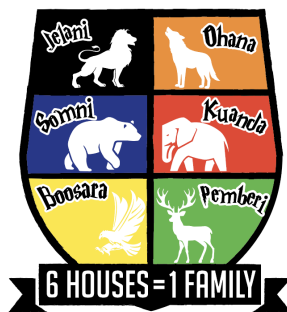


CORRYTON ELEMENTARY SCHOOL



WELCOME TO CORRYTON ELEMENTARY 2024-2025

CORRYTON ELEMENTARY SCHOOL MISSION STATEMENT

The mission of Corryton Elementary School is to Educate, Encourage, Inspire!

We are happy to welcome you to the 2025-2026 school year! Good communication between our school and your home is very important to us. In order to better communicate our school policies and procedures, we have prepared this packet for you. Please take time to read over this document, because it contains a lot of helpful information.

The teachers are committed to making this the very best year for your child. We welcome any comments or concerns that you may wish to share this upcoming year. When there is teamwork and effective communication between parents and the school, we can better help your child achieve their goals.

Go to the site below to view the KCS School Calendar.

<https://www.knoxschools.org/Page/2#calendar1/20240701/month>

THE HOUSE SYSTEM – With great results and feedback from our stakeholders, we are excited to continue to implement the House system here at Corryton Elementary! In order to create a more cohesive, family-like culture among students and staff at Corryton Elementary, we use a “House System.” Here is how it works. All staff and students will be assigned to one of six “Houses.” Each House will have students from all grade levels, and each classroom will have a mixture of students from all six Houses. These Houses will be a source of pride for these students. They can earn points for their House for different achievements, such as behavior, academics, effort, kindness, attendance, etc. Points for Houses will be tracked and rewarded throughout the year. Watch our social media pages for House recognition updates each week. Each House has a color, an animal, and a positive character trait associated with it. Assignments to Houses will be made randomly. Once they are assigned to a House, they will be a member of that House until they graduate Corryton Elementary. The following are the Houses, colors, names, and meanings.

Jelani – Courage and Leadership (Color: Black, Animal: Lion)

Kuanda – Perseverance/Prepared (Color: Crimson/Red, Animal: Elephant)

Boosara – Wisdom (Color: Yellow, Animal: Eagle)

Pemberi – Kindness/Givers (Color: Green, Animal: Deer)

Ohana – Family/Brotherhood (Color: Orange, Animal: Wolf)

Somni – Dreamers (Color: Blue, Animal: Bear)

ABSENCES - According to Knox County Board of Education policy, in order to be counted present for the school day, students shall attend school for a time period of at least 3 hours and 30 minutes per day. Students who attend less time than stated shall be counted absent for the day. (Ex: School officially begins at 7:45, so if a student arrives on time, they can dismiss no earlier than 11:15 to be counted present for the school day.)

Since May 1998, Knox County Schools have been operating under a Court Order requiring all principals in every school to record all unexcused absences. Unexcused absences above ten (10) days are automatically reported to Juvenile Court through the Truancy Initiative. Knox County's Attorney General is charged with the enforcement of this Court Order as well as the enforcement of Tennessee's mandatory school attendance laws. Knox County Schools and the Attorney General's staff work closely together to ensure that all schools are consistent in their enforcement of attendance policies.

After five (5) unexcused absences, you may receive a call from our school social worker.

Knox County Board of Education policy allows students' absences from school to be excused **only** for the following reasons:

- a. Personal illness;
- b. Illness in the family temporarily requiring help from the child;
- c. Death in the family;
- d. Recognized religious holiday regularly observed by members of the student's faith;
- e. Verifiable family emergency.

Any absence not complying with the above reasons for excused absences will be considered unexcused. Examples of unexcused absences include family vacations taken during the school year, vague "family emergency" notes, and car trouble, etc.

Knox County Schools' policy concerning absences is as follows:

"A student may be absent, due to illness, no more than ten (10) days per school year with written parent excuse(s). Beyond ten (10) days per school year, a medical statement will be required."

EXCUSES MUST BE RECEIVED IN WRITING WITHIN 5 DAYS OF THE ABSENCE OR THE ABSENCE WILL BE CONSIDERED UNEXCUSED.

FEES – A fee of \$25 for students in Kindergarten – 5th grade is charged. These monies will be used for manipulative, consumable, and non-consumable educational materials for the classroom. Fees need to be paid as soon as possible. See insert in folder sent home on first day of school for additional information regarding fees.

SENDING CASH OR CHECKS TO SCHOOL - Always send money to school in a sealed envelope with your child's name, grade, teacher's name and what the money is being sent for. Checks must be made to CORRYTON ELEMENTARY SCHOOL. Please send SEPARATE CHECKS FOR EACH CHILD, unless both have the same homeroom teacher.

SCHOOL LUNCH AND BREAKFAST PROGRAM -

Families may qualify for free or reduced lunch and breakfast. Please fill out the confidential free/reduced lunch form and return it to school as soon as possible. You can also access the form online at

<https://www.knoxschools.org/site/Default.aspx?PageID=2045>. We encourage every family to complete this

confidential form, whether the household income is zero or a million dollars. Filling these out will help the state/federal government to determine the future status of Corryton as a CEP or Title I school.

Prices for breakfast will be \$2.25 for a paying student and \$0.30 for reduced students.

Prices for lunch will be \$3.25 for a paying student and \$0.40 for reduced students.

Breakfast will be served from 7:10 – 7:35 a.m. Please arrive before 7:35 a.m. if your child will be eating breakfast at school.

EMERGENCY PROCEDURES - It is very important for every student to have a Knox County Student Information Verification Form on file containing **current** information. A printout of the computer-generated form for your child is in this folder. Please look at it carefully, update as necessary, and return to school as soon as possible. Please list as many phone numbers and contact persons as possible. In the event of an injury or illness that requires medical attention, an attempt will be made to contact the parent immediately. If the parent or guardian cannot be reached, the student will be taken to the physician listed on the emergency form. The school does not assume any responsibility for the payment of the emergency services. If you feel your child's emergency information needs to be updated during the school year, please call the school office. When making changes, please print clearly and legibly.

MEDICATION GIVEN AT SCHOOL - Prescription or non-prescription medicine may *not* be given to a child by school personnel until both a *parent* and *physician* have filled out and signed a Physician Form for Administration of Medication and Self Medication (blank form included in this folder). If your child requires medication to be administered during school hours, you must have a Physician Form for Administration of Medication and Self-Medication filled out, signed, and on file in our office. New forms must be filed each year. These forms may also be faxed to our office (865-689-0867). All approved medication must be brought in by an adult and signed for by a school employee.

TRANSPORTATION - School bus transportation is provided at no cost to students. It is considered a *privilege* to ride the school bus. Misconduct on the bus or at a bus stop will result in notification to a parent that conduct must improve before the child is eligible for transportation by bus. If you have a concern regarding your child's bus stop, you may fill out a Parental Concern Form, which is available in the school office. Only Knox County students may ride the bus. Students must be at the bus stop *5 minutes before the bus is due*. Students may carry school-related items that can be held on the lap. Bus rules are posted in each bus and are listed below. Please direct bus and route questions to KNOX COUNTY SCHOOLS TRANSPORTATION DEPARTMENT, 865-594-1550

BUS RULES

1. Obey the bus driver. Follow the bus driver's first request. The driver is authorized to assign seats.
2. No loud, rude, abusive, or profane language.
3. No eating or drinking allowed. Keep the bus clean.
4. Keep hands and head inside the bus. No throwing objects in or out of the bus.
5. Possession and/or use of tobacco, alcohol or drugs is prohibited in any form.
6. Parents will be fiscally responsible for any act of vandalism.

RIDING A BUS OTHER THAN YOUR OWN - Occasionally, a child will need to ride a bus after school other than their regular assigned bus. Parents must write a note to the school requesting that their child ride a different bus. The bus driver will not let your child on the bus without this note.

EARLY DISMISSAL/CHANGE OF TRANSPORTATION - For early dismissals for doctor appointments, etc., the adult picking up the student must come by the office and sign the student out. For the safety of our students, any transportation changes that need to be made for your child must be done so in writing. Please be specific about the dates that the change applies to. We will no longer be able to make transportation changes over the phone without some form of written communication, as well. If you need to change your child's transportation the day of, please do **ALL of the following**:

Email Dusty in the office at dusty.miller@knoxschools.org.

Email Kelly in the office at kelly.mcginis@knoxschools.org.

Email the principal at leighanna.mccann@knoxschools.org.

Email and/or send a Parent Square message to your child's teacher.

If you do not receive a confirmation email/message back by 2:00, please call the office to verify that the change of transportation was received.

Be sure your child knows how they will get home from school before they arrive in the morning. Early dismissal habits are frowned on since classes are still teaching up to five minutes before the bell rings. No early dismissals will be allowed after 2:30 p.m. due to problems created with traffic—cars lining up for 2:45 dismissal, etc.

TARDINESS - Students who report to school late (after the 7:45 a.m. bell) are to come to the office to sign in with an adult. Students who habitually arrive at school 15 to 20 minutes late are considered excessively tardy and will be referred to the social worker. It is important for students to arrive on time since instruction begins promptly after the morning bell rings at 7:45.

CAR RIDERS – STUDENTS SHOULD NOT ARRIVE AT SCHOOL PRIOR TO 7:10 a.m. There are no adults available to supervise students prior to that time. Car rider students will be dismissed at 2:45 p.m. from the front steps of the building. **PLEASE DO NOT START ARRIVING EARLIER THAN 2:30 P.M. FOR CAR RIDER DISMISSAL.** This time is based on a recommendation from Knox County Schools Security Department to keep our driveway clear as much of the day as possible for deliveries and in the event an emergency vehicle needs access. If you have another family member or friend picking up your child regularly, please let them know this policy, as well. If you arrive *after* 3:00 to pick your child up, you are considered late.

SAFETY ISSUES: It is vital that we dismiss students in a safe and timely manner. To help facilitate this we will send home car dismissal signs with your child's name on them at the beginning of the year for those that do not already have one. These name tags should be distributed to the individuals that pick up your child regularly so they can place them in their vehicle. Please place the nametag on the passenger side window (or sun visor) as you enter the driveway so it is visible. This will help us call children to the car line in an efficient manner. *These dismissal signs will be used for several years for your child, so take good care of them.* If you do not have your dismissal sign, it will delay getting your child while we look up their information to verify who is picking them up. Due to safety and liability concerns, children will not be allowed to go home with persons not designated on their emergency form UNLESS a signed parent/guardian note is sent in advance, *or* they are in possession of the dismissal sign. (It is very important to keep your child's emergency information up to date.)

SPEED LIMIT ON CAMPUS: To ensure the safety of all students, THE SPEED LIMIT ON CAMPUS IS 15 MPH.

CORRYTON ELEMENTARY SCHOOL RULES OF DISCIPLINE – Corryton Elementary strives to teach students to uphold strong character traits: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. These

themes are vitally important in creating a positive and safe school climate where all students can learn. Corryton Elementary has four basic expectations. They are:

1. Quiet in the hallways.
2. Follow the teacher's first request.
3. Keep your hands, feet, body, and objects to yourself.
4. Ignore inappropriate behavior.

Each individual classroom will discuss and agree to these rules at the beginning of the school year, agreeing to additional classroom expectations 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 (isolated lunch, time away, loss of field trip/field day/special program).
5. Parent contact.
6. Parent-teacher-student conference.
7. Office referral.
8. Assignment to PAC.
9. Suspension from school.

REPORT CARDS AND GRADING PERIOD INFORMATION

REPORT CARDS AND INTERIM REPORTS – Student report cards will be sent home four times during the school year—at the end of each 9-week grading period. In addition, an Interim Report will go home halfway through each 9-week grading period. Please be observant of your child's progress and do not hesitate to schedule a conference with your child's teacher. We welcome the opportunity to talk with parents. Feel free to call the school office for an appointment when you feel the need.

Grades 1-2 Academics - The grade scale for Reading, Language/Writing, Art, Mathematics, Music, Social Studies, Physical Education, Science, and Work Habits:

E (Excellent) = 93-100

S (Satisfactory) = 92-75

N (Needs Improvement) = 74 and below

Behavior/Conduct (K-5):

A = Excellent = 93-100

B = Good = 85-92

C = Average = 75-84

D = Below Average = 70-74

U = Unsatisfactory = Below 70

Grades 3-5 Academics - The Grade Scale for Reading, Language/Writing, Art, Mathematics, Music, Social Studies, Physical Education, Science, and Behavior.

A, B, C, D, and U

A = Excellent = 93-100

B = Good = 85-92

C = Average = 75-84

D = Below Average = 70-74

U = Unsatisfactory = Below 70

Work Habits for 1-5

E (Excellent) = 93-100

S (Satisfactory) = 92-75

N (Needs Improvement) = 74 and below

Grading Periods: Please see the current year KCS calendar for beginning/ending of grading periods.

Kindergarten students will NOT receive an interim grade card the first 9 weeks of school due to the staggered enrollment period. They will receive a grade card at the end of the first 9-week period.

CLASSROOM CONCERNS – If you have a concern about your child’s grade or a situation that has occurred in the classroom, *please contact the teacher before going to the principal.* The teacher will be the most informed about the situation and be able to inform you to a greater extent.

DRESS CODE AND GROOMING – 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, with the exception of special occasions.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
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” (Shorts must come past the fingertips.), mini-skirts, and skin-tight outer materials such as spandex without proper coverage are *inappropriate* attire.
6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen and back, not be low cut in the front, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.

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.

PERSONAL PROPERTY - Many parents write their child's name on all his/her personal items such as coats, sweaters, jackets, etc. Students may bring lost and found items to the office and we will make every effort to find the owner. If parents will call and let us know when items are lost, we will try to find the items. Anything *not needed for class* should be left at home. Cameras, radios, candy, gum, electronic games, and toys of any kind should not be brought to school unless the teacher gives permission for these to be brought to class only. There is a new Knox County Schools policy (J-240) in place, in accordance with Tennessee state law, for all wireless personal communication devices, including but not limited to: cell phones, smart watches, personal tablets or computers. A copy of this policy is included in your child's back to school packet. Fireworks, firearms, knives, tobacco of all types (including e-cigarettes and vapes), alcohol and illegal drugs are illegal on school property and possession will result in serious consequences. Please contact the office if you have any questions or concerns.

PLEASE CHECK YOUR CHILD'S BACKPACK EACH DAY FOR NEWSLETTERS, HOMEWORK, ETC. MOST INFORMATION WILL BE SENT HOME BY WAY OF FRIDAY FOLDERS and Parent Square.

VISITORS – *All visitors* are to report immediately to the office, sign in, wear a visitor's badge while on campus, and return to the office to check out before leaving. Visitors must have a legal photo ID to scan by our new visitor management system scanner. Please remember that this helps keep all of us safe at Corryton Elementary School.

Parents and volunteers are welcomed at Corryton Elementary School. A day in the Fall will be designated for parents to visit classrooms (Grade Level Information Night). All other visits during instructional time require 24 hour notice and principal approval. Visits will be limited to 30 minutes. All visitors must observe the following guidelines.

1. Go to the office to identify themselves and the reason for their visit.
2. Do not enter any classroom without permission or if a teacher is not present.
3. No unscheduled "drop-in" conferences or observations.
4. Forgotten items should be left in the office with the student's name and homeroom teacher.

TELEPHONE - Corryton Elementary School's office telephone number is 865-687-4573. Our FAX number is 865-689-0867.

PARENT VOLUNTEERS – There are many opportunities for parents to volunteer at Corryton Elementary School. Please watch for information in school and PTA newsletters/Facebook throughout the year for ways to become involved.

PTA – Please consider joining and getting involved in our PTA. Our PTA does a lot to support the work we do here at Corryton. There are many opportunities to help and be involved in the PTA.

SCHOOL NURSE – A school nurse will be at our school on a full time basis. If you need to contact her, please call the office.

KIDS PLACE, INC. – Kids Place, Inc. is our after-school program for children. Kids Place is eligible to accept government funds for child care payments. The state of Tennessee will pay most, and in some cases all, of your child care fees if you qualify for assistance. This program is available the first day of school. Kids Place is available until

6:00 p.m. daily. SEE INSERT AND FLYER IN YOUR BEGINNING OF SCHOOL FOLDER FOR MORE INFORMATION.

KNOX COUNTY SCHOOLS HOME PAGE – The home page address for Knox County Schools is: <http://knoxschools.org>. Corryton Elementary School's home page is: <http://www.knoxschools.org/corrytones>
Knox County Schools is currently updating our web page structure. This address could change, but will be shared ASAP.



SOCIAL MEDIA: Make sure to follow Corryton Elementary on Facebook (<https://www.facebook.com/CorrytonElementary>) and Instagram ([instagram.com/corryton_elementary_school](https://www.instagram.com/corryton_elementary_school)).

SCHOOL PARTIES – School parties are planned for pupils, with the approval of the teacher and principal, by the parents and teacher. Schools are allowed two parties per year. Birthday parties are *not* permitted.

UNSAFE SCHOOL STATE POLICY - 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 594-1506.

MANDATED TESTING

Information regarding state mandated tests can be found at <https://resources.finalsite.net/images/v1752008814/knoxschoolsorg/megkusq5zh5tpuxs0sf6/AssessmentCalendar-ElementaryWebsiteExternalVersion.pdf>.

Feel free to contact the school with any questions regarding these tests.

Have a great school year!!!