



## Student and Family Handbook 2025-2026

### **Mission Statement**

The staff of Chilhowee Intermediate believes that every student matters, we will challenge students academically, we will develop students' emotional and social skills, and care for every child in order to help them reach their best self.

### **CIS Vision Statement**

Chilhowee Intermediate will provide a positive and safe learning community that fosters growth, achievement, and development of the whole child to assist them in becoming successful members of their community. We do this by teaching students how to Soar Like an E.A.G.L.E. by:

- **E- Engage in Learning**
- **A- Act Responsibly**
- **G- Give Respect**
- **L- Lead by Example**
- **E- Encourage Safety**

This handbook outlines the instructional and behavioral expectations for Chilhowee Intermediate School students and families for the 2025-2026 school year.

***#OneTeam***  
***#EaglesBest***  
***#GiveYourEaglesBest***  
***#EaglesSoar***



**CHILHOWEE**  
**INTERMEDIATE SCHOOL**

5005 Asheville Highway  
Knoxville, Tennessee 37914  
Office (865) 594-1285 Fax (865) 594-1286

Mr. Chris Daniels  
Principal

Mrs. Kaley Mendenhall  
Assistant Principal

Dear Parents/Guardians:

Welcome to ***Chilhowee Intermediate School!*** We are pleased you and your child will be part of our school family this year. We know this will be an exciting and successful year. We continually work toward academic excellence, and we look forward to working with the parents and community this year to achieve our school improvement goals. We look forward to a new school year of learning and growing together!

At Chilhowee Intermediate School, we have high expectations for all students and staff and believe that every child deserves a champion. Close cooperation between the school and the home is essential to promote the best interests of the child. This handbook is meant as a communication tool between the school and the home. There are many important policies and procedures within this handbook. We ask that you carefully review all the material in our handbook and keep this for future reference during the year. We are always available and may be contacted at 865.594.1285. For additional information regarding our school and the Knox County Schools' programs, policies, and announcements, check out the Knox County School website at <http://knoxschools.org>.

Please mark your calendar for the “**Sneak Peak**” where you will receive very important information regarding car tags, technology, and grade/class-specific curriculum and procedures. *Meet the Teacher 2025* will be held on **August 5th, 4:00-6:00**.

Again, we look forward to an exciting new school year of learning, growing, and working together!

Sincerely,

Mr. Chris Daniels  
Mrs. Kaley Mendenhall

Chilhowee Intermediate will adhere to all Knox County School Board Policies and Procedures. A complete list can be found at <https://www.knoxschools.org/about-us/board-of-education/board-policies> (for policies) and <https://www.knoxschools.org/about-us/board-of-education/administrative-procedures> (for procedures).

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## Allergies

- We are an “Allergy-aware” school as we have students with varying allergies (food, insects, gluten, etc).
  - However, peanut products may be contained in cafeteria items and food brought from home by others. Peanut products sold through the cafeteria are individually packaged.
- If your child has a severe allergy, please alert your teacher immediately.
- Please talk to your child’s teacher before considering sending in food for the classroom to be shared with others.

## Animals

- No live animals may be brought to school. Except for certified *Habit Animals* or trained service animals.
- No pets should be brought to the school doors or into the school office at any time.

## Absences

- When a student is absent, a **parent must send a note or doctor’s statement within FIVE days** to the child’s teacher to have the absence excused.
  - If, after five days, the teacher has not received a note from the parent explaining the absence, that absence will remain an unexcused absence.
  - Be aware that even if a parent calls the office to explain an absence, a written note is still required to excuse the absence. A phone call without a note will result in an unexcused absence.
  - A student may be absent due to illness for no more than 10 days per school year before a medical statement is required for an excused absence.
- Please refer to KCS Board Policy J-120 “Attendance” for the full policy review.
- Situations that qualify as excused absences include:
  - Personal illness (a medical statement required after a total of 10 absences per school year)
  - Illness of an immediate family member
  - A death in the family
  - Extreme weather conditions
  - Religious observances
  - Court Order

- o For students with a parent/guardian who is deployed as a member of the U.S. Armed Forces, the following excusable absences shall apply provided appropriate documentation of deployment is provided to the school: 1 day when deployed, 1 day upon return. Excused absences for up to 10 days for visitation when a member is granted R/R and stationed/deployed out of the country.
- o Circumstances in the judgment of the school leader create emergencies over which the student has no control.
- o Please see Policy J-120 for additional excused situations (that typically do not impact elementary students)
- ***Vacations or trips out of town are unexcused absences.***
- Student attendance is monitored by our classroom teachers, administration, and social worker.
  - o Parents will receive contact from various school employees as students accumulate absences.
  - o A documented regional meeting will be required following Progressive Truancy interventions when a student accrues 5 unexcused absences.
  - o Please note, that our social worker and school counselor are often in contact with families whose child accrues excessive absences to work together to minimize days missed from school and ensure student success.
  - o A Student Support Team will be scheduled with a parent when a student accrues 10 unexcused absences. Members of a Student Support Team will include school administration, classroom teacher(s), school counselor, and/or social worker.

## **Make-up Work Policy**

- Our classrooms are different than they were 10 years ago. Our children have the advantage of many hands-on, participatory lessons to help them learn. Because of this student involvement and teacher-directed instruction, it is very difficult for children to miss school and make up the same amount and type of work. We would ask families to please plan vacations around the school holidays. If a child misses school for a vacation, most work will need to be made up as soon as possible AFTER he/she returns. The teacher will not assemble work before a trip.
- For a student who has missed 2 or more days, please call by 8:30 A.M. on the 2nd or 3rd day to arrange after-school pick-up of assignments when your child is sick. This gives us time to gather the missed work for after-school pick-up in the office.
- If a student must be absent for any reason, excused or unexcused, for up to ten (10) days, he/she shall be allowed to make up all assignments that were missed during the student's absence.
- The student must request make-up assignments within three (3) days after returning. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in a lost opportunity for credit for that assignment.

## **Tardy Policy**

- Being on time each day is extremely important for students in every grade. Schedules and responsibilities are defined and clarified during the first part of the day. Each student needs the opportunity to start the day feeling good about the teacher's expectations. Please help your child begin the day on time.

- 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.
- Students who accumulate multiple tardies may be asked to submit updated proof of residence.

## Authorization for News Media Contact and Release to Publish

- Occasionally, we have the opportunity to highlight some of our programs and students through special coverage by news media. We would also like to include pictures of students on our website (student names WILL NOT be attached to the pictures on the website).
- A media release form will be sent home at the beginning of the year folder for permission.
- Please call the school office if you have any questions.

## Arrival & Dismissal Procedures

### Arrival

- The official school day is 7:45 - 2:45. The school will open at 7:05. There are no staff members on-site to supervise students before 7:05 am
- Children are expected to be in their seats (not at the door being dropped off) at 7:45 a.m., as classroom instruction begins at 7:45 a.m..
- Students are to report to the cafeteria or the gym upon arrival.
- Breakfast is served from 7:05-7:30 a.m. After eating breakfast, they will report directly to the gym. Students will not be permitted to leave the gym to return to the cafeteria.
  - Breakfast and lunch are free to all Chilhowee students as a part of the Community Education Partnership (CEP) program.
- Please say your goodbyes as you are approaching the drop-off area. Have your child ready to exit the car once you stop at the sidewalk beside the building.

### Dismissal

- 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.**
- In the rare occurrence where you MUST make an emergency change during the school day, you MUST call the school office **and** provide a written note via email or ParentSquare. Only messaging the teacher during the day will not be accepted. Our teachers are teaching and may not receive a message until it is too late.
- Dismissal is at 2:45 p.m.
- Students who are dismissed to a school bus or an after-school program will be dismissed first.
- With buses and cars arriving on campus at 1:45, students who need to be checked out early must be checked out **before** 2:00 p.m. through the school office. No office dismissals from 2:00 - 3:00.
- All vehicles will need to display a car tag that either hangs from the rearview mirror or is placed on the car dashboard with the student's name written in large, dark print. The tags will be sent home at the beginning of school and 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. Please ensure names are legible.
- Please be sure you have arrived no later than 3:00 p.m. for dismissal.
- Students who walk home will be dismissed by 2:50
- If you choose to park and walk up for dismissal, students of parent walk-ups will be dismissed at 3:00. If you will regularly pick up your child at the door, let your child's teacher know in writing.
- Parents who are volunteering in the building until the end of the day or who are substitute teachers for the day will receive dismissal directions from the office. **Students must be called from the office for check-out to ensure consistency and safety for the children.** These dismissal procedures were previously developed by a committee of parents, teachers, and administration to make the dismissal procedure as safe as possible.
- **All children must be picked up on time. Teachers finish car duty at approximately 3 p.m. If you arrive after the car line is finished, you will need to check in the office with your ID or Car TAG to sign out your child.**

### Early Dismissal

- Students who leave before 2:45 must be signed out by a parent or authorized adult listed as a contact in Aspen.
- Parents must be prepared to show proper ID when checking out their child/ren.
- Remember that we will not check students out **after** 2:00.
  - It is too confusing when we begin our dismissal procedures to call students to the office for early dismissal.
- Please note - if you pick up your child before 11:15 AM, he or she will be counted absent for that day.
- Excessive tardiness may negatively impact a child's attendance record.

### Bus

- School bus service is provided for students who live more than one mile from our school.
- 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.

## 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.
- Personal Communication and Electronic Devices will follow procedures outlined in [KCS Board Policy J-240](#).

## Communication

The primary method for parent communication at Chilhowee Intermediate School is Parent Square.

## Contact information

*Please return the student information sheet with any changes by Friday, August 15, 2025.*

- To add or delete contacts on the emergency card after this date, you will need to make an appointment through the front office. A student will not be released to anyone not listed as an emergency contact. You must show your photo IDs when checking out your students. Students will not be released without proper identification.

## Devices (Chromebook)

- Every student will receive a Chromebook device. These are to remain at school unless directed by the school administration or district communication.
- Parents are required to complete the device form online at <https://www.knoxschools.org/chromebooks>. You will need your child's student ID number which can be found on Aspen Parent Portal.
- Insurance information is also available online.
- Insurance is \$20 per device.
- Charging cords will be \$16 and are not covered by insurance.
- Devices will be deployed within the first 2 weeks of school via classroom teachers.
- Students are expected to follow the KCS Technology Device Agreement when utilizing technology. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner.
- KCS and Chilhowee Intermediate reserve the right to monitor all activity on KCS devices.
- Students are responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others or using others' usernames and passwords is strictly prohibited.
- Students will follow KCS grade-level expectations for [digital citizenship](#).

## Discipline Policy

- The school's administration and faculty are committed to providing learning experiences in a positive, supportive, and motivating atmosphere. We believe that every student in our school is capable of learning and demonstrating appropriate social interaction. We believe in accepting responsibility for behavior in a shared commitment towards good citizenship.
- 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 and on time for all classes.**
  - 4. Move about the building in a quiet and orderly manner.**
- Each teacher has the primary responsibility for establishing a classroom climate conducive to learning. This includes maintaining consistent behavioral expectations. Communication among administrators, students, teachers, and parents facilitates a positive learning atmosphere and promotes high educational values. School staff investigate discipline concerns first and notify parents/guardians following the investigation as needed.



- 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 of misbehavior can be very serious. Please help us help your child to be respectful of everyone and not harass, intimidate, or bully any student.
- Any acts of harassment, intimidation, bullying, and/or cyberbullying should be reported to a school employee immediately, and an investigation will be conducted.
- **Transfer Option for Students Victimized by Violent Crime at School:** 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 40-38-111(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 the KCS Transfer Office, at (865) 594-1502.
- Please help us help your child better understand what bullying is and what is NOT bullying. The chart below can help with that discussion. All students must adhere to the [KCS Harassment, Intimidation, Bullying, and Cyber-Bullying Policy](#)
- 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.

<b><u>Teasing/Making fun of/Roasting/Mocking:</u></b> <ul style="list-style-type: none"> <li>- Everyone is participating</li> <li>- No one is getting hurt</li> <li>- Those involved were at some point during their interaction having fun</li> </ul>	<b><u>Peer Conflict:</u></b> <ul style="list-style-type: none"> <li>- The group is not having fun</li> <li>- There is a disagreement</li> <li>- Everyone is upset</li> </ul>
<b><u>Rude/Disrespectful/Hateful/Mean:</u></b> <ul style="list-style-type: none"> <li>- Someone is emotionally, physically, or socially hurt on purpose</li> <li>- Feelings and reactions are very high or strong towards one another</li> <li>- Happened once or has happened a couple of times over a long period of time</li> <li>- The person being hurt has been hurt on purpose</li> </ul>	<b><u>Bullying:</u></b> <ul style="list-style-type: none"> <li>- Someone is emotionally, physically, and socially attacked multiple times over a short period of time</li> <li>- The person doing the hurting continues even after being asked to stop, and/or when the person being hurt has shown to be upset</li> <li>- The person being hurt has been hurt on purpose</li> <li>- The person doing the hurting has power over the person being hurt</li> </ul>

### Consequences for Misbehaviors

- For a detailed description of misbehaviors and disciplinary options, see [KCS Board Policy J-191](#). Students are held accountable for all behaviors listed in policy J-191. Repeated offenses may affect a student's ability to continue participating in the traditional classroom setting and/or extracurricular activities.
- The list below indicates *some, but not all*, behavior interventions that may be utilized for students at Chilhowee Intermediate. Students will always have an opportunity to tell his/her side of the story and/or submit a written statement.
  - Parent/guardian phone call
  - Restorative Conference
  - Classroom management strategies or intervention supports are initiated

- Parent Conference
- Restorative Learning Center (RLC)
  - *The Restorative Learning Center (RLC) is a space for students to reflect on their behavior and consider how it impacts themselves and others. Students may earn their way into or out of additional time based on their engagement and progress. While in the center, students may participate in activities such as a social story lesson, completion of a reflection sheet, a restorative conference with peers, or writing a letter of apology, among other interventions.*
- Loss of part or all of a special/extracurricular activity, celebration, field trip, etc...
- Referral to the Whole Child Support Team
- Community Service
- Class/Schedule Change
- Hallway Escort
- Assigned Seat
- Reflective Lunch
- Zoned recess
- Open S-Team
- Out-of-School Suspension
- Bus Suspension
- Counselor/Behavior Interventionist Referral
- Loss of behavior grade points
- Behavior Contract
- Check-in/Check-out with a staff member
- Home-School Communication Log

## Dress Code

- The standards for elementary school dress 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 that 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 (KCS dress code [J-260](#)):
1. Pants must not sag below the waist and must be at a safe length.
  2. Head apparel, except for religious or medical reasons, should not be worn inside the school building.
  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 that students may not legally purchase.
  5. For students in Grades 3-5, “short shorts”, mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire.
  6. 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.
    - *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. 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. We respectfully request that all students wear tennis shoes to school every day. Flip-flops may pose a hazard/injury. Tennis shoes are the safest shoes for all school functions and are required for physical education classes.*

## Early Release/Half Days

- This year, Knox County Schools will implement 4 Early Release/Half days for students. This initiative is aimed at improving student learning outcomes by providing regular, designated times for teachers to prepare lessons, evaluate student progress, work together, and receive professional development.
- **Dismissal times on the 4 Early Release/Half days are at 11:15.**

### First Semester

Wednesday, September 17, 2025

Wednesday, November 19, 2025

### Second Semester

Wednesday, January 28, 2025

Wednesday, March 25, 2025

## Fees

- Knox County Schools requests a materials fee for each student in order to provide the necessary paper, technology, and other supplies for the students.
- All students will be assessed a \$25 annual school fee to cover the cost of consumable materials and supplies.
- Fees can be paid on School Cash online. There is no fee to pay with this method for parents.
- Please make checks payable to Chilhowee Intermediate School with your child's first and last name on the memo line.
- If paying by cash, please send all money in an envelope with the student's first and last name, amount enclosed, purpose, and the homeroom teacher's name. Neither the teacher nor the school will be responsible for lost or misplaced money.

## Field Trips

- Field trips are planned to support the specific instructional curriculum. Parent volunteers help supervise and ensure the safety of students when away from the school site. All chaperones must have a level 3 or level 4 background check clearance.
- Only parents and legal guardians can apply to be a chaperone. Please be aware that when background checks are required, they may take several days to several weeks to complete.
- Ensure you are planning ahead and requesting needed checks well in advance. (For more information, see the section under volunteers.) Please contact the teacher if you are interested in being a chaperone.
- Chaperones are not allowed to bring siblings along on field trips.
- While attending most field trips, students are expected to ride the bus to and from the event, and parents/guardians may not check their child out of school while on the field trip.
- On rare occasions, parents/guardians may be permitted to check their child out after a field trip. If such action is permitted, a signed note must be submitted to the school at least 24 hours in advance. If this is an option, more information will be communicated from the grade level before the field trip.
- Please note that 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. If a field trip is lost due to behavior, any fees paid toward the trip are non-refundable.

## Flowers/Gifts/Balloons/Etc...

- While it is thoughtful to give balloons, flowers, or stuffed animals to a child for their birthday or holiday, **no items delivered to students will be accepted in the school office**. Please make plans for these items to be delivered at home. Due to the serious nature of food allergies, **no** outside food is permitted without prior approval. Students may not have food/restaurant deliveries made to school (i.e., GrubHub, UberEats, DoorDash, etc.)

## Food & Snacks

- Due to student food allergies, we ask families to refrain from sending food items to share with the class. No homemade food items may be distributed in school.

## Health & Wellness

- Students will be expected to and will be allowed to wash and sanitize their hands throughout the day. Each classroom will have hand sanitizer stations for student use that are provided by the school district.

## Inclement Weather Policy

- The decision to close or delay the opening of school due to inclement weather or a disaster is made by personnel at the Central Office of the Knox County School System. Local television and radio stations will broadcast school closings or early dismissals just as soon as the decisions are made.
- If it has been determined that schools will need to open on a delayed schedule, the opening time of the school will be determined by how many hours KCS Central Office has delayed the start time.
  - 1-hour delay - School will open at 8:05. Students will be considered tardy at 8:45
  - 2-hour delay - School will open at 9:05. Students will be considered tardy at 9:45

## Instructional Guidelines

### Assessments & Grading

- Teachers will provide a variety of assessments to determine student mastery of the course content. Assessments may include discussion-based assessments, essays, project-based, and formative assessments. Students will be expected to adhere to all assessment policies for diagnostic, benchmark, and Standards-Based Assessments.

### Late Work

- Late work, even with parent communication, may not be accepted more than two (2) weeks after the due date. It is important to note that this policy is intended for infrequently late work. Consistently turning in late work is not acceptable.
- Students must not assume teachers will repeatedly accept late work without prior approval. At times,

circumstances out of our control (i.e.: illness, weather-related events, family issues, or other major events) would require an exception to this policy. If this is the case, talk to your student's teacher. Continued failure to turn in work on time will result in a lowered grade.

### Tennessee State Testing

- All students are expected to take any state exams associated with their grade level or chosen coursework. All state exams will be taken on campus at times scheduled by the school within the required testing windows. State exams include AimsWeb benchmarks, TNReady, etc.

### Meals ~ Breakfast & Lunch

- Breakfast and lunch are free to all Chilhowee students as a part of the Community Education Partnership (CEP) program.
  - Milk a-la-carte \$0.75
  - Ice Cream \$1.00 (sold separately from lunch)
- To help us maintain our status as a CEP school, we ask that all families apply for free and reduced-price meals, please visit [www.lunchapplication.com](http://www.lunchapplication.com).
- Only those students eating breakfast will be allowed in the cafeteria during breakfast.
- Staff members will monitor students in the cafeteria during breakfast.
- Students will be dismissed to their designated grade level area once finished with breakfast.
- Lunch should be a pleasant time for all students. Students are expected to behave appropriately and courteously. Staff members monitor the cafeteria to provide a safe, pleasant atmosphere.
- For schools that are not a part of the CEP program:
  - Breakfast cost: \$3.00
  - Lunch cost: \$5.00
- Due to limited space in our building, the school reserves the right to deny parent visitors during lunch. Should this occur, there are designated picnic areas outside of the office. If you choose to have lunch with your child, you will check him/her out in the office, enjoy your time outside, and sign him/her back in at the end of lunch.

### 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 for the student to remain in school.
  - This includes over-the-counter medications.
  - 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 will not be allowed to transport medication to or from school.
- Students may not keep medication on their person. (Rare exceptions are made by medical providers for inhalers and epi-pens)
- Any over-the-counter medication prescribed for a student must be in the original container and must be labeled with the student's name.

## Newsletter/Announcements

- Please be sure to sign up for ParentSquare as we will send out information weekly to our CIS families news about school events, school information/announcements, school celebrations, and our school calendar.
- You can use ParentSquare on any device. You can download the free mobile [app for iOS](#) or [Android](#) or use the desktop version at [parentsquare.com](https://parentsquare.com).
- Quick versions of our announcements can also be seen on our website and our school sign at the corner of Asheville Hwy and Chilhowee Dr.

## Parent/Guardian Expectations

- For a student to be a successful learner, a true partnership must be established between the parent, student, and the classroom teacher. All contact information (phone number, email address, and physical address) must be kept current in the Aspen Family Portal. Teachers will communicate with parents through phone and email. If your information changes, please inform the office immediately.
  - To best support your child,
    - Regularly check KCS platforms (Parent Portal) for assignments and grades.
    - Ensure that the student follows the KCS dress code. ([J-260](#))
    - Adhere to the KCS Civility Code. ([KCS Policy B-230](#))
    - Ensure that the student follows established school and classroom expectations.
    - Ensure that the student follows the KCS grade-level expectations for [digital citizenship](#).
    - Maintain open lines of communication with teachers. Parent Square, telephone, or email is the preferred method of family/teacher communication.
    - Ensure that the student communicates appropriately with teachers/classmates
    - Support academic integrity.
    - Ensure students are submitting assignments as directed by the teacher.
    - Ensure the student attends school on time.

## Communication

- **Knox County School Civility Code ([KCS Board Policy B-230](#))**
  - It is the intent of Chilhowee Intermediate and Knox County Schools to promote mutual respect, civility, and orderly conduct among employees, parents, and the public. This policy intends to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, other staff, students, parents, and other members of the community.
  - Any individual...
    - disrupting, threatening, attempting to do or doing physical harm to personnel, students, or others lawfully on school premises,
    - intentionally causing damage to school property,
    - using loud, vulgar, obscene, or offensive language,
    - entering a part of the school closed to the public may be directed to leave the school property by the school administrator or designee.
  - Should the person refuse to leave the premises as directed, the administrator or designee shall seek the assistance of law enforcement and request that law enforcement take action as

necessary. Should the offender threaten personal harm, the administrator or designee shall contact law enforcement officers.

- ***Should a school employee receive written communication, email, or voice message which is abusive, threatening, or obscene; the employee is not obligated to respond.***

## Family Support

- Our School Counselor, Behavior Interventionist, and School Social Worker are available for students and families. Students and families can always contact the school for assistance.
  - School Counselor - Sarah Draper - [sarah.draper@knoxschools.org](mailto:sarah.draper@knoxschools.org)
  - Social Worker - Jamie Pennell - [jamie.pennell@knoxschools.org](mailto:jamie.pennell@knoxschools.org)
  - Ashley Cooper - Behavior Interventionist - [Ashley.Cooper2@knoxschools.org](mailto:Ashley.Cooper2@knoxschools.org)

## Engagement

- All students are expected to actively participate and engage in the learning environment and content. Student engagement is measured through pacing in the course. If a student is not participating in lessons, not completing or attempting assignments, or is behind in work completion, the student's Work Habits grade will be impacted and the following steps may be initiated:
  - Parent/Teacher/Student Conference to determine areas of need. These meetings may be conducted digitally, by phone, or in person
  - Should disengagement continue, then the Parent and Teacher will develop an action plan for the student identifying the services necessary for the student to be successful.
  - An additional staff member may be assigned to monitor the action plan and conference with the Parent and/or Student.

## Party Invitations

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

## Photography/Social Media

- While on school property, you are prohibited from photographing or videotaping other children. 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 guardian. This is very important for the safety of our children.
- Please be extremely careful as you take group shots and videos of performances, field trips, class parties, and field days, as these will potentially contain other children. All concerns will be addressed by the administrative team.

## Recess

- Daily recess will be provided outside on the playground (weather permitting).
- Assigned staff will monitor students.
- When temperatures are at or below 32° F students will not have outdoor recess.
- Playground Rules will be communicated to the students.

## Report Cards

- Report cards will be distributed every nine weeks during the school year with an interim report that is distributed at the 4 ½ week midpoint of each period.
- Grades will also be viewable throughout the school year on Parent Portal in Aspen. If you need help accessing Parent Portal, call the school at 865.594.1285 or email [helpdesk@knoxschools.org](mailto:helpdesk@knoxschools.org)

## Smoking

- All Knox County Schools properties (campuses & buildings) are “Tobacco Free” per Knox County Schools’ board policy. Visitors and parents are not permitted to smoke or chew tobacco products on campus, in the car line, or exterior of the buildings at any time. Please refer to the KCS Board Policy on “Tobacco Free”.

## Student Learning Expectations

- Students are to submit all assignments on time as designated by the teacher.
- If a student fails to complete an assignment and does not communicate with the teacher within five school days, the student will receive a failing grade for the assignment.
- Students should progress through their course(s) at a pace appropriate to their individual abilities.
- Students will maintain the following best practices for learning:
  - Be appropriate and respectful, maintaining positive and constructive interactions.
  - Listen to the educator or individual speaking.
  - Be an active participant and stay engaged throughout the lesson or activity.
  - Ensure that all work is your own.

## Characteristics of Chilhowee Learners

- Students at Chilhowee Intermediate are held to high academic standards at all times. Academic integrity must be maintained. Any student choosing to resort to plagiarism, cheating, or using social media to transmit any work will be subject to disciplinary action.
- For consistency across the district, the following definitions will be used:
  - **Plagiarism\*** - presenting someone else's ideas, research, or opinion as your own without proper documentation, even if it has been rephrased.
    - Plagiarism, per Harbrace Handbook (15th Edition), includes but is not limited to, the following.
      1. Copying verbatim all or part of another's written work;
      2. Using phrases, figures, or illustrations without citing the source;
      3. Paraphrasing ideas, conclusions, or research without citing the source;
      4. Using all or part of a literary plot, poem, or film without attributing the work to its creator.
  - **Cheating** - representing any other person’s work or work from any source as your own.



- **Consequences of Plagiarism and/or Cheating:**
  - Students found guilty of plagiarism and/or cheating will have the option of redoing the assignment within a specified period with a grade letter drop or taking a zero on the assignment. Parents may be involved in making this decision.
- **Device Use/Misuse** - Improper use of any computer or the KCS network is prohibited. This includes the following:
  - Using the network for financial gain, political or commercial activity
  - Use of racist, profane, or obscene language or materials
  - Attempting to or harming equipment, materials, or data
  - Attempting to or sending anonymous messages of any kind
  - Using the network to access inappropriate material
  - Knowingly placing a computer virus on a computer or the network
  - Using the network to provide addresses or other personal information that others may use
  - Accessing information resources, files, and documents of another user without permission
- **Vandalism** - Any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system, or any of the agencies or other networks to which the district has access.
  - Vandalism or attempted vandalism is prohibited.
- **Forgery or attempted forgery** - Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail.
  - Forgery or attempted forgery of documents or currency is prohibited.
  - Deliberate attempts to degrade or disrupt system performance or to create, copy or modify official documents or currency using district technology resources may be viewed as a violation of district guidelines and, possibly, as criminal activity under applicable state and federal laws. This includes but is not limited to, the uploading or creating of computer viruses.

***Failure to comply with these standards may result in a grade deduction and/or temporary or permanent removal of user access to KCS technology devices when necessary.***

## **Teacher Conference/Parent Concerns**

- All parent-teacher conferences must be scheduled in advance at a mutually agreeable time. Parent/teacher conferences may be held via phone, virtually, or in person.
- Our teachers strongly desire to work closely and cooperatively with parents. If you have questions or concerns regarding your child, please convey such concerns directly to the teacher through a note, email, phone call, or schedule a parent-teacher conference. This will lead to a positive resolution of most concerns.
  - Please note that our staff will respond to parent communication (email/phone call/ParentSquare, etc.) within 24 business/school hours.
- 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. **Please note that the 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.

## Toys/Electronic Items at School

- Students should not bring toys/electronic items 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 valuables to school. Students should never "trade" items.
- If toys are brought for a special activity, they must remain in the backpack until the designated time.

## Visitors & Volunteers

- Visitors are welcome to our school with an appointment with the school staff. At no time could a visitor be in the building without a verifiable reason. All visitors must sign in at the office and wear a visitor's badge while on school property. If you are volunteering in the classroom, you must schedule with the teacher in advance and be prepared to show your ID.
- Anyone coming to the school will always have to show ID for entry. Only those designated by the parent/guardian in writing may check out a student.
  - See [Board Policy C-210](#)
- Due to limited space in our building, the school reserves the right to deny parent visitors during lunch. Should this occur, there are designated picnic areas outside of the office. If you choose to have lunch with your child, you will check him/her out in the office, enjoy your time outside, and sign him/her back in at the end of lunch.

## Water Bottles

The purpose of this policy is to ensure the safety, security, and well-being of all students and staff by regulating the types of water bottles permitted on school premises. This policy aims to minimize the risk of broken, damaged, or stolen items and to maintain a clean and orderly environment.

1. **Approved Water Bottles:** Students are permitted to bring only sealable water bottles to school, preferably clear. Clear bottles help ensure that the contents are visible, promoting a safe and secure environment.
2. **Prohibited Items:** Containers without a secure seal are not allowed. This measure is taken to prevent sanitary issues related to spills.
3. **Responsibility and Care:** Students are responsible for the care and maintenance of their water bottles. The school will not be liable for any loss or damage to personal water bottles.
4. **Compliance and Enforcement:** School staff will monitor compliance with this policy. Students who bring non-compliant water bottles will be asked to store them in their lockers, cubby area, or will have them held in the office and returned at the end of the day.
5. **Exemptions:** Any student requiring a specific type of water bottle due to medical reasons must provide appropriate documentation to the school administration for an exemption.

## **Student Wireless Communication Devices** (Cell Phones/Smart Watches/Personal Electronic Devices)

- Per KCS Board Policy [J-240](#), ALL communication devices for elementary students must be turned OFF and stored in backpacks, lockers, etc... at all times.

## **Review and Amendments**

The school administration will review CIS policies annually to ensure their effectiveness and relevance. Any amendments will be communicated promptly to all stakeholders.

## **IMPORTANT CONTACT INFORMATION**

Chilhowee Intermediate School	(865) 594-1285
Chilhowee Intermediate School Fax	(865) 594-1286
KCS Transportation	(865) 594-1550
KCS Transfer Department	(865) 594-1502
KCS Tech HelpDesk	<a href="https://knoxschools.happyfox.com/new/">https://knoxschools.happyfox.com/new/</a>
Aspen Family Portal	<a href="https://aspen.knoxschools.org/">https://aspen.knoxschools.org/</a>
Canvas	<a href="https://www.knoxschools.instructure.com">https://www.knoxschools.instructure.com</a>