

Cedar Bluff Elementary School
705 N. Cedar Bluff Rd
Knoxville, TN 37923
(865) 539-7721
cedarbluffes.knoxschools.org

Mitchell Cox, Principal
Denna Grogan, Asst Principal
Ashley Booher, Asst. Principal
Mandy Dye, Preschool Facilitator

PARENT – STUDENT HANDBOOK 2019-2020

We would like to welcome you to Cedar Bluff Elementary School! Our school is part of the Knox County School system, a system known across the state and nation for its academic standards and excellent curriculum. We currently have approximately 1200 students in K-5th grade. Our student population is a varied one, representing families from many different parts of our country and the world. Our children belong to many racial, religious, and economic groups. We are proud of our student body and believe it to be made up of the finest children in the world.

Our Parent –Student Handbook has been prepared and updated for you to know and understand our school expectations. It outlines activities and procedures at the school and is based on our district regulations and policies that all schools must follow to ensure the safety and academic support needed for every student.

Please take the time to review this important information with your child. This handbook is viewed as due notice of the procedures and practices to which those who attend CBES are expected to follow. You may refer to this hard copy or access the electronic copy on our school’s website.

FRONT ENTRANCE PROCEDURES

As many of you know, our front entrance is now secured with a video monitoring system and the front doors will remain locked at all times. In order to gain entrance into the building you will need to press the button to identify yourself, your child, and the nature of your visit. Please be sure to always bring your picture Id with you for every visit. Based on the information you provide access will be granted or denied. Upon clearance to enter the foyer, you will need to immediately go into the door on the right to enter the front office.

Parents, volunteers, and other citizens are always welcome in our school. However, we must insist on the following procedures and policies set forth by our district to ensure the safety of every child:

Procedure- Identify yourself and the nature of your visit. Go into the main office to the right of the front doors. Provide a picture Id and sign in. Obtain and wear (at all times & in a visible place) a Visitor’s Badge. At the end of your visit you will need to return the Visitor Badge to the front office, sign out, and exit the building.

TRANSPORTATION

The Knox County Schools Board of Education policy states that transportation is to be provided for children who live 1 mile or more from the school. The Coordinator of Transportation arranges routes and stops. You may reach transportation at 594-1550 or check on the district web site for bus number, times and locations.

TARDINESS

Excessive tardiness is as serious as absenteeism. Tardiness disrupts the classroom instruction in process and denies your child a smooth, productive, and organized morning. Students arriving at school after 11:15 a.m. or leaving prior to 11:15 a.m. (without returning) will be marked absent for the day.

SCHOOL HOURS

In order to follow the state mandated guidelines for instructional time per grade level, we must remind everyone and enforce our school hour’s policy.

Instructional time begins at 7:45 am and concludes at 2:45

For Early Release Days (1/2 days)= 7:45 – 11:15am.

This means that school announcements will begin at 7:45 and students will be *actively involved* in their learning time at 7:45. If your child will be tardy then you **must** walk them in to the front office and sign them in. School personnel are on duty beginning at 7:10 a.m. to monitor student arrivals. Students should NOT be dropped off at school prior to 7:10 a.m. We have to turn in absences and tardy numbers to our district daily. Since our school day ends at 2:45 students may not be signed out after 2:20. This causes tremendous problems with dismissal procedures and can be a safety issue.

**** PLEASE NOTE ~ We are no longer able to accept any phoned in transportation changes. All transportation changes must be in writing and signed by the legal parent/guardian.**

DISMISSAL

Regular dismissal is at 2:45; early dismissal (1/2 days) is at 11:15.

Students that need to leave early due to appointments or other commitments must provide a written notice to the teacher that is signed by the parent/guardian. The parent/guardian will have to come into the front office to provide identification and sign out their child.

Procedure: Buses are dismissed first, next is Parker/Walkers, then Car Riders. *Be sure to have your car tags visible as you pull through the line. We were able to go through our car rider lines with an average of 17-20 minutes when everyone follows the rules and tags are visible. Any child that is part of the Parker/Walker group and is still waiting at 3:00pm will be moved to the Car Rider designated area. If your child is still waiting at 3:15, you will need to park and enter the building, with your Id, to sign out your child. If you forget your car tag, you will need to park in the parking lot and walk into the office with your Id. Walkers will be released with bus riders and must live within a one-mile radius of CBES.

SCHOOL ATTENDANCE POLICIES

State law requires children to be present for a minimum of 3 hours and 30 minutes in order to be counted present for the day. This law applies to full and ½ days. Knox County Schools excuses absences for student illness, death in the immediate family, recognized religious holidays and genuine family emergencies. Knox County Schools does not excuse absences caused by early or extended vacations or weekend trips. Excuses for student absences must be written, dated, and signed by the parent/guardian and turned in to their child's teacher within 5 days of the absence. Up to 10 absences per school year may be excused with a parent/ guardian note. However, after 10 days a doctor's excuse is required. Phone calls will not be accepted.

Attendance is very important as children learn a great deal of information every day. New concepts, skill building, and assessments are part of our everyday curriculum and improving student achievement is directly linked to regular attendance.

TRUANCY

Excessive absenteeism is a violation of state law and calls for stern action by the school district. Parents are held responsible for ensuring that their child is attending school.

ILLNESS – If students are absent due to illness, they will be given time that equals the absence time to make up missed work once they return to school. (Sick one day = One day to make up missed work). Please do not call our front office to pick up assignments, only communicate with the classroom teacher.

FIELD TRIPS

It is our school policy that any time a class takes a field trip and bus transportation is provided, students are required to ride TO and FROM the field trip site.

TEXTBOOKS & SCHOOL SUPPLIES

The taxpayers of Tennessee provide textbooks and ALL students are fully responsible for the care and location of any textbooks that are issued to them. Loss or destruction of any school textbook requires reimbursement from the family to the school. Parents are responsible for ensuring the care of textbooks and reimbursing the school for any damaged or lost textbooks or library books. Records and Report Cards will be held if these fines are not paid in a timely manner.

SCHOOL LUNCH PROGRAM

Well-balanced lunches, including milk, are offered at CBES. Children may bring lunch from home but are not permitted to have soft drinks. Free & Reduced price lunch programs are available for those who qualify. In accordance with KCS policy, students are not permitted to charge lunches. Students should not call home to request money. Parents are responsible for ensuring that their child's account is up-to-date.

SCHOOL CLINIC AND MEDICATIONS

Cedar Bluff Elementary School is fortunate to have a school clinic that is available to students daily. This service is provided through volunteer efforts and financial support of our PTSA. The Red Cross trains volunteers. If you are interested in volunteering and helping our community, please call our front office.

As a general policy, medicine is not administered to children at school. However, in special circumstances if medication is required to be taken during school hours, it will be dispensed by the school staff and recorded. The following procedures are required to be followed for prescription medication:

1. A physician must complete a Medical form: Administration of Medication for each medication
2. All medication MUST be in the original pharmacy labeled container. *Note – Over-the-counter medication prescribed by a health care provider must be brought to school in an unopened original container.
3. If any changes in medication occur during the school year (change in dosage amount or time)a new form must be completed along with a new pharmacy labeled container.
4. Only one form for each medication may be used.
5. Medication must be brought to school by a responsible adult and submitted to the front office. Students CAN NOT transport medication. It must be turned into the school office by a parent.

NUTRITION PROGRAM AND DISTRICT POLICIES

Knox County Schools has a specific nutrition policy that we must follow. Due to a large number of allergies to foods, dyes, and snacks we will need to be very cautious about what is allowed to be brought to school. Here are some of the guidelines: Breakfast treats may not be served before the students have had lunch, consider bringing non-perishable items to celebrate instead so all children can participate,

TELEPHONE CALLS TO THE SCHOOL

Do not ask our office personnel to relay messages to your child except in the case of an emergency. Students will not be called to retrieve a phone call unless approved by the principal and it is an emergency. Students may not call home to ask parents for lunch money or forgotten assignments, etc. Teachers may not be called to answer a phone call during instructional time. If you would like to speak with a teacher, you may leave them a voice mail and they will return your call when they are not responsible for the supervision and/or instruction of students.

REPORT CARDS/PROGRESS REPORTS

Report Cards are issued every nine weeks. Report Cards should be signed by a parent/guardian and returned to the school immediately. Report Cards may be supplemented by parent-teacher conferences or by other written reports to parents. Progress Report are at the 4.5 week interim of a 9 week quarter.

PARENT – TEACHER CONFERENCES

CBES teachers consider parent conferences as a key element in communicating with parents/guardians. If you wish to arrange to meet with your child's teacher, please contact our school office to leave a message for the teacher. The teacher will contact you to establish a mutually convenient date and time for your meeting.

STUDENT DISCIPLINE

Most discipline matters will be handled among teachers, students, and parents. However, when a child's behavior affects the learning or safety of other students, the teacher and/or administration will take appropriate action.

ELECTRONICS

All phones and other electronic equipment brought to school by students must be in the 'off' mode and kept in a backpack and may not be used at school unless directed to do so by administration. Note- CBES is not responsible for any lost, damaged, or stolen property or device brought to school by a student.

LOST & FOUND

We maintain a lost & found at our school. Many expensive and useful items are left in our lost and found. Due to sheer volume, we will be donating all left over items to charity at the end of each quarter. Be sure to label all clothing and personal items with your child's name.

DRESS CODE & POLICY

Knox County Schools has a standard for appropriate dress. Appropriate dress should reflect a concern for each child's comfort, safety, cleanliness, and sense of modesty. To help create the best learning environment for our students, the following standards for student dress must be observed in all Knox County Schools:

- Pants must not sag below the waist or touch the floor
- Shirts and blouses must completely cover the abdomen, back and shoulders. Shirts or tops must cover the waistband of pants or skirts that are worn at the waistline, as long as no midriff is showing
- Head apparel, except for religious or medical reasons, must not be worn inside the building
- Footwear is required and must be safe and appropriate for indoor and outdoor activities
- Clothing or accessories may not display offensive or vulgar images or language and may not advertise products that students cannot legally purchase
- Short shorts, mini-skirts, and spandex are deemed inappropriate

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.

EMERGENCY PROCEDURES

Telephone Numbers - The emergency cards you fill out for your child will be kept on file in the front office and are used in the case of an emergency. *Make sure your contact information is always up-to-date.* Be sure to provide emergency contact numbers of all the people who are approved by you to contact.

School Closing / Early Dismissal- Decisions to close school due to inclement weather or disaster are made by District Office personnel, not individual schools. You will be notified by a District Office phone call and may check the local news. Please do not call our front office, as this becomes an extremely busy time in getting 1200 students home safely and securely. We appreciate your patience and support during this time.

Emergency School Dismissal - In recent years inclement weather has necessitated the early dismissal of all students in Knox County Schools. On such occasions, school buses will operate on the regular runs. In order to avoid confusion and to ensure your child arrives home safely – parents must indicate on the Emergency Dismissal Form how your child is to be dismissed in such a situation. We will follow what is written on the card.

PETS ON CAMPUS

In the interest of student and staff safety, pets are not allowed on our campus unless they are registered service animals. If parents drop off or pick up students in cars, pets maintained inside the vehicle will also be allowed.