

Pond Gap Elementary Parent/Student Handbook

2023-2024

AT POND GAP ELEMENTARY SCHOOL, WE...

- **CREATE AN ATMOSPHERE WHERE STUDENTS WANT TO BE AND WANT TO LEARN.**
- **CREATE A LEARNING ENVIRONMENT THAT IS ENGAGING, FUN, AND INSPIRES CURIOSITY.**
- **BUILD STRONG, POSITIVE RELATIONSHIPS THROUGHOUT THE WHOLE SCHOOL COMMUNITY (STUDENTS, STAFF, FAMILIES, AND STAKEHOLDERS).**
- **USE EDUCATION AS A WAY TO EMPOWER OTHERS AND CHANGE THE WORLD.**

PGES CORE VALUES

4530 Papermill Drive
Knoxville, TN 37909
Phone: 865-909-9040
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Ms. Taiesha Young
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Principal

Mrs. Jessica Seaton
jessica.seaton@knoxschools.org
Assistant Principal

Pond Gap Mission Statement

Pond Gap Elementary will create challenging, learning opportunities for students to excel by providing a nurturing environment supported by the family, community, staff, and students.

Pond Gap Motto

*Believe
Achieve
Succeed*

Welcome to the 2023-2024 school year at Pond Gap Elementary!

We look forward to working with you all this school year. We are honored each day that you entrust your children to us, and we also understand that you are your child's first and most important teacher.

The beginning of the year necessitates a mountain of paperwork for you and our teachers. Please read the notices that come home carefully. Several items including technology agreements and insurance, student profile update, and handbook signature sheets. Please give these items your prompt attention.

Please join our PTA. Pond Gap is a community school and we must have active parent involvement to make our school strong.

While the school administration's relationship with families is extremely important, the most important relationship you will have in the school is with your child's teacher. Please work with teachers to cultivate that relationship and reach out to them with your concerns or even to tell them how awesome they are doing! Your administrators are pleased to help you when you need further assistance. Please reach out to us by email or by phone 865-909-9040 should you need us.

I look forward to a wonderful year at Pond Gap!

Go forth and be awesome,

Taiesha Young, Principal

This handbook has been especially designed to benefit students and parents at Pond Gap Elementary. Please read the school procedures with your child. We hope this will help your child become more organized and allow for better communication between teachers and parents.

School Supplies and Fees

[Each grade level team has created a supply list specific to their needs.](#) You may pick up a copy at the school or view the supply lists on our website.

The Knox County Board of Education charges a basic fee of \$10.00 per child per school year. Our school charges an additional fee of \$10.00 per child to cover such expenses as supplemental art supplies, duplicated worksheets, and other necessary supplies for use by students.

School fees at Pond Gap, for the 2022- 2023 school year, will be **\$20.00** per student. Please make your check for school fees payable to Pond Gap Elementary School. If you have more than one child at our school, please write a separate check for each child.

If you have questions please contact our school office at (865)909-9040. We are always happy to answer your questions.

Backpacks

Rolling backpacks are not allowed at Pond Gap Elementary.

PTA: We need you!

Please sign up and come to our meetings! They are really fun!

You may sign up and make your payment online at this link:

<https://knox-99996654.memberhub.com/store/items/858843>

The Pond Gap Parent Teacher Association is an active, contributing group of parents and friends. We encourage you to join and to participate in this vital support and service to our school. Membership forms and volunteer opportunities will be sent home with your child at the beginning of the school year. Periodic meetings will be announced.

COMMUNITY

We are partnered with:

- University of Tennessee
- All Occasions Party Rentals
- Bearden United Methodist Church
- Calvary Church
- Colonial Pipeline
- West Bearden Basketball League
- First United Methodist Church
- New Life Gathering
- The Boy Scouts of America
- Rotary Club of Bearden
- Second Harvest
- Sequoyah Hills Presbyterian Church
- Ballard Design Group
- Two Rivers Church
- Central Church of God and Tony Metler
- Ameriprise Financial

- Knoxville Dream Center
- Aubrey's
- Pilot Flying J
- TVA West Knoxville

These partners help us in many ways throughout the year. We appreciate their support of our students and community. Please say "thank you" if given the opportunity.

SCHOOL INFORMATION

School Hours: 7:45-2:45

Early morning supervision of students begins at 7:15 a.m. For safety and security reasons, please do not drop off students before this time.

Breakfast and Tardiness

It is imperative that your child(ren) arrives at school on time. Breakfast is from 7:15-7:35. Students that would like to eat breakfast at school will report directly to their designated eating spot upon arrival. If you would like your child to eat breakfast at school, he or she MUST be here no later than 7:35 (PreK breakfast will take place upon signing in at their arrival location.). Students not eating breakfast will go to their designated location until 7:35. Students that arrive after 7:35 will not be provided breakfast (unless there is a school bus delay). Students go to class at 7:35. At that point, the classroom is getting organized for the day, so having your child in class at that time sets them up for a successful day. Technically, students will be marked tardy at 7:46.

Dismissal

- Anyone who comes in to sign out a student MUST be on the student's emergency card. No one may sign out a student without proper identification.
- School is dismissed at 2:45 p.m.
- Please be patient. Dismissal will be slower for quite a bit at the beginning of the year.
- We will begin calling cars between 2:45-2:50.
- Car riders are picked up in the largest parking lot (on the west side of the building) off of Papermill Drive. Car drivers must have a name car tag, given to you by the school, to load your student.
- If the car driver does not have the name car tag, the driver must drive to the front of the school, stay in the car, have ID checked (which will begin after other car riders are complete), and the student will come to the car.
 - This does not apply to the first week of school.

Bus Transportation

Students may only ride the school bus to which they are assigned. Students may not ride home from school on the school bus with a friend. Our buses are full and do not have room for extra students.

Walk-up Dismissal

The walk-up pick-up method is for families that are walking from their house to pick up their child. Families are not able to park in our parking lots or bus lanes and walk to the door to pick up their child. If you are waiting to pick up your child in the walk-up line, you must wait outside of the dismissal door (located on the side of the school) in a line. You will not be able to enter the building to wait. All

walk-ups must have the school issued nametag to pick up a student or the student will have to be checked out in the office with your physical identification.

Change of Dismissal

A child's way home may only be changed in writing. You may send a note to your child's teacher or send a fax (865)909-9012. If you choose to fax a note, you should also call the office to let them know it is coming (865)909-9040. **For the safety of your child, we cannot change the method of transportation by phone, so please do not expect the office to do this.**

NO STUDENT WILL BE DISMISSED FROM THE OFFICE BETWEEN 2:15 & 2:45.

THE SCHOOL/TEACHER MUST HAVE A NOTE FROM THE PARENT INDICATING CHANGE IN TRANSPORTATION FOR THE CHILD IN ORDER FOR THE CHILD TO GO HOME IN A DIFFERENT MANNER.

Entrance Requirements

All students entering Knox County Schools must have the following documented Information on record:

- o Birth Certificate
- o Current physical examination
- o Permanent Tennessee Certification of Immunization
- o Proof of address (most recent KUB bill)
- o Immunizations may be obtained from your family doctor or the Knox County Health Department. Students cannot be enrolled until these requirements are met.

Proof of Residence

Students enrolled in Pond Gap Elementary School will be required to provide proof of residence within our school zone, unless he/she has been approved through the transfer process. If the parent/guardian is not listed on the proof of residence (most recent KUB bill), the parent/guardian must provide a notarized statement stating that the family is living at the residence of the person listed on the proof of residence (most recent KUB bill).

Emergency Contact Information

A 'Student Information Verification Sheet' is sent home the first day of school. It is extremely important the form be corrected and returned to school on the second day of school. **We must have current working telephone numbers where parents and guardians can be reached.** Do not be afraid to give us a private or cell number since all student information is considered confidential. **We must have at least one emergency contact number in case we cannot reach the parent.** It is also extremely important that we have a working email address. Adults who are not listed on the Student Profile Form may not check out students.

Student 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 which 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:

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.
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", mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire.
6. For students in Grades 3-5, 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. We have also found that fake nails inhibit student's ability to perform necessary tasks at school (i.e. proper pencil grip, typing, picking up objects, and participating in some PE activities) and are therefore not allowed. 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.

Parent/Teacher Conferences

Parent-teacher conferences are welcomed at Pond Gap Elementary, and special conference days are scheduled in the calendar. Any time during the year, parents are welcomed to arrange a conference with the teacher through the office by calling (865) 909-9040. We also have two parent conference nights throughout the year – please see our “dates to remember” section for this information.

Teachers cannot conference or answer questions during the school day between 7:30-2:45 so **please do not go to the classroom during those time periods** for conferences or messages. **Conferences must be by appointment only.** The office can relay a message when there is a break during instruction.

Volunteers

Pond Gap is fortunate to have many parent and community volunteers. If you would like to volunteer in your child's classroom, please contact his or her teacher. If you would like to volunteer in other areas of the school, please contact our assistant principal, Jessica Seaton, by calling the office or emailing her

at jessica.seaton@knoxschools.org. Please sign in on the computer in the office when you come in to volunteer.

Visitors

We welcome visitors at Pond Gap Elementary! Every precaution is taken to see that the building and grounds are safe areas for the children. All outside doors are inaccessible to visitors. All visitors must enter through the **front door**, scan your ID on the coomputer in the office, and wear a visitor's badge while in the building. You must exitbuilding to sign out through the **front door**. You must have a physical ID to enter the building.

Student Visitors

We will not allow anyone to visit a child who is not on the emergency card of a student or has written permission from the parent on the emergency card. Due to this policy, visitors that come to eat lunch with students will only be allowed to eat with those named on the emergency card or who have written permission from the parent on the emergency card.

Medication

No medication of any kind (prescription, over the counter drugs including but not limited to ointments, eye drops, Tums, Tylenol, aspirin, etc.) shall be self- administered by students, even with assistance from school nurses or other school personnel, except when medication 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.

Medications such as Tylenol, aspirin, and other over the counter (O.T.C.) medications are included in these regulations. Elementary students should not carry these medications to school to be taken after school hours.

If medication is to be administered according to the above guidelines, the appropriate paperwork required by Knox County Schools must be completed and returned to the school office. Parents must deliver the medication to school, **do not send in medication with the student**.

Illness and Accidents

You are informed if your child becomes seriously ill or is injured in a school activity. We must have a telephone number on file where parents, a relative or neighbor can be reached in an emergency. It is your responsibility to notify the school if your number changes.

Students who become ill with fever/vomiting/diarrhea have to be symptom/fever free for 24 hours before returning to school. If your child is ill at school, you will be called to pick up your child.

Parent Square

We will be notifying every family in the building of special events or any emergency situations by notification through our automated parent square system. Again, we must have the current contact information for every child at all times. Please keep the office updated with any changes.

In order to receive these calls on your cellular phone, you must opt-in. You can opt-in online or by paper. Directions are available on the Knox County School website or at the school.

Harassment

Harassment, Intimidation and Bullying or Cyberbullying of any kind is prohibited. Please see the attached policy for more information. The following chart is helpful when identifying how to label a given situation.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST 80CES

ATTENDANCE

Absences

Student attendance is the first and most basic factor in determining student success in school. The policies of Knox County Board of Education require that written excuses be presented to the child's classroom teacher within 5 days of the date of absence. The excuse should indicate the date, nature of the absence, and be signed by the parent or guardian. If appropriate documentation is not provided within five (5) days, the absences will be recorded as unexcused. Ten days (10) per school year may be excused with a note from the parent if the child is sick, but does not see a doctor. **Always send in a doctor's note if your child makes a visit to the doctor.** Beyond that, a medical statement will be required for the absences to be excused. Knox County attendance workers will notify juvenile court when the absences exceed these limits.

Excused absences:

1. Student illness
2. Illness in the family temporarily requiring help from the student and supported by medical documentation
3. Death in the family (provide obituary)
4. Recognized religious holiday regularly observed by members of the student's faith
5. Verifiable family emergency

Absences resulting from vacations, car trouble, family business trips, oversleeping, missing the bus, etc. will be unexcused absences.

Invitations

A student may give invitations to a party **IF** everyone in the class receives an invitation. These should be given at the end of the school day.

Balloons, Flowers and Treats

We love to help celebrate special occasions with your children. We don't want to interrupt instruction, however, so please time delivery of flowers or balloons after 1:00. Remember that balloons cannot be transported on the bus very easily. If a parent delivers, we will call the student to the office, and the items will stay in the office until dismissal. Federal Nutrition Guidelines prohibit cupcakes, cookies and other items that do not meet nutritional standards from being distributed at school as a class treat. At the end of this handbook, you will find the KCS Approved list.

Telephone Calls

Staff members will not be called to the telephone to speak with parents while classes are in session. Please leave a message and the teacher will return the call as soon as possible. Messages from home cannot be relayed to students except in the case of an emergency.

Cell Phones

Students may keep cell phones in their backpacks as long as the phone remains off. The school is not responsible if a cell phone is lost or stolen. If a student uses a cell phone during the day, the office will keep the phone until a parent can come to school and retrieve it.

Please respect your child's instructional time when expecting responses back on messaging apps set up by teachers. These are set up for your ease and convenience, however, instructional time takes precedence.

Inappropriate Items

Students may not bring toys or games to school. Fidget spinners and pop-its are considered toys. If any toy, game, or a valuable item is brought to school and is then stolen or lost, neither your child's teacher nor the school is responsible for replacement.

Students must not bring to school any items that violate laws, safety rules, or disrupt the learning process. Parents and students are especially reminded that no weapons of any kind may be in any student's possession. This includes guns (including "toy" or water guns), knives, or any items used to hurt or threaten others. Knox County Schools practice strict "no tolerance" procedures with regard to students' possession of weapons of any type, and students, including elementary students, who violate these rules, will be subject to severe disciplinary action, including the possibility of a long-term suspension from school.

No live animals may be brought to school without the prior consent of the teacher and the school office.

Cafeteria Procedures

- PLEASE work with your child to help them be able to open packages, condiment packets, milk, etc...
- Tables will be sanitized between classes.
- Once seated, students should remain seated.
- Students should raise a hand if they need help and a cafeteria assistant will help them.
- Students should NOT drink soft drinks at school. Glass containers are not allowed in the cafeteria.
- Sharing food is prohibited.

Eating Lunch with Your Child

We will not allow anyone to visit a child who is not on the emergency card of a student or has written permission from the parent on the emergency card. Due to this policy, visitors that come to eat lunch with students will only be allowed to eat with those named on the emergency card or who have written permission from the parent on the emergency card.

Cafeteria

Students will not be allowed to drink sodas, energy drinks, or other drinks of this nature at school. Students who are eating a school lunch should not bring other outside food into the cafeteria. **Parents are not able to bring in fast food for their child to consume at lunch.**

Homework

It is encouraged that students read/are read to and practice math fluency each night.

If homework is assigned, it should be purposeful practice for review purposes and not dependent on parental assistance. It should be based on a maximum of 10 minutes per grade level (not to exceed 30 minutes). For instance, first graders should have no more than 10 minutes a night; second: 20 minutes; third: 30 minutes; fourth: 30 minutes; fifth: 30 minutes.

Students that do not finish assignments in class may do them as homework if that is deemed most appropriate. However, if this becomes a consistent practice for particular students, we will consider other ways to address the issue such as modifications or work habits contracts.

Emergency Closings/Delayed Openings

Please remember to listen to your television or radio for information. Parent Square will notify your contact numbers, and you may view information on the Knox County Schools website at www.knoxschools.org. Remember Parent Square will notify your phone. Do not call the school as we have a limited number of phone lines that need to remain open for information from the Central Office and bus drivers. If school is delayed one hour, we will not have a teacher on duty at the regular time for early arrivals. The school will open at 8:00 instead of 7:00. Two-hour delays would result in the school opening at 9:00.

Field Trips

Per Knox County School Board Policy (I-250) field trips must be “justified for the purpose of the established educational goals of the school system.”

Students must have the opportunity to participate in field trips, with certain behaviors being maintained throughout the school year.

Students may be removed from the opportunity of participating in a field trip when their behavior becomes a safety concern for themselves or the school. Participation in all field trips and special school events will be based on teacher and principal discretion.

Special Education/ESL

Knox County provides a continuum of services for students who qualify for special education under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Vocational Rehabilitation Act. If you feel your child might require special services and want Knox County to provide them, contact your child’s teacher, the principal, or Knox County Pupil Personnel Services.

At Pond Gap, we have students from many countries throughout the world that may be in need of English language instruction. ESL services are provided during the regular school day for students who qualify for these services.

Title I

Title I is a regular school program, which is federally funded. Parent participation is encouraged through meetings at the school level and the district level (DAC). Title I also supports parent education through meetings and GED training.

School Safety

What is the school district doing to keep students safe?

- Investing \$4.7 million for safety and security.
- Increasing school security officers by 20%.
- Training school security officers in building student relationships, cultural competency, and de-escalation techniques.
- Maintaining and expanding Anonymous Text-a-Tip to include an anonymous tip application for easy sharing of suspicious activity or safety concerns.
- Partnering with community organizations to provide mental health supports.
- Utilizing ParentSquare, a new communications platform, to provide updates and alerts to families.

What are our schools doing to keep students safe?

- Updating the school’s safety plan to meet the evolving threat landscape.
- Upgrading security cameras and physical safety of buildings.
- Tightening up visitor management systems and processes.
- Providing school counselors and social work staff to assess student needs and provide supports for families and students.
- Ensuring school zone safety with protocols and resources for transportation safety.
- Leveraging anti-bullying strategies and proactive student supports.



What are KCS teachers doing to keep students safe?

- Creating a safe and engaging learning environment.
- Building strong relationships with students.
- Monitoring Chromebook and internet activity.
- Completing training in suicide prevention and supports.
- Utilizing restorative and trauma-informed practices to support student behavior and well-being.

What can KCS parents do to keep students safe?

- See Something, Say Something. Report any suspicious activity you see, hear or read to KCS Security and law enforcement by calling KCS Security at 865-594-3624 or text knoxschools and an anonymous tip to 274637. Dial 911 in an emergency or if you feel threatened.
- Verify and update contact information with your school administrator so they may reach you in an emergency.
- Monitor Chromebook and internet activity. All students' laptops have filtering software installed, but we always recommend parental supervision when your child is online.
- Have regular conversations with your child around what information should remain private. Information such as names, home address, and telephone number should never be shared online.
- Start off the new school year with a new password. Try a positive pass phrase like "Straight A Student!" instead of a complicated password. Do not share passwords.
- Have a safety plan for car riders, bike riders, walkers, and bus riders.



Tennessee Standards for Family-School Partnerships

Standard 1: Welcoming all Families into the School Community

Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class and school.

Standard 2: Communicating Effectively

Families and school staff engage in regular, meaningful communication about student learning.

Standard 3: Supporting Student Success

Families and school staff continuously work together to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking up for Every Child

Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5: Sharing Power

Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

Standard 6: Collaborating with Community

Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

DATES TO REMEMBER

PARENT CONFERENCE DATES (BY APPOINTMENT)

Thursday, September 21 3:00-6:00 P.M.

Thursday, February 15th 3:00-6:00 P.M.

SCHOOL PICTURE DATES (All packages are prepaid on or before “picture day”)

Fall individuals - 9/12

Groups -3/19

Spring individuals -2/13

2023-2024 Knox County Schools Calendar

(approved by Knox County Board of Education May 4, 2022)

August 1 (Tuesday)	First Day for Teachers – In-service (School-based)
August 2 (Wednesday)	In-service Day (PreK-12 System-wide)
August 3 (Thursday)	Administrative Day (Teacher Workday)
August 4 (Friday)	In-service Day (1/2 day -- School-based); Administrative Day (1/2 day – Teacher Workday) Orientation for 6 th and 9 th graders
August 7 (Monday)	Administrative Day (Teacher Workday)
August 8 (Tuesday)	First Day for Students (1/2 day for students)
August 16 (Wednesday)	Early Release Day for Students
August 29 (Tuesday)	In-service Day (School-based) (Student Holiday)
September 4 (Monday)	Labor Day – Holiday
September 8 (Friday)	End 4½-weeks Grading Period (22 days)
September 17 (Sunday)	Constitution Day
September 20 (Wednesday)	Early Release Day for Students
October 6 (Friday)	End First 9-weeks Grading Period (42 days)
October 9-13 (Monday - Friday)	Fall Break
November 7 (Tuesday)	In-service Day (PreK-12 System-wide) (Student Holiday)
November 15 (Wednesday)	End 4½-weeks Grading Period (22 days); Early Release Day for Students
November 22-24 (Wednesday-Friday)	Thanksgiving Holidays
December 20 (Wednesday)	½ day for Students End Second 9-weeks Grading Period (44 days) End First Semester (86 days)
December 21 – January 2 (9 days)	Winter Holidays
January 3 (Wednesday)	In-service Day (1/2 day -- School-based); Administrative Day (1/2 day – Teacher Workday) (Student Holiday)
January 4 (Thursday)	First Day for Students after Winter Holidays
January 15 (Monday)	Martin Luther King, Jr. Day – Holiday
January 24 (Wednesday)	Early Release Day for Students
February 5 (Monday)	End 4½-weeks Grading Period (22 days)
February 14 (Wednesday)	Early Release Day for Students
February 19 (Monday)	In-service (PreK-12 System-wide)
March 5 (Tuesday)	Holiday (Presidential Primary Election)
March 8 (Friday)	End Third 9-weeks Grading Period (44 days)
March 11-15 (Monday-Friday)	Spring Break
March 20 (Wednesday)	Early Release Day for Students
March 29 (Friday)	Holiday
April 1 (Monday)	Holiday
April 19 (Friday)	End 4½-weeks Grading Period (23 days)
May 23 (Thursday)	Last Day for Students (1/2 day for students) End Fourth 9-weeks Grading Period (47 days) End Second Semester (91 days)
May 24 (Friday)	Administrative Day (Teacher Workday) – Last Day for Teachers
June 19 (Wednesday)	Juneteenth

Calendar Summary

180 Instructional Days*
4 Scheduled Administrative Days
2 Unscheduled In-service Days
1 Unscheduled Parent-Teacher Contact Hours (formerly Teacher-Parent Conference Day)
6 Scheduled In-service Days
6 Early Release Days for Students
10 Vacation Days

* In accordance with TCA 49-6-3004: 177 student instructional days plus three (3) days due to the daily seven-hour schedule.

Early Release Day Dismissal Times: Elementary – 12:30 PM; Secondary – 1:30 PM

Under this calendar Knox County Schools may cancel up to eight (8) instructional days due to inclement weather or serious outbreaks of illness before any makeup days will be required.

Pond Gap Behavior Expectations/Discipline Policy

We are so excited to be a PBIS school! Our goal is to make the environment so positive that students WANT to choose the right thing, while also having consequences for those times when they choose not to do the right thing. Childhood is a great time to learn from mistakes, so we strive to make every infraction a learning opportunity.

All students will be taught and expected to follow the following school-wide expectations at the beginning and throughout the school year. Please reinforce these expectations at home. You will receive more specific information in terms of individual classroom expectations.

Panther Principles						
Pond Gap PBIS Expectations						
	Classroom	Hallway	Bathroom	Cafeteria	Playground	Technology
Voice Level	Appropriate Voice Level for Activity	0	0	2	Appropriate Voice Level for Activity	Appropriate Voice Level for Activity
Ready	*Have materials for class	*Be prepared with materials	*Return promptly	*Enter and leave in a 3 S line (silent, straight, still)	*Line up quickly in a 3 S line (silent, straight, still)	*Have your devices ready and charged
Prepared	*Keep your area organized and clean			*Remember utensils and condiments before going to your table		*Keep food and drinks away from devices
	*Sit in ready to learn position			*Be prepared to exit the cafeteria with all your trash on your tray and your milk carton closed	*Stay in areas where you are allowed to be	*Keep passwords and settings at the default setting
	*Eyes and ears on designated speaker (tracking)					
Respectful	*Be kind and polite in words, manners and actions	*Walk in a 3 S line (silent, straight and still)	*Give others privacy	*Clean up any mess (even if it's not yours)	*Be kind and polite in words, manners and actions	*At appropriate times help others
	*Keep your hands, feet and objects to yourself	*Eyes facing forward	*Wait patiently for your turn	*Stay in your seat	*Share and take turns	*Only type words that are school appropriate
Taking care towards others	*Build others up with positive words, responses, body language and actions	*Hands by your sides	*Be kind and polite in manners and actions	*Be kind and polite in words, manners and actions	*Make safe choices	*Neatly return headphones
	*Follow directions the first time	*Walk on second square from the wall		*Keep hands, feet and objects to yourself		
	*Wait your turn to speak	*Silently greet all visitors		*Raise your hand if you need assistance		
				*Follow directions the first time		
Responsible	*Use all materials correctly	*Walk	*Be quick, quiet and clean	*Keep your personal space lean	*Use equipment properly (follow playground equipment rules)	*Carry the devices carefully (Two hands)
	*Complete work fully to expectations given	*Go directly to your destination	*Use toilet paper, soap, and towels appropriately	*Wait until you are seated to begin eating	*Get all your belongings before you leave	*Use websites that have been approved at approved times
Taking care of self and thing you are entrusted with	*Be punctual	*One square between students	*Flush	*Eat only your own food	*Keep playground area clean	*Plug in your devices to charge at the end of the day
			*Wash hands with soap			*Private information should stay private
			*Keep floor dry			*Only download materials that have been approved

Pond Gap Elementary School Teacher/Parent/Student Compact

Dear Parents:

Thank you for reviewing the student handbook with your child. We want to partner with you and your child to provide the best education possible.

The staff at Pond Gap Elementary, the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) and the students, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards. This school-parent compact is in effect during the school year 2023-2024.

School Responsibilities

The staff at Pond Gap Elementary School will:

- 1. Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:**

- **Align curriculum w/state standards**
- **Provide rigorous instruction at each child's instructional level through the use of formative and summative assessments**
- **Incorporate professional development to support and enhance instruction**
- **Provide intervention when students need additional academic support**
- **Foster a respectful culture in every classroom**

- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**

Specifically, these conferences will be held Thursday, September 21 3:00-6:00 P.M and Thursday, February 15th 3:00-6:00 P.M.

- **Additional conferences as needed by the teacher or parents**

- 3. Provide parents with frequent reports on their children's progress.**

Specifically, the school will provide reports as follows:

- **Interim Reports: 4 times throughout the year after the midpoint of each grading period**
- **9 Week Reports: 4 times throughout the year after the end of each grading period**
- **Intervention Progress Reports**
- **Daily Take Home Folders with Monthly Calendars**
- **Additional Communication Tools in Each Classroom**

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

- **By scheduling an appointment by sending a note or calling the teacher**
- **Phone Calls**
- **Emails**
- **Additional Communication Tools in Each Classroom**

5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:

- **Scheduled Family Events (updated in monthly calendars)**
- **Opportunities to volunteer in the classroom by advanced request**
- **Parent Teacher Association**
- **Classroom observations are available by request**

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- **Ensure maximum attendance and on-time arrival to school.**
- **Reviewing contents of the daily folder each day.**
- **Keeping contact information up to date (phone numbers, address, email address).**
- **Participating, as appropriate, in decisions relating to my children’s education.**
- **Encourage and participate in daily reading and math practice with my child(ren).**

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state’s high standards. Specifically, we will:

- **Follow the Panther Principles of being Ready, Respectful, and Responsible.**
- **Participate daily in reading and math practice outside of the regular school day.**
- **Give my parents or the adult who is responsible for me all notices and information received by me from my school every day.**
- **Help my parents get me to school each day and on time.**



Please sign and return to school

Pond Gap Elementary School

August 8, 2023

My child and I have read and discussed the Pond Gap Student/Parent Handbook and the Teacher/Parent/Student Compact for this school year. My child and I understand the expectations of Pond Gap Elementary. We understand the importance of contributing to an environment conducive to learning for all students.

Please return this sheet only to your child's teacher.

Teacher Signature: _____ Date: _____

Parent(s) Signature: _____ Date: _____

Student Signature: _____ Date: _____