

SUNNYVIEW PRIMARY SCHOOL

Mrs. Amanda Hurd, Principal

Dr. Stephanie Taylor, Assistant Principal

2026-2027 Handbook for Parents, Guardians and Students



MISSION STATEMENT

Sunnyview Primary School will work in partnership with parents and the community to provide a positive and safe learning environment in order for each child to attain academic gains while fostering positive relationships.



Welcome to Sunnyview Primary!

We are happy to have you with us! ☺

Please take a few minutes to read our handbook. We encourage you to keep it as a quick reference when you have questions about policies and/or procedures.

Our school's philosophy is based on the recognition that each child is a unique individual.

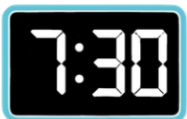
SCHOOL HOURS

FAQ	Pre-K	K -2
Length of the school day	The school day begins at 7:30 a.m. and ends at 1:30 p.m.	The school day begins at 7:45 a.m. and ends at 2:45 p.m.
Arrival time	Pre-K arrival is 7:30 -7:45 a.m.	K -2 arrival begins at 7:00 a.m. All students arriving before 7:30 should report to the cafeteria if eating breakfast. All others report to the gym.
What time is my child tardy?	Pre-K sign in ends promptly at 7:45 a.m. If sign in has ended, the parent/guardian and child must go to the front office and wait until a member of the Pre-K team can sign the child in.	After the 7:45 tardy bell, the child must report to the front entrance <u>with an adult</u> to receive a tardy slip to class.
Visitor guidelines	Doors will be locked at 7:45 each morning. To be admitted into the building, you will need to ring the buzzer located on the left facing the school AND have your photo ID ready. Your license will be scanned for a visitor badge. You will not be able to enter the building unless you show a photo ID.	

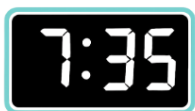
It is important
that your
child arrive to
school on
time!



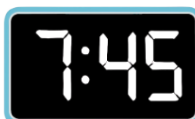
Doors open



Students dismissed to
classrooms



Morning announcements
begin



Instruction begins

**Hot Breakfast
served
7:00- 7:30**



ARRIVAL AND DEPARTURE

Bus Riders

Bus routes are arranged by the KCS Transportation Department. Bus route information can be found at this website <https://busapp.knoxschools.org/livewqweb/webquery/>.

KCS transportation department may be contacted at (865)594-1550. In the event your child does not arrive home at the expected time, please call the school office immediately at (865)594-1173. If a student wants to ride a different bus or get off at a different stop, they must bring a note from a parent or guardian. The note must be approved by both the principal and the bus driver.

In the event school is dismissed early due to inclement weather, buses **will** run, but drivers may follow the pre-arranged snow routes. If you do not want your child to ride the bus home under these conditions, you **MUST** designate this on his/her Inclement Weather/Early Dismissal form. This form will be included as part of your back-to-school paperwork.

Bus Procedures

For the safety of all students, it is imperative that appropriate behavior is practiced by all children on the bus. **Riding the school bus is a privilege and can be revoked for misconduct.** Bus drivers will issue a warning in the hope that misbehavior will stop. If the problem is not corrected, a SCHOOL BUS MISCONDUCT REPORT will be filed with the principal or school designee. School authorities will investigate and determine which consequence(s) to impose.

BUS RULES	
Obey the driver at all times.	Sit facing forward with your hands to yourself.
Stay in your seat.	Keep noise level down and use proper language.
Keep all parts of your body inside the bus.	Don't throw anything out the windows of the bus.
Don't chew gum, eat or drink on the bus.	Board and exit only at the bus stop.
Keep the bus clean and undamaged. Parents will be responsible for any acts of vandalism resulting in damage to the bus or seats.	

Car Riders

If you drive your child to school, please use the CAR entrance and follow the signs for to the designated unloading zone.

**** Cars are not permitted in the bus circle in the morning before 7:45. ****
If you arrive after 7:45, please park in the parking lot and walk your child in.

DO NOT DROP OFF STUDENTS IN THE PARKING LOT OR IN THE BUS CIRCLE. These are traffic areas and are not safe for students. When entering the building, please walk in the crosswalks. If you come to school during the day, please park in the visitor parking lot as parking in the fire lane is prohibited.

In order to ensure the safety of your children, please arrive at school no more than 20 minutes before dismissal (2:25 p.m. for kindergarten through second grade). In the unlikely event of an emergency, we must ensure there is a clear path to the building.

Mandatory car tags are issued for car riders. In order to pick a student up through the car line, the family must have the car tag for the current year. If the car tag is not present the family will need to park and present a photo id in the front office in order to pick up the student.

Changes in dismissal plan

After the parent/guardian communicates the way, a student will go home (car, bus, Shades, etc.) that student will go home that way unless a change is communicated. Student(s) going home a different way must provide a parent note indicating the transportation change. If a change is needed after the student has arrived at school; the family will need to send a parent square message or e-mail to the classroom teacher **and** Mrs. Teresa Thomas Moses at teresa.thomasmoses@knoxschools.org. All changes in dismissal **MUST** be received before noon. If a child is riding a different bus or will be getting off at a different stop, they must have a note from parent/guardian and approval from school administration.

EARLY DISMISSAL

When a child leaves early, parents/guardians **MUST** sign the students out in the office. We will call the student from the classroom for you. **Parents will remain in the office.** Only individuals listed in Aspen, or authorized in writing by the parent or guardian will be allowed to sign children out.

If picking up your child early, you must do it before 2:20 to prevent confusion during dismissal.

EARLY DISMISSAL DUE TO WEATHER CONDITIONS

We need to know where your child should go or how he/she should get home in the event that bad weather or other emergencies should cause school to be dismissed early. Usually, the quickest and safest method is the school bus or day care provider. If such an emergency should occur, please **DO NOT CALL THE SCHOOL** to ask whether school will be dismissed early. Parent Square, local radio and television stations will have the information as soon as we do. Our telephone lines must be clear for emergency calls and directions from the Superintendent's office. We will follow the instructions you provide on the Inclement Weather/ Early Dismissal form.

SCHOOL DELAYS:

If school is delayed one-hour then breakfast will be served. If school is delayed two-hours, breakfast won't be served due to the fact our cafeteria workers will be busy preparing lunch.

ABSENCES

Attendance is very important because children miss great deal of instruction and classwork when they are absent.

According to state regulations, kindergarten-second grade students must attend a minimum of three hours and thirty minutes to be counted present. On half days, students must remain until dismissal, which is 11:15, to be counted present. On half days, pre-K dismissal is at 10:15 a.m.

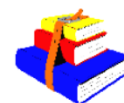
The policies of the Knox County Board of Education require that written notes for absences be presented to the child's classroom teacher **WITHIN 5 DAYS OF THE RECORDED ABSENCE**. This note should be prepared, signed and dated by the parent or guardian and should state the nature of the absence. Knox County School Board Policy (J-120) excuses absences caused by student illness, death in the family, recognized religious holidays regularly observed by persons of the student's faith, and verifiable family emergencies. KCS guidelines require a doctor's note for sick days beyond ten days per year. Absent notes may be submitted in writing, via ParentSquare, or e-mail. Students are limited to 10 days of parent notes. Excessive unexcused absences will result in referral to our school social worker, letters from the system and a possible court summons. This is in accordance with School Board Policy JB and the Compulsory School Attendance Law.

If you wish to pick up assignments for your child who has been absent for three or more consecutive days, please notify the office before 10:00 a.m. and the teacher will have the work available in the office after 3:00 p.m. if at all possible. If a physician has indicated that your child will be out of school for an extended period of time due to illness or injury, please notify the school office and administrators. Long-term illness may qualify for services of a homebound teacher.

TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks and library materials are the property of Knox County Board of Education. Board policy states that any student who loses or damages textbook or library material must pay for the repair or replacement.

School Fees are \$25 for this school year.



TEACHER CONFERENCES

If you wish to have a conference with your child's teacher, please contact your child's teacher to schedule a mutually agreeable time for the conference to be scheduled. We will host a fall and spring parent conference night.

Please allow teachers 24 hours to respond to these requests or any other messages sent to teachers during or after school hours. Messages received after 3 pm on Friday will not receive a response until the next school day.

ASSESSMENTS

Throughout the year, students in grades K-2 are given state and district assessments. Three times a year, your child will be taking a Universal Screener in Reading and Math. 1st and 2nd grade students complete Mastery View Predictive Assessment, a standards-based assessment, twice a year. Additionally, all K-2 students will be given a diagnostic assessment in reading and spelling three times a year. These are district assessments.

FIELD TRIPS

Field trips are a part of our educational program. Before a child can participate in a field trip, the teacher must have written permission from a parent or guardian that includes the date of the trip, the destination, and a parent or guardian's signature. Permission cannot be given over the telephone. All children must leave the school with the teacher and class by means of the pre-arranged and authorized transportation method.

Volunteers are needed to help provide for the safety and security of students while on a field trip. **If you volunteer as a chaperone, no other children are permitted to come along.** It may be necessary to limit the number of chaperones on any given trip due to specific requirements at the destination. Please consult your child's teacher before planning to assist with a field trip. Certain field trips will require level III volunteers which require a background check through Knox County Schools.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Sunnyview is part of the USDA Community Eligibility Provision (CEP) program. This program will provide all students with a free breakfast and lunch each school day. Students may bring a lunch from home.

Please do not send glass containers as they pose a safety risk. Milk is available for purchase. The lunch menu can be viewed online at the Knox County School website.

Ice cream will only be served on Mondays and Fridays. Ice cream sales will not begin until September or October.

If it is necessary to bring lunch to a student during the day, please check in the office for the proper procedure. Lunch is not to be shared with any of the other students.

Visitors are welcome to join us in the cafeteria if the individual is listed in Aspen.

If you plan to join us for lunch, please

- a) Sign in at the office upon arrival at school, and have a photo ID ready. You will be given a visitor badge with your picture on it.
- b) Follow the same cafeteria rules that our students follow.
- c) If you choose to take photos of your child during lunch, please ensure that no other student is in the picture. The KCS Confidentiality Agreement states Taking photographs or videos of students, other than your own child, and posting to social media is considered to be a breach of confidentiality reality and is prohibited on KCS property. This includes the cafeteria, classrooms, and hallways.

Knox County Schools Nutrition Department accepts online payments through lingconnect.com.

2026-2027 MEAL PRICES

Milk	\$0.75	Ice Cream	\$1.00
Visitor breakfast	\$3.00	Visitor lunch	\$5.00

If you or another visitor would like to eat lunch with a student, you must sign in at the office, show your ID, and be listed in Aspen. When your child's teacher comes to pick up the class, you will need to say good-bye at the cafeteria doors, so that they may return to class. Lunch visitors will not be able to accompany students to the classroom.

SCHOOL DISCIPLINE PLAN

The faculty and staff of Sunnyview Primary School are committed to the education of the whole child. P.B.I.S. (Positive Behavior Interventions and Supports) is a proactive, systematic approach to teaching students expected/acceptable behavior for school. By using P.B.I.S., we focus on what students are doing well, while also guiding them to make safe, respectful, and responsible choices every day.

Our school rules are:

Be Responsible – We make good choices and take care of our things.

Be Respectful – We use kind words and treat others the way we want to be treated.

Be Safe – We keep our hands, feet, and objects to ourselves and follow safety rules.

Minors/Majors

One way we support positive behavior is by keeping track of when behavior expectations are not met. These are called minors and majors. This distinction helps us respond in a way that teaches and supports each student.

Minor behaviors are small rule infractions that can usually be handled by the teacher in the classroom. These are often used as teachable moments.

Major behaviors are more serious or repeated actions that need the help of school administration. We believe in teaching, modeling, and rewarding positive behavior. Every student has the opportunity to learn from their mistakes and grow

Toys, games, fidget spinners, etc. should not be brought to school except on special occasions announced by the teacher. Thank you for partnering with us to help your child succeed!

Each classroom teacher will post classroom rules in his/her room and discuss appropriate behaviors at the beginning of the year and as often as necessary to promote a positive classroom environment. A copy of these rules and expectations will be sent home within the first two weeks of school.

Level Up

This year we will continue the use of our Level Up Behavior. Students earn Dojo points throughout the grading period and will earn incentives depending on which level they achieve. Level 5 is 99-100%, Level 4 is 93-98%, Level 3 is 85-92%, Level 2 is 70-84% and Level 1 is 0-69%.

KNOX COUNTY ELEMENTARY SCHOOL DRESS CODE

The standards for elementary school dress reflect "common sense" and a concern for each student's comfort, safety, cleanliness and sense of modesty.

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. For the safety of all our students, no wheelie shoes (Heely skate shoes) or flip flops should be worn. Flip Flops are not appropriate and parents will be called to bring another pair of shoes.
4. Clothing or accessories may not display offensive, vulgar language, or images, nor advertise products which students may not legally purchase.

The school administration reserves the right to determine whether a student's attire is within the limits of decency and modesty, however, the principal may allow exceptions for school-wide programs or special classroom activities. The teacher and the principal will administer consequences for policy infractions as follows:

FIRST OFFENSE: Teacher will send student to clinic/office or will contact parent for a change of clothes. Parents will be notified and infraction will be documented.

SECOND OFFENSE: Principal will talk with parents and send a copy of the dress policy. Infraction will be documented.

THIRD AND FUTURE OFFENSES: Will be administered by the principals in accordance with school-wide discipline plans.

Please place an extra set of clothes in your child's backpack to be used in case of a spill at lunch, wet playground equipment, or in case your child has a bathroom accident.

REPORT CARDS / MIDTERMS

The report card will inform you of your child's academic achievement, work habits, behavior and attendance for the grading period. An interim report will be sent home in between report cards. In order to give the students in kindergarten ample time to make the adjustment to school, they will not

give grades on the first 4 ½ weeks interim report. Please sign these reports and return them to school the next day. Report cards will be supplemented by parent/teacher conferences or by other written reports to parents. Teachers will regularly send home samples of each student's work to be signed by a parent and returned to school. This practice assures that you are informed and kept up to date on your child's progress.

MEDICATIONS

Knox County policy prohibits staff from administering medications (prescriptions, over the counter drugs such as cough medicine, cough drops, aspirin, Tylenol, etc.) to children at school unless medication is given on an ongoing basis and is necessary in order for the student to remain at school. In this case, you may obtain a medical form from the school office. This form must be completed by the parent and the physician prescribing the medication for the child. Once completed, the form must be returned to the school office for processing by the school nurse.

Arrangements will then be made to administer the medication according to the following regulations:

- Parents must be responsible for the actual transportation of all medications to and from school.
- The school nurse **must** check the medication in.
- Students may **NOT** transport medicine.

All medications administered at school must be in the original prescription bottle labeled with the same directions indicated by the physician on the medical form obtained from the school office.

MOVING/CHANGES IN ADDRESS/PHONE NUMBER

If at any time during the school year, you have a change of address or telephone number, you must notify the school office and the child's teacher. This is extremely important in the event of an emergency. If you are out of town and your child is in the care of someone else, please be sure your child's teacher is aware of the arrangements.

This person's name must be on the emergency early dismissal card in order for us to release the child to them.

VISITORS/VOLUNTEERS

Visitors are welcome at Sunnyview Primary School, but are required to check in through the school office upon entering the building. They must provide a picture ID, state the reason for the visit, the license will be scanned, and a printed visitor badge will need to be worn throughout the visit. **In order to protect instruction time for all students, we will not interrupt classes for parents/ guardians to speak with teachers.** We will be happy to convey a message to the teacher. Volunteers are an important asset to our school and will be scheduled by classroom teachers based on classroom needs. Please contact your child's teacher if you would like to volunteer your services.

Volunteers will not be able to bring younger siblings.

TECHNOLOGY

Chromebooks:

Our school is 1:1 with technology. Students in K-2nd grade will be assigned a Chromebook. Parents will need to sign a Device Agreement on ParentSquare. The district offers an insurance plan on the device which is \$20 this year. Installments can be made on the plan. **Lost chargers are not included in the insurance plan.**

Chromebook Expectations:

Students are to stay on sites that are approved through Knox County. Students who abuse this privilege may forfeit their use of the Chromebook.

Chromebook Care:

Stickers should never go directly on the outside of the Chromebook. This creates a sticky residue upon removal of the sticker. Students will be billed for damage from stickers regardless of insurance coverage. The charge is approximately \$50. If your child drops their Chromebook in the classroom and it breaks, the family will be charged for the repair unless they have Chromebook insurance.

Wireless Devices:

A 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.

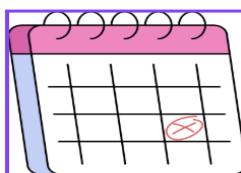
Students will be expected to keep personal devices powered off and out of sight during school hours, unless specifically allowed for an educational purpose, emergency, or approved use through a health plan, IEP, or 504.

Students will store their devices 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.

Sunnyview Contact information

Principal	Mrs. Hurd	amanda.hurd@knoxschools.org
Assistant Principal	Dr. Taylor	stephanie.taylor@knoxschools.org
Secretary / Bookkeeper	Ms. Teresa	teresa.thomasmoses@knoxschools.org
Secretary	Ms. Celeste	celeste.morgan@knoxschools.org
School Nurse	Nurse Misty	misty.proffitt@knoxschools.org
Cafeteria Manager	Ms. Fran	frances.harbin@knoxschools.org
School Counselor	Mrs. Beard	alanah.beard@knoxschools.org
School Social Worker	Mrs. Destiny	destiny.glover@knoxschools.org





The dates below are subject to change

Date	Event
Monday, Aug 10 th	Half day of school 1 st – 2 nd grade dismissal 11:15
Monday, Aug. 17 th	Refusal health screening refusal forms due
Tuesday, Aug. 25 th	Sunnyview University 5 pm
Tuesday, Aug. 25 th	Dine Out for Education
Monday, Sept. 7 th	No School – Labor Day
School Coupon Book Sales -- Sept 10 th - 30 th	
Tuesday, Sept. 15 th	Progress Reports go home
Wednesday, Sept. 16 th	Half day of school Pre-K dismissal 10:15 K – 2 nd grade dismissal 11:15
Thursday, Sept. 17 th	PTO meeting 3 pm
10/5 – 10 /9	Fall Break
Thursday, Oct. 15 th	Parent conference night 3:30 -5:30
Friday, Oct. 16 th	Fall pictures
Thursday, Oct. 22 nd	Academic Night 4:00 – 5:30
Friday, Oct. 23 rd	Report cards go home
Tuesday, Nov. 3 rd	No school - Inservice
Wednesday, Nov. 18 th	Half day of school Pre-K dismissal 10:15 K – 2 nd grade dismissal 11:15
Thursday, Nov. 19 th	PTO meeting 3 pm
Tuesday, Nov. 24 th	Progress reports go home
11/25 – 11/27	No school – Thanksgiving Holidays
Monday, Nov. 30 th	Fall Picture make-up day

December

Thursday, Dec. 17th

PTO meeting 3 pm

Friday, Dec. 18th

Half day of school

Pre-K dismissal 10:15

K – 2nd grade dismissal 11:15

12/21 – 1/4

No school – Winter Holidays

January

Tuesday, Jan. 5th

First day back after winter break

Friday, Jan. 8th

Report cards go home

Monday, Jan. 18th

No school – MLK

Thursday, Jan. 21st

PTO meeting 3 pm

Wednesday, Jan. 27th

Half Day of school

FEBRUARY

Read A Thon – Feb. 1st – 15th

Tuesday, Feb. 2nd

Class group pictures

Friday, Feb. 5th

Black History Museum
presentation for students

Thursday, Feb. 11th

Parent conference night 3:30 -5:30

Friday, Feb. 12th

Progress reports go home

Lunch with a Loved One – Feb. 16th – 19th
Specific details will be released at a later date

Monday, Feb. 15th

No school – Inservice

Thursday, Feb. 18th

PTO meeting 3 pm

Yearbook sales - February 22nd - March 31st

March

3/8 – 3/12

No school – Spring Break

Thursday, March 18th

PTO meeting 3 pm

Tuesday, March 23rd

Spring Academic Night

Wednesday, March 24th

Half day of school

Pre-K dismissal 10:15

K – 2nd grade dismissal 11:15

Thursday, March 25th

Progress reports go home

Friday, March 26th

No school – holiday

Monday, March 29th

No school – holiday

APRIL

Tuesday, April 6th	PreK, K Roundup
Wednesday, April 7th	No school - Inservice
Tuesday, April 13th	Spring pictures (pre-pay only)
Thursday, April 15th	PTO meeting 3 pm
Friday, April 30th	Progress reports go home

may

Friday, May 14th	Field day
Friday, May 21st	Field day raindate
Tuesday, May 25th	Last full day of school
Wednesday, May 26th	Last half day of school
Wednesday, May 26th	Report cards go home

