



## Belle Morris Elementary School

### Student & Family Handbook 2025–2026

Home of the **Belle Morris Bears**

Belle Morris Elementary School  
2308 Washington Pike  
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Phone: (865) 594-1277  
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Principal: **Dr. David Guyer**

Assistant Principals: **Angela Patrick and Justin Ravitch**

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### Welcome Letter

Dear Parents and Guardians,

Welcome to **Belle Morris Elementary School**, home of the **Bears**! We are thrilled to welcome your family to our school community for the 2025–2026 school year. At Belle Morris, we work every day to ensure that our students are safe, challenged, supported, and known. We value strong partnerships between school and home and look forward to working together to help every child grow.

This handbook contains important information about school expectations, procedures, and resources. Please take time to review it and keep it accessible throughout the year. Should you need additional support or clarification, our office is always here to help.

We are excited for a wonderful year of learning, growth, and Bear pride!

With gratitude,

**David Guyer, Principal**

**Angela Patrick, Assistant Principal**

**Justin Ravitch, Assistant Principal**

**Belle Morris Bears: Respect, Ownership, Attend, Results (ROAR)**

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# ANIMALS

For the health and safety of students, **no live animals** may be brought onto campus. The only exceptions are certified HABIT animals or trained service animals.

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# ARRIVAL & DISMISSAL

## Arrival:

- Students may enter the building at **7:15 a.m.**
- **Instruction begins at 7:45 a.m.** Students must be in the classroom by this time.
- Car riders must exit cars on the **right side**, where staff are stationed. This is for student safety.

## Dismissal:

- Dismissal begins at 2:45 pm.
- There are four options for dismissal
  - Bus rider
  - Car rider (alley)
  - Car rider (church)
  - Bell Walker (walks home independently).
- Tags must be present for all car riders (both church and alley). Without a tag, you must come inside with an ID to pick up your child.
- All students must be picked up by **3:00 p.m.** unless participating in after-school programs.

## Changes in Transportation:

- All changes must be submitted **in writing** to the teacher **that morning**.
- No transportation changes can be made via phone for safety reasons.

## Early Checkouts:

- Must occur before **2:15 p.m.**
  - Early checkouts count as **tardies** when occurring routinely.
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# ATTENDANCE

Regular attendance is key to academic success. Students must be present for **3.5 hours** to be counted present.

## Excused absences include:

1. Personal illness

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2. Death in the family
3. Religious observances
4. School-sponsored activities
5. Military deployment/return
6. Court-related matters

**Notes:**

- Written parent notes are required within **5 days** of returning.
- Up to **10 parent notes** may be used each year; after that, a doctor's note is required.

**Tardies & Early Checkouts:**

- Habitual tardiness will result in parent meetings and interventions.
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## **BREAKFAST & LUNCH**

Breakfast: **7:15–7:45 a.m.**

Parents of students may eat lunch with their child.

Visitors must check in at the office.

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## **BUS TRANSPORTATION**

Students who live within the Belle Morris zone and over one mile from school may ride the bus.

Riding the bus is a **privilege**, and behavior expectations apply at the bus stop and on the bus.

All other bus concerns (routes, drivers, delays) should be directed to **KCS Transportation: 865-594-1550**.

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## **CAFETERIA EXPECTATIONS**

Students follow these four expectations:

1. Respect personal space.
2. Do not trade, play with, or throw food.
3. Use a level 1–2 voice.
4. Show respect at all times.

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## CELL PHONES & PERSONAL ELECTRONICS

- Devices must be **off and stored in backpacks** at all times.
  - Staff may confiscate devices used during the day.
  - Devices will be returned **to parents only**.  
Belle Morris is not responsible for lost or stolen items.
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## CHROMEBOOKS

All K–5 students receive a Chromebook.

Parents must complete the online form and may purchase **optional insurance for \$20**.

Damage not covered by insurance includes:

- Stickers, graffiti, writing
- Broken parts due to misuse

Replacement costs may range from **\$25–\$250**.

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## COMMUNICATION

Belle Morris uses multiple communication tools:

- District & School Website
- Aspen Parent Portal
- House App (found on your phone's app store)
- ParentSquare (primary means of communication)
- Weekly Principal Newsletter
- Belle Morris Facebook Page

### **Classroom Observations:**

- Must be approved by Administration in advance.
  - Must be scheduled **2–3 days in advance**.
  - Limited to 30 minutes.
  - Not used for conferences.
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## COUNSELOR

Our school counselor provides individual and small group support. Contact the office if you would like to request assistance.

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## DISCIPLINE

The Belle Morris Bears follow schoolwide expectations of:

- Respect
- Ownership
- Attend
- Results

Bullying is not tolerated and will be handled according to KCS Policy.

Parents should contact the **teacher first** when concerns arise.

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## DRESS CODE

Belle Morris follows the Knox County Schools dress code. Highlights include:

- No sagging pants
- No hats or head coverings (unless medical/religious or on a designated school spirit hat day)
- Appropriate footwear required
- No offensive, unsafe, or inappropriate graphics
- Grades 3–5: shorts must be appropriate length; midriffs must be covered

Administration has final authority on dress code decisions.

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## EMERGENCY INFORMATION

Emergency cards must be updated with correct phone numbers and contacts.

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## DRILLS

Fire, lockdown, and severe weather drills are practiced throughout the year.

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## SCHOOL CLOSINGS

Notifications will be sent through ParentSquare. Local news will also announce closings. Parents may pick up students early if needed during inclement weather.

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## FEES

Belle Morris collects a **\$25 materials fee** to support instructional supplies. Payments may be made online or at school.

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## FIELD TRIPS

- Permission slips and payment must be submitted at least **one week in advance**.
  - Students must be on time the day of the trip.
  - Only approved chaperones may attend.
  - Siblings may not attend.
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## FUNDRAISERS

Belle Morris participates in the **Coupon Book Fundraiser** each fall. Proceeds support school programs. PTO may host additional fundraisers.

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## GRADES & REPORTING

- Report cards issued every 9 weeks.
  - Progress reports sent home halfway through each quarter.
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## LOST & FOUND

Items not claimed by the end of each semester will be donated. Label all belongings.

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## MEDICATION

Students may not transport medicine.

Forms must be completed by a parent **and physician**. Medication must be delivered by an adult.

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## PARENT CONCERNS

Concerns should be addressed first with the teacher. Administrators will schedule meetings as needed.

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## PARTIES

Two class parties per year. No balloons, gifts, or birthday deliveries. Parents may bring **prepackaged treats** with teacher approval.

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## PTO

Families are encouraged to join the Belle Morris PTO to support our school community.

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## SCHOOL CLINIC

Students must be fever- and vomit-free for **24 hours** before returning to school.

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## SCHOOL PICTURES

Fall individual pictures and spring group photos will be scheduled.

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## TOBACCO-FREE CAMPUS

Smoking, vaping, or tobacco use is not allowed anywhere on campus.

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## STUDENT DELIVERIES

Only lunches and eyeglasses will be delivered to students during the school day.

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## TEXTBOOKS

Families will be charged replacement fees for damaged or lost textbooks.

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## TRANSPORTATION CHANGES

Must be submitted in writing the morning of the change.

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## VISITORS

Visitors must provide a **photo ID**, sign in, and wear a badge. All volunteers must complete required background checks.

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## VOLUNTEERS

Volunteers must be approved and scheduled by teachers. No siblings allowed during volunteer times.

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## WHAT TO LEAVE AT HOME

Students should not bring:

- Toys
- Trading cards
- Candy/gum

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- Electronics
- Anything that distracts from learning
- Prohibited items including weapons, fireworks, drugs, or medication
- Fake weapons (e.g. nerf guns)