

MOES At a Glance Parent-Student Handbook 2026-2027

Dr. Jennifer Atkins, Principal

School Policies: Mount Olive Elementary will adhere to all Knox County School Board Policies and Procedures. A complete list can be found at <https://www.knoxschools.org/about/board-of-education/board-policies>

This version of the handbook is intended to provide families with a quick overview of some of the most referenced items from the MOES Parent-Student handbook. The complete handbook can be found on the Mount Olive ES Website:

<https://mountolivees.knoxschools.org/>

Absence Policy:

- When a student is absent, a **parent/guardian must send a note or doctor's statement within FIVE days** to the child's teacher in order to have the absence excused. Situations that qualify as excused absences are listed in the MOES full handbook (found on website) and KCS Board Policy J-120 "Attendance".

Arrival Procedures:

- The school opens at 7:10 a.m. to receive students. Students may NOT be dropped off earlier.
- The cafeteria, where breakfast is served from 7:10-7:35 a.m., or gym are the only areas students are allowed before 7:35 a.m.
- Children are expected to be in their seats at 7:45 a.m. as classroom instruction begins at 7:45 a.m.
- **Tardy Policy:** Students who arrive at school after 7:45 a.m. must report to the front doors **with a parent** to obtain a tardy slip and have their names removed from the absence list.
- We ask that students be dropped off at the front door beginning on our first day. Kindergarten parents may walk students to class for the first staggered day, and then those students will be escorted to class by MOES staff members.
- Students who accumulate multiple tardies may be asked to submit updated proof of residence.

Bus:

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

Cafeteria:

- Parents are welcome to join their students during lunch. Please sit at the designated table for visitors. Students may invite ONE friend to sit with them during lunch at the visitor table.

Cell Phones/Smart Watches/Personal Electronic Devices:

- Cell phones/smart watches and other personal electronic devices are required to be OFF and in student backpacks at all times during the school day (bus, classes, school building, grounds, etc.).
- The school is not responsible for lost or stolen devices.
- Please do not call/text/message your child during the school day on personal devices.
- Parents will be required to pick up devices if students choose to use them during the school day.

Dismissal, Grades K-5th:

- Dismissal is at 2:45 p.m.
- If your child has a change to their dismissal routine, you will need to notify your child's teacher in writing the morning of the change. The teacher will ensure that the student is in the correct place for dismissal.
- Last minute emergency changes (those not sent to the teacher the morning of the change) must go through the office for approval by phone. Email is not an appropriate way to communicate changes.
- All vehicles will need to display a car tag with the student's name written in large, dark print. The tags will be sent home at the beginning of school and more are available in the office. If you have more than one person who picks up your student, please ensure that each person has a car tag. Request additional tags from your teacher/office.

Discipline Policy:

Students are expected and required to

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

- The Knox County Board of Education has established a policy (J-211) prohibiting acts of harassment, intimidation, bullying, and/or cyberbullying. We will work with individual students to uphold this policy, and the consequences for misbehavior can be serious. Report incidents to a school employee immediately.

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- School staff investigate discipline concerns first and notify parents/guardians following the investigation as needed.
- Please help us help your child better understand what is bullying and what is NOT bullying. The chart below can help with that discussion.
- The following chart may be used during conferences with students to identify types of conflict between students and aid in developing a plan moving forward.

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

Dress Code:

- To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:
 - o Pants must not sag below the waist and must be at a safe length; head apparel, except for religious or medical reasons, must not be worn inside the school building; footwear is required and must be safe and appropriate for indoor or outdoor physical activity; clothing or accessories may not display offensive, vulgar language or images and must not advertise products that students may not legally purchase.
 - o “Short shorts”, mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders; and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.

Early Dismissal Policy (There will be no office dismissals from 2:15 - 3:00.):

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

Field Trips:

- Field trips are an extension of instruction and focus on the curriculum.
- Appropriate behavior is expected on campus and during field trip experiences to ensure the safety of all involved. We reserve the right to withhold participation in the field trip if the student has ongoing unsatisfactory behavior.

Medication Policy:

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

Toys at School:

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

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Please sign and return this page indicating that you and your child have received and reviewed the MOES At a Glance Parent-Student Handbook and you understand the complete MOES Parent-Student Handbook can be found on our website at <https://tn01917079.schoolwires.net/Domain/39>.

Please take some time to review the complete Mount Olive Elementary School Handbook.

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

Student Name _____

Teacher Name _____

Parent Signature _____

Date _____

Student Signature _____

Date _____

Cafeteria Visitor's Table- From time to time, we have families that come to eat lunch with their students. We allow the student to invite one friend to sit with them during lunch. If you would prefer that your student **not** sit at the visitor's table with other families, please complete the form below.

☐ I DO NOT want my student to sit at the visitor's lunch table with other students' families.

Student Name _____

Teacher Name _____

Parent Signature _____

Date _____