

Vine Middle Magnet School

1807 Martin Luther King, Jr. Ave

Knoxville, TN 37915

865-594-4461



Student Handbook

2024-2025

Vine Middle Magnet School

Welcome! On behalf of our Executive Principal, Mrs. Robin Curry, and the Vine faculty and staff, we welcome you to the 2024-2024 school year. As we begin the school year, we strive for excellence each and everyday.

Arrival & Dismissal

Students may be dropped off each morning beginning at 7:30. Please ensure your child is here prior to instruction starting at 8:30. Students who arrive after 8:30 must be checked into the student services.

We will begin dismissal at 3:30 each day. To assist with safety around dismissal, **EARLY DISMISSALS will stop at 3:00.**

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.**

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.

Communication

Family Contacts:

Please ensure you keep us updated with changes to phone numbers, addresses, and emails. We need this information to ensure that we are able to communicate with you in a timely manner.

Important Phone Messages from School:

Knox County Schools' uses an automated notification system. It is used to communicate important school and district information-such as school closings/delays, security alerts, school activities, and more--to parents and employees through phone calls, emails and text messages. Currently, this system is called **ParentSquare**. It is very important that you download the ParentSquare APP in order to ensure that you receive all information. *ParentSquare* is a very useful communication tool that will be implemented widely at Vine due to the fact it translates for families in more than 100 home languages.

Parent Portal:

Parent Portal is your online access point for important student information and teacher communication. This secure site provides an easy way to view student academic information including grades, upcoming assignments, attendance, report cards, and state testing scores. Parent Portal also allows you to email teachers and set automatic email notifications if a grade falls below a specific threshold.

Parents may request access to *Parent Portal* by contacting the Knox County Schools Help Desk. helpdesk@knoxschools.org or call (865) 594-1830

Canvas:

Canvas is a learning management system being used by teachers in Knox County Schools. This product allows teachers to provide online content to students in an organized and easy to use fashion. As a parent, you can create a Canvas login that will allow you to check on upcoming assignments, view class materials and follow your student's progress. Please know that your child can email their teachers via their Canvas account.

Follow this link to create a parent account to view your student's online work:

<https://www.knoxschools.org/Page/10560>

Parent Conferences:

If you would like to meet with a teacher and/or administrator, please call the office at (865)594-4461 to schedule an appointment. Teachers are not available during class time for parent conferences.

Teacher Email:

All teacher emails can be found on the staff directory page of the school website.

<https://www.knoxschools.org/Domain/69>

Other Communication:

School Website: <https://www.knoxschools.org/vinems>

Vine Middle Magnet School on Facebook

<https://www.facebook.com/profile.php?id=61562366430536>

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.

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.**

SCHOOL FEES

School fees are \$35.00 per child. Make checks payable to Vine Middle Magnet or pay at <https://knoxschools.schoolcashonline.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.

Electronic Device Expectations for Students

- See the excerpt from board policy [J-240](#):
 - Use by Students in Grades 6-8 Students may possess PCDs while on school property. The devices may be used before and after school. At all other times the PCD must be in the off mode. The principal or the principal's designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.
- The school day begins when students enter the building and ends after students leave at 3:30pm.
- If a staff member observes a student violating the electronic device policy, the following procedures will be followed:

-1st Offense- Student receives a warning and redirection by staff and student will be required to turn it off and put it away.

-2nd offense- Teacher calls student services and a restorative team member will retrieve the phone and student can pick it up from the office at the end of the day.

-3rd offense- Contact student services and a restorative team member will retrieve the phone from the student. Parent/guardian has to come and pick up the phone from the front office.

-4th offense - Parent conference to develop electronic device support plan developed which could include a student turning the device into the office each morning when he or she arrives at school.

SCHOOL DISCIPLINE

Our goal is to develop a culture 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 PBIS Rewards to provide students with points. There will be school-wide incentives each quarter for students who meet behavioral expectations.

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.