absences caused by recognized religious holidays will not prevent any child from receiving such recognition if there are no other absences or problems with tardiness.

## **Make Up Work**

Students may request make-up work within three days upon return from an absence and will be permitted to make up all missed class work with **three school days to make up work from receiving the work (Due the morning of the fourth school day)**. If your child is out of school for an **extended period of time** due to illness or an emergency and you wish to pick up the child's school assignments, you may call the office and place your request for missing work. The work will be available for pick-up in the office the following day. School work may also be pushed through the teacher's Canvas page if the teacher chooses. Copper Ridge Elementary is very fortunate to have a **school clinic** that is staffed by our nurse at least part of each day.

**If your child becomes ill or is injured at school**, the clinic will attempt to contact you. Each parent must fill out an **emergency form for each child that they have attending school**. This form includes a space for dual information for parents not residing in the same household if needed. It is **vital** that we have up-to-date telephone numbers for parents and guardians, both home and work. Numbers for neighbors and friends are also needed so we can act if we are unable to reach you. **We can contact only the persons on the emergency form.**

## **County Policy**

The Juvenile Court handed down a decision that impacts all Knox County Schools, parents, and students. His order states that parents will be held directly responsible for unexcused absences of their children. His decision requires schools to report to Knox County Schools central office all absences as either excused or unexcused.

The only absences that will be excused are the following:

1. Personal illness\*\* (absences will be excused for student illness up to 10 days supported by parent notes; these notes must be signed by the parent or guardian)
2. Family illness requiring student's assistance \*\* (documentation is required)
3. Verifiable family emergency \*\* (documentation is required)
4. Death in family \*\* (obituary is required)
5. Recognized religious holiday \*\* (note is required but will not count towards 10 parent note limit)
6. Vacations, weddings, competitions, and other social events are not excused absences.

\*\* Absences will be considered unexcused until written documentation is provided.

Upon returning from an absence, a student has five (5) school days to provide a written excuse for one of the above reasons. The written excuse should include the child's name, parent's name, dates to be excused, and a contact phone number. A telephone call or email will NOT excuse an absence. Knox County School's guidelines require a doctor's statement for sick days beyond ten (10) per school year.

After five unexcused absences, you will receive a letter from Knox County Schools. "The school system has been directed to furnish information and assistance to the Court regarding students that have ten (10) unexcused absences from school." If your child reaches ten unexcused absences, you may be required to attend a District Attorney/Parent meeting. Charges may be filed by the District Attorney General's Office for excessive unexcused absences.

Please understand that Knox County Schools Central Office will generate all letters from the computer absentee report that each school must submit daily. The purpose of the Judge's decision is to emphasize the importance of compulsory school attendance and to assure that students and parents comply with Tennessee State Law.

**If your address, email, or home or work numbers change during the school year, please contact the front office or email [lori.norris@knoxschools.org](mailto:lori.norris@knoxschools.org) so that this information can be updated. The school treats this information as confidential.**

**Any child determined to have a contagious or communicable medical problem cannot remain at school.** This includes such common conditions such as "pinkeye," nausea, or an elevated temperature.

Students may not return to school unless they are fever free for at least 24 hours **without** fever relieving medication.

**If your child has been diagnosed as having a significant medical condition, such as diabetes, epilepsy, or severe allergies, it is imperative that you notify your child's teacher.**

### **MEDICATION AT SCHOOL:**

No medication of any kind shall be self-administered by students, even with assistance from school personnel, except when medication 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. Medications such as Tylenol, aspirin, and other over the counter (O.T.C.) medications are included in these regulations. Any student who is required to take medication during the regular school day must comply with the medication policy. These regulations include the following:

1. Written orders must be provided by a physician, dentist, nurse practitioner or D.O. (health care provider), who has the legal right to write a prescription. The orders should include the name of the drug, dosage, and time interval medication to be taken by the student. **Only one medication per Physician Form is allowed and must be renewed each school year.** This policy applies to overnight field trips as well.
2. A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
3. A responsible adult (parent/guardian) must bring the medication to the school. **Students will not be allowed to transport medication to or from school.**
4. Any over-the-counter (O.T.C.) medication prescribed for a student must be in an **unopened original container with the label listing the ingredients** and must be **labeled** with the student's name.
5. A secure location will be provided for the storage of medications.
6. All medications administered must be given in accordance with these guidelines. Any medication given must be documented on forms provided by the Health Services department.
7. School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis.
8. Medication forms and administration records will be kept in the student's cumulative record when completed.
9. The school system retains the right to reject requests for administering medications.
10. The Parent/Guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year.
11. Any medications not picked up shall be destroyed as per Knox County policy. Many medications administered at school are considered Schedule #2 drugs and require special handling.
12. Teachers or staff members may not give out medication to any student, even to close family friends. Please do not ask our teachers to break this very strict policy.

## **SCHOOL DRESS STANDARDS:**

The Knox County Board of Education has adopted system-wide student dress codes for all students. **The current Knox County Schools Elementary Dress Code is as follows:**

The standards for the elementary school dress code 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.** 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. Tennis shoes are preferred. No flip flops are allowed on the playground.
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 3-5, “short shorts”, mini-skirts, and skin-tight outer materials 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 acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. Students will be given a change of clothes from our clothing closet in the clinic or a parent will be called to bring appropriate clothing.**

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 as follows:**

**First Offense:** The teacher will send the student to the Office or will contact the parent(s) for a change of clothes. The parent will be notified and the infraction will be documented.

**Second Offense:** The principal/designee will communicate with the parent(s) and will send a copy of the dress policy. The infraction will be documented.

**Third and future offenses:** Consequences will be administered by the principal/designee.

### **PARTY INVITATIONS and Class Parties:**

Invitations may only be given out at school if every child in the classroom is to receive one. We are not able to provide addresses of students due to security.

Please contact your child's teacher about appropriate snacks to send for class parties. Some classrooms have students with severe allergies or other food concerns. Only prepackaged food will be allowed. Please consider healthy snack options for all celebrations.

### **FIELD TRIPS:**

Many Copper Ridge grade levels offer field trips to students as a means of enhancing the instructional program. In all cases, children must have **written parental consent** (no last-minute permission by phone) in order to participate in any field trips. Students who exhibit persistent misconduct may lose the privilege of participating in field trips. All participating children must use the transportation provided by the school. Only those parents who are designated by the teacher as chaperones are permitted to accompany students on any field trip, and no siblings are permitted.

### **Background Checks:**

All chaperoning parents who will be with students for field trips or volunteer opportunities must have the proper background check through Knox County Schools. Please email [linda.brock@knoxschools.org](mailto:linda.brock@knoxschools.org) to request the background check link. Once completed, the background check is valid for six years. \*\*If a volunteer is affiliated with a business/community organization that has completed a background check that is equal to or greater than the required KCS background check, they may submit the background check with complete results to the office for approval.

### **FUNDRAISING:**

As a public school, we receive portions of our funding from the State and from local government. Because the system is unable to provide funding specifically for technology, playground equipment and wood chips, and grounds maintenance (other than mowing), we rely on fundraising efforts to support these areas. Copper Ridge participates in the Knox County Schools Coupon Book campaign, and we sell student photographs during the year in order to raise needed funds. We appreciate your support of these activities. We also appreciate your support of our PTO, which relies upon membership dues and fundraisers to provide many services, materials, and equipment to our school and students. All fundraising is completely voluntary.

### **SCHOOL MEALS PROGRAM:**

Copper Ridge Elementary School offers both **FREE breakfast** and **lunch** daily. This a part of the federal CEP program ALL Additional information on this and a variety of subjects can be found on the School Nutrition webpage located on the Knox County Schools website at: <http://knoxschools.org/Domain/1039> or by calling Mona Underwood at (865) 594-9563.

## **SCHOOL DISCIPLINE POLICIES:**

One of the most important lessons education teaches is self-discipline. It underlies the entire educational structure and is the key to developing self-control, character, and consideration for others. The new Discipline Policy is attached to the back of this guide. Copper Ridge has three school expectations: We are safe. We are responsible. We are respectful.

Each individual classroom will discuss and agree to these rules at the beginning of the school year, and create additional classroom rules as needed. Consequences for not following the rules will also be clarified and may include:

- 1) verbal reminder by the teacher
- 2) teacher-student conference
- 3) time out within the classroom
- 4) denial of privileges
- 5) parent contact
- 6) RLC - Restorative Learning Center
- 7) parent-teacher-student conference
- 8) Restitution assignment
- 9) Written assignment
- 10) Principal referral for additional consequences including out of school suspension

## **General Conduct**

In addition to the specific rules in individual classrooms, children must behave appropriately in the hallways, restrooms, cafeteria, playground, and all other areas of the school campus. Conduct expectations are the same for field trips as well. If a child exhibits inappropriate misconduct, he or she is subject to disciplinary action which may include time away from the classroom in our Restorative Learning Center or Out-Of-School Suspension. The type and length of suspension will vary in accordance with the nature of the specific misbehavior. If a child is suspended, the parent will receive written notification in accordance with the policies of the Knox County Board of Education. Students must not physically hurt others, whether by actual fighting or through pushing, shoving, tripping, or other forms of rough "horseplay." Copper Ridge Elementary School does not tolerate any violent or physically aggressive behavior by any child, from Kindergarten through 5th Grade. Other severe forms of misconduct, which will involve serious action by the school, include cheating, stealing, vandalism, vulgar or disrespectful language, defiance toward any teacher or staff member, bullying, harassment of other students, or repeated violations of the Knox County elementary dress code. As noted earlier in this Handbook, misbehavior on the school bus will result in suspension from school bus transportation. Also weapons, toys, electronic games, iPods (and similar items) and chewing gum are not allowed at Copper Ridge. Students are not allowed to use personal communication devices during the school day. If your child brings a cell phone or similar item, it should be kept in the backpack in the "off" mode.

## **PBIS**

We will be continuing the Positive Behavioral Interventions and Supports (PBIS) system at CRE. This is a proactive strategy for defining, teaching and supporting student behavior resulting in academic and social gains and a positive school environment.

## **Playground Rules:**

### **Swings**

1. Do not walk in front of swings.
2. Wait in line behind the swings (TAKE TURNS).
3. Hold on with both bands (and stay at a safe height).
4. Do not jump out of swings.
5. Sit on swings only (do not stand).
6. Do not push others in the swings.
7. Do not twist the swings.

### **Slides**

1. Slide *feet first* on bottom only.
2. Do not slide until the person in front is off the slide.
3. Do not stand in front of the slide.
5. *No rocks on the slide.*
5. Go up the steps, not the sliding surface.

### **Climbing Equipment**

1. Only one person on the ladders at a time.
2. No hanging by feet or knees on bars (no gymnastic stunts).
3. Stay off the top of ladders.
4. Smaller students use small climbing equipment, larger students use large pieces.
5. Do not sit on or have your body above the top bar.

### **Gaga Ball Pit**

1. Between 5-10 players at a time.
2. Players MUST start play with one hand on the Gaga wall.
3. A TEACHER must begin play by tossing the ball into the pit. The ball must bounce three times. The players say "Ga (bounce #1), "Ga" (bounce #2), "Ball" (bounce #3) and play BEGINS. If a player leaves the wall early they are OUT.
4. Players must use an open hand to strike the ball trying to hit the other players' leg from the knee down. If the ball hits the player above the knee play continues and they are not out. If the ball makes contact with the player from the knee down they remove themselves from play automatically.
5. If a ball is caught on a fly, the player who hit the ball is out.
6. Players CANNOT touch the ball two times in a row unless it makes contact with the GaGa wall or hits someone else.
7. If a player hits the ball out of the GaGa pit they are OUT.
8. Players CANNOT hold or catch the ball, if so they are OUT.
9. Players CANNOT sit on the wall, if so they are OUT.
10. If needed, a second ball can be thrown in the pit by a teacher to expedite the end of the game. The last player standing is the winner of that round.
11. ABSOLUTELY NO ARGUING or UNSPORTSMANLIKE CONDUCT. If you show poor sportsmanship, cheat in any way, or lose your temper in any way (name-calling, "that's not fair", "cheater", using aggression), you lose the privilege of playing Gaga Ball for 5 days.

### **General**

1. Be respectful to others. No touching or unkind words or bullying will be tolerated.
2. No contact sports.
3. Do not climb or pick the leaves off the trees.
4. Do not throw rocks, mulch, or sticks.
5. No digging.
6. No sitting or standing on the picnic tables.
7. Report safety or bullying issues to an adult immediately.
8. Do not touch or peel yellow tape on equipment.
9. You may not threaten to hurt anyone or pretend to shoot or hurt him or her. Threatening words will prompt swift consequences.
10. Do not re-enact video games or shows that are violent.

## ILLEGAL OR INAPPROPRIATE ITEMS:

Students must not bring to school any items that violate laws, safety rules, or disrupt the learning process. **As noted earlier, no student may possess any medication or drugs of any kind at school.** Other prohibited items include alcoholic beverages, tobacco products, beverages in glass bottles, radios or similar items, electronic games, toys (unless pre-arranged with teachers), matches, Vape pens/cigarettes, lighters, firecrackers, or any other items that threaten safety or produce distractions. **Fidget Spinners are NOT allowed at Copper Ridge Elementary.** Such items will be collected, and students will be subject to immediate disciplinary consequences.

**Parents and students are especially reminded that no weapons of any kind may be in any student's possession at school. This includes guns (including "toys" or "water guns"), knives, razor blades, sticks or any items judged capable of inflicting threat/harm to others or causing property damage.** The Knox County Schools practice strict "no tolerance" procedures with regard to students' possession of weapons of any type, and students - including elementary students - who violate these rules will be subject to severe disciplinary action, including the possibility of long-term suspension or expulsion from school. In accordance with Knox County Schools Policies JCAD and JCADA, Copper Ridge Elementary School does not tolerate bullying, harassment, or intimidation. We believe that consistent equitable enforcement of school-wide and classroom rules will help us provide a positive learning atmosphere for all of our children.

\*\*Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

**No live animals may be brought to school** without prior consent of the teacher and the school office. If an animal visit is approved, the animal must remain in a cage and will not be handled by the children.

## Photography of Students and Social Media

In order to take photographs or videos of other children, you must have the specific written permission from the guardians of that student. KCS employees and our yearbook volunteers can take photographs and videos of students with signed media releases.

Because of potential security concerns for our students (foster care, custody concerns, adoption, other security risks), we ask that no one post pictures or videos of other children on any social media platform unless you have specific permission from the child's guardians. This is very important for the safety of our children. Be extremely careful as you take group shots and videos of performances, field trips, class parties, and field day as these will potentially contain other children. All concerns will be addressed by the administrative team.

## Reporting Fraud

If you suspect any type of fraudulent actions or waste occurring in any Knox County School, please call the alert hotline at 1-866-858-4443 or visit <http://knoxcounty.alertline.com>

# Communication

**Student Information:** Please make sure the school and classroom teacher are aware of any changes or updates to address, phone numbers, court documents, custody information, and email addresses. It is critically important that we have the most current information on your child. Changes to student information must be done in person by coming to the front office.

## **COMMUNICATION WITH SCHOOL:**

Teachers will not be called from their classroom duties to speak with parents on the phone. If you wish to speak with a teacher, please call the office, email, send a message through ParentSquare, or send a written.

Teachers/Staff will return your communication when he or she is not responsible for instructing or supervising children.

Please be respectful of our staff's time outside of the school day. Messages sent after hours or over the weekend may not be returned until the next school day.

**\*Do NOT LEAVE A VOICEMAIL, USE EMAIL, OR USE Parent Square TO COMMUNICATE TRANSPORTATION CHANGES. ALL CHANGES MUST BE SUBMITTED IN WRITING.**

## **COMMUNICATION FROM SCHOOL:**

### **Parent Square**

Parent Square is free to download for [app for iOS](#) or [Android](#) or use the desktop version at [parentsquare.com](#). We encourage parents to activate their accounts so they can download the mobile app and update their preferences on when and how they are notified.

### **What can I do on Parent Square?**

- Receive messages from the school via email, text or app notification
- Choose to receive information as it comes or all at once with a daily digest at 6pm
- Communicate in your preferred language
- Comment on school postings to engage with your school community
- Direct message teachers, staff and other parents
- Participate in group messages
- Sign up for parent-teacher conferences
- Send sign forms & permission slips, sign up to volunteer and more, all from your desktop or mobile device

Should you have any questions, please contact the Knox County Schools Technology Help Desk at 594-1830 or email to [helpdesk@knoxschools.org](mailto:helpdesk@knoxschools.org)

### **RESOLVING COMPLAINTS AND PARENTAL CONCERNS:**

Our teachers strongly desire to work closely and cooperatively with families. If you have questions or concerns regarding your child, please convey such concerns directly to the teacher through a note, email, ParentSquare, phone call, or schedule a parent-teacher conference. This will lead to a positive resolution of most concerns.

If you wish to discuss a concern regarding your child's teacher with the Principal or Assistant Principal, please call the school office to request a conference. **School Administration requires that the teacher be included in such conferences**, since the resolution of any concern requires the teacher's full participation. Anonymous concerns do not merit or receive consideration of any kind.

School Administration is fully responsible for assigning all students to their grade-level classes as stated in board policy. CRE will allow **one** non-request per year in the spring. You may request a form in the office after May 2nd, 2025.

### **CONFERENCES AT SCHOOL:**

**All parent-teacher conferences must be scheduled in advance.**

If you wish to confer with a teacher, please place your request with the school office, send a note with your student, or email the teacher directly. The teacher will contact you by note, email, or phone to arrange a mutually convenient date and time.

If you wish to confer with the Principal or Assistant Principal, please place your request through the office. Such conferences should also be scheduled in advance. Our office staff will work with you to schedule an appointment.

Parents and students are discouraged from calling teachers at their homes or contacting through their personal social media accounts. The school will not provide phone numbers.

## **VISITOR/VOLUNTEER POLICY:**

We welcome the community to our school and appreciate the sincere efforts of parents and community members to make our school one of the best in the region.

We ask all visitors, including parents and other family members of our students and staff, to observe the following guidelines:

1. All visitors must first go to the porch, ring the buzzer, and indicate the reason for their visit. After checking photo ID, each visitor will receive an identification tag, to be worn throughout the visit.
2. Volunteer parking is located near the front road or near the front teacher lot.
3. Many of our teachers and the PTO utilize parent volunteers. They will contact you with a specific task, date, and time if they need your assistance. Please know that we appreciate all of your help very much! All volunteers who will be working with students one on one without a teacher present must be background checked and sign the confidentiality agreement. Please email [linda.brock@knoxschools.org](mailto:linda.brock@knoxschools.org) for the link to submit the background checks.
4. Teachers are available for parent conferences by scheduled appointment only. Please understand that teachers have scheduled responsibilities throughout the day and are not available for impromptu conferences or phone calls.
5. According to Knox County School's security procedures, when your volunteering opportunity has been completed, please immediately sign out in the office and exit the building.
6. Do not enter any classroom in which the teacher is not present, including before and after school hours. For safety's sake, please do not send your child into an empty classroom or allow them to play on our playground without adult supervision.
7. During school hours, students are under the authority of the staff.
9. Visitors will be permitted to eat lunch with their student at a designated table, but may only sit with their student. \*Note\* Visitors must be on a student's approved pick-up list or accompanied by an approved contact.

# Academics

## **REPORT CARDS:**

Report cards are issued to students every nine weeks. Parents or guardians should sign the Report Cards and promptly return them to the classroom teacher. Interim reports will be issued at the midpoint of each nine-week period.

## **TEXTBOOKS and LIBRARY BOOKS:**

Textbooks and library books are provided by the taxpayers of our state. Students are responsible for textbooks issued for their use and for library books in their use. All lost or irreparably damaged textbooks or library books will result in payment to the school system by the parent.

## **CHROMEBOOKS**

CRE follows KCS chromebook policy:

<https://www.knoxschools.org/students-families/backtoschool/chromebooks>

Kindergarten through 4th grade are not allowed to checkout chromebooks. Fifth graders can check out, with teacher permission, after signing the device agreement and purchasing the device insurance.

## **Curriculum:**

Foundational Literacy and Benchmark Advance : Phonics and reading instruction using Benchmark Advance will be taught in every Kindergarten through fifth-grade daily. Every Copper Ridge student receives small group reading instruction from classroom teachers.

iReady Math: K-5 students receive daily math instruction using materials from iReady Math. Every student receives daily, personalized small group instruction in math as needed and differentiated instruction and activities DAILY.

Science/Social Studies: Content is taught daily in science/social studies using the KCS provided curriculum.

## **Homework:**

Homework will only be assigned to reinforce previously taught skills or for practice. Teachers will explain their expectations for homework at parent Open House.

Our Pre-K classrooms use their own specialized curriculum that is age appropriate for young learners.



Shawn Smith  
Executive Principal

2502 E Brushy Valley Dr, Powell, TN 37849  
(865) 938-7002

Emily Jellicorse  
Assistant Principal

**Subject:** Reminder: New Policy on Student Use of Personal Devices

Copper Ridge Elementary Families,

As you may have seen in the recent message from Knox County Schools, a new state law—reflected in KCS Policy J-240—restricts the use of personal wireless communication devices (such as phones, smartwatches, and tablets) during the school day.

**Starting this school year, students will be expected to keep personal devices powered off and out of sight during school hours**, unless specifically allowed for an educational purpose, emergency, or approved use through a health plan, IEP, or 504.

At Copper Ridge, students will store their devices off and in their backpacks.

Students will continue to use their district-issued Chromebooks for instructional needs, and we will contact families through ParentSquare in the event of an emergency.

We appreciate your support in helping create a focused learning environment and encourage you to review the attached FAQ for additional details.

Shawn Smith  
Executive Principal

Emily Jellicorse  
Assistant Principal

[RESTRICTIONS ON CELL PHONES & WIRELESS COMMUNICATION DEVICES: FREQUENTLY ASKED QUESTIONS](#)

[RESTRICCIONES DE TELÉFONOS CELULARES Y DISPOSITIVOS DE COMUNICACIÓN INALÁMBRICA: PREGUNTAS FRECUENTES](#)

## 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); 6 <sup>th</sup> and 9 <sup>th</sup> 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.*