

Sarah Moore Greene Magnet Student and Family Promise



2023-2024

Ms. Robin Curry, Principal

Mr. Christopher Deal, Assistant Principal

Mrs. Chelsea Gonzalez, Assistant Principal

Dr. Moniqueca Navarre, Assistant Principal

ARRIVAL AND DISMISSAL PROCEDURES

School Hours: 7:45am- 2:45pm

STUDENTS MAY NOT BE DROPPED OFF BEFORE 7:10.

Students who arrive before 7:30 should report to the appropriate grade level waiting area.

Students will eat breakfast in the classrooms beginning at 7:30.

Tardies: Students who arrive at school after 7:45 must report to the office with a parent to receive a tardy slip before reporting to class.

Afternoon dismissal:

- Bus riders will load buses at 2:43.
- Walkers will be released at 2:45
- We will begin calling cars at 2:45. If you are picking up a student, you **MUST** have a car tag or present identification and be on the emergency card.
- As a safety precaution, we will not walk your child out of the line to load the car. You must be in the car line.

FOR THE SAFETY OF YOUR CHILD: PARENTS MAY NOT CALL THE SCHOOL TO CHANGE THE WAY A STUDENT IS TO GO HOME.

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.

IF AN EMERGENCY ARISES DURING THE SCHOOL DAY, YOU MAY COME TO THE SCHOOL TO CHANGE THE DISMISSAL PLAN IN PERSON, A NOTE MAY BE FAXED/EMAILED TO SCHOOL IF THE NOTE HAS A COPY OF THE PARENT/GUARDIAN DRIVER'S LICENSE WITH THE NOTE. Our fax number is 865-594-1169

Early dismissal: Students being checked out before the end of the school day

should be **checked out before 2:25**. Please do not ask that your child be signed out after 2:25. Adults who check students out early must have and show a picture I.D and must be listed on the Emergency Card.

BEGINNING OF THE YEAR – Walking your child into the building

SMG staff understands that the beginning of a new school year is an exciting time for families and you would like to walk your child(ren) into the school. With this in mind, we have set up guidelines to ensure the safety for all students and staff.

1st – 5th Grade students may be walked to the front door, but are to walk to their classes on their own after August 11th. Kindergarten parents – You will walk and check your child in during the staggered days of August 8th – 19th. On August 22nd,

Kindergarten students begin full time. Parents of Kindergarten students will be able to walk your child into the front lobby on that day. Beginning August 23rd, all students will be expected to walk themselves into the building.

CIVILITY CODE Policy B-230-

PHILOSOPHY OF PERSONAL CONDUCT It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility. It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

EXPECTATIONS Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

RESPONSE TO UNCIVIL BEHAVIOR The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.

4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such a person does not immediately and willingly leave, law enforcement may be called.

CHROMEBOOKS

All students will be assigned a Chromebook for school use. Chromebooks will not go home at night, weekends, or holidays. Chromebooks may go home if we are to have a virtual learning drill day. If a child damages a Chromebook, there will only be one replacement. Following two damaged Chromebooks, the parent/guardian is responsible for replacement.

For Chromebook usage, families must:

- Sign the agreement-
<https://kcs.incidentiq.com/policy/c6736f54-c41c-48ca-b29c-2b3b4b4d8cc4/lookup>
- Pay the insurance-
<https://knoxschools.schoolcashonline.com/Fee/Details/14642/231/False/True>

EMERGENCY CLOSING/ DELAYED OPENING

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. 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 8:10.

ENTRANCE REQUIREMENTS FOR ENROLLMENT

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

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

Please inform the secretary or administration if your child receives any special programming (IEP, 504, Behavior Plan)

PROOF OF RESIDENCE

Students enrolled in SMG Magnet 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).

SCHOOL FEES

School fees are \$25.00 per child. Make checks payable to Sarah Moore Greene Magnet or pay at <https://knoxschools.schoolcashionline.com/>. This fee is used for expendable supplies such as manipulative material, teacher made and commercial material, and art material. If a child qualifies for free or reduced priced meals under Federal guidelines the parent/guardian is not required to pay fees.

VISITORS

Parent and community participation in school and during school activities are critical elements in providing all students an excellent education. However, for the safety and security of all students it is important that access to schools be closely monitored. For your child's protection school board policy states, "During the school day and immediately before and after the school day all visitors will report to the school office when entering the school and log in with the school administration." Visitors must report to the school office, present identification, and sign-in, stating the reason for the visit. All visitors must obtain and wear a visitors badge from the office, making students and staff aware that procedure has been followed.

Visitors are not permitted to enter any classroom in which the teacher is not present. Instructional or planning time for teachers may not be interrupted, even briefly. Your cooperation with these policies allows us to maintain an "Open Door Policy" without compromising the instructional program.

All visitors bringing items for students should label those items with the student's name and teacher.

Regarding photographs: For the safety of all students, visitors must NOT upload student photos from school events to the internet. This includes social media networks. This does not apply to photos taken by parents in which ONLY their own child appears.

VOLUNTEERS

In order to volunteer at a Knox County school, volunteers must complete required paperwork in our office. Our staff members will have specific tasks for volunteers to complete and will schedule volunteers to help on days that most benefit our students. Chaperones on field trips will also be required to complete volunteer paperwork. **If**

you are volunteering or chaperoning, please do not bring siblings/younger children with you.

BIRTHDAYS, CELEBRATIONS, AND PARTY INVITATIONS

Birthdays are a very special time in the lives of children. **Federal Nutrition Guidelines prohibit cupcakes, cookies and other items that do not meet nutritional standards from being distributed at school as a class treat.** Another option is to purchase ice cream from the cafeteria for the entire class.

Children or parents MAY NOT distribute invitations to birthday parties or special events at school unless they are inviting the entire class (or all the boys/all the girls in the classroom).

STUDENT DELIVERIES

Due to the increased deliveries to students on their birthdays, holidays, or special days we will no longer be able to accept or sign for deliveries of any kind. We appreciate your understanding.

EATING LUNCH WITH YOUR STUDENT

We do not allow anyone to visit with 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.

Adults visiting for lunch will eat with their students at a designated table. We do not allow friends, cousins, etc. to move to the designated table to eat.

Visitor meal prices:

Breakfast \$2.25

Lunch \$3.75

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. EVER.

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.**

ILLNESS AND ACCIDENTS

You will be informed if your child becomes seriously ill or is injured in a school activity. We must have a current 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.

ATTENDANCE POLICY

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 appropriate documentation)
4. Recognized religious holiday regularly observed by members of the student's faith
5. Verifiable family emergency

It is the parent's responsibility to provide appropriate documentation regarding absences to the school within five (5) days of your child's return to school. 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.**

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

Children must be in school for 3 hours and 30 minutes to be counted present for the day. **According to State of Tennessee policy, THESE RULES INCLUDE DAYS THAT ARE DESIGNATED HALF-DAYS OF SCHOOL.**

INAPPROPRIATE ITEMS

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 long-term suspension from school.

TOYS AND GAMES

Children may not bring any toys or electronic games to school. No eReaders, iPads/Pods, MP3 players, Gameboys/ Switch etc. are not allowed at school or on the bus. If any toy, game, or valuable item is brought to school and is then stolen or lost, neither your child's teacher or the school is responsible for replacement.

OUTSIDE FOOD AND DRINK

If students are brought "fast food" for lunch they will sit in the office and eat it. Please have your student finish their "fast food" breakfast before coming to school.

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 the second day of school. We must have an emergency contact number in case we cannot reach the parent. Adults who are not listed on the Student Profile Form/ Emergency Card may not check out students.

TELEPHONE CALLS

Staff members will not be called to the telephone to speak with parents while classes are in session. The office will take a message and the staff member will return your call as soon as he/she is not responsible for the supervision and instruction of students. Please do not ask office personnel to relay messages to children except in cases of

EXTREME EMERGENCY. Children will not be called to the telephone to speak with parents except in the case of an emergency.

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.

Your student MAY NOT use their own phone to make calls to the family or others during the school day.

FAMILY/ TEACHER CONFERENCES

Family-teacher conferences and special conference days are scheduled in the calendar. Any time during the year, families are welcomed to arrange a conference with the teacher. We also have two family conference nights throughout the year- the first is scheduled for September 12th, 4:00- 6:00 pm and February 27th from 4:00-6:00pm.

Teachers cannot conference or answer questions during the school day between the hours of 7:30-2:45- **Conferences must be by appointment only.**

Regarding Parental Concerns or Complaints:

SMG teachers and staff 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, phone call, or scheduled parent-teacher conference. This will lead to a positive resolution of most concerns. 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. The Principal 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 receive consideration.

COMMUNICATION- PARENT SQUARE

Parent Square - SMG Admin and teachers will use the communication app to send out school, classroom announcements and reminders. This app will allow you to communicate with your teacher. You **MUST** keep your cell phone number and email up to date to communicate with SMG.

CELL PHONES

Knox County School policy allows students to have cell phones at school. **The cell phones must be turned off and in a backpack.** If a student has a cell phone ON or outside of a backpack, the cell phone will be taken from the student and the appropriate behavioral response will be given. The parent may come to school to pick up the equipment. The school is not responsible for lost or stolen cell phones.

SCHOOL BUSESSES

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 or family member without a dated and signed note. Any time a student changes his/her regular way of going home, a note detailing the change must be signed by the parent and sent to the teacher.

Misconduct on the bus endangers safety and may result in a loss of this privilege. Both parents and students must understand that the bus driver is in full charge of the bus and the students, and any student who is reported by the bus driver for a safety rule violation will definitely be subject to disciplinary action. Please go over the bus rules with your children.

Knox County's School Bus Rules:

- Obey the bus driver; follow driver's first request; driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.
- No eating or drinking allowed; keep the bus clean.
- Keep hands and head inside the bus; no throwing objects in or out of the bus.
- Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.
- Parents will be fiscally responsible for any act of vandalism.

The school has no direct authority over the behavior of children at school bus stops, either morning or afternoon. This is an area of parental responsibility.

REPORT CARDS

Report cards are issued every nine weeks. They should be signed by the parent or guardian and returned to school as soon as possible. Mid-term progress reports will be sent to parents mid-way through each nine-week period. Report cards may be supplemented by parent-teacher conferences or by other written reports to parents.

Most teachers will regularly send home samples of each child's work to be signed by the parents or guardians and returned to school.

LOST AND FOUND

We maintain a lost and found at school. It is helpful when parents label all items (lunch boxes, jackets etc.) with your child's name and teacher's name. Please come by the Lost and Found area when an item is lost. Please note, from time to time, we will donate uncollected items to charity.

KNOX COUNTY ELEMENTARY SCHOOL DRESS CODE

SMG does not set their own dress code, we follow Knox CO. School Board's policy. To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Schools:

1. Pants must not sag below the waist and must be 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.
7. Please put a change of clothes in your child's backpack, if possible. The younger grades especially may need this from time to time (accidents happen)... we do not keep extra clothes in the clinic.

The school administration reserves the right to determine whether the student's attire and appearance are within the 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 consequences for policy infractions. The policy does not preclude individual schools from piloting alternative dress policies or standards with permission of the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the elementary director for review and recommendation of the Director of Schools and the Board of Education.

SCHOOL DISCIPLINE

Our stakeholders will be Respectful, Responsible, and Safe.

Our goal is to develop Global Leaders that will create an environment of inclusivity, positive choices, and mutual respect. All students will be taught and expected to follow the school wide expectations.

Students will be rewarded for meeting the behavior expectations. We utilize LiveSchool to provide students with points. These points contribute to each student's House points. We are in year 2 of The House System, and parents will be able to get involved and help contribute to House Points for their student(s).

Those that do not meet expectations will be given a consequence per Board Policy, J-191 and be retaught the expectation.

As a school, we can not over see what happens after hours on social media. If an incident occurs after hours that impacts the learning during school as a result of social media, consequences will be followed per J-191.

HARASSMENT, INTIMIDATION, AND BULLYING OR CYBER-BULLYING

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. All Knox County School's staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices;

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, and:

If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- Physically harming a child or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment; or

If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

PTO

Be on the lookout for signing up to support our school PTO. Please reach out to Mr. Deal with any questions.

WITHDRAWALS

Please notify the main office in writing if you plan to move out of the school zone. Such notice should be given a week before the student's last day and should indicate where the student will be attending. Records will be sent after a request from the new school has been received, notifying the secretary that the student has indeed enrolled in another school. Notifying the school in a timely manner will enable teachers to complete all records prior to the student's last day. A student's records will only be forwarded to the new school when all textbooks and library books are returned and all outstanding fees are paid. Please contact the cafeteria manager to close out your child's lunch account.

SMG DATES TO REMEMBER

- Parent Information Night: September 12th
- Parent Conference Nights: 10/27 and February 27th
- Legends and Legacy: 2/27
- Read Across America: 3/1
- International Night: 4/9
- Talent Show: 5/20
- Winter and Spring Class Parties: TBD

