



Parent and Student Handbook
2025-2026

Table of Contents

Letter from Administration	4
Knox County School Calendar	5
Vision, Mission, and Motto	6
Animals	7
Alternate Dismissal Procedures	7
Attendance Policy	7
Authorization for News Media Contact and Release to Publish	8
Behavior Expectations & Discipline	8
Breakfast, Lunch, Snacks, & Gum	11
Bullying Definition, Reporting and Response	11
Bus Transportation	13
Care of School Property	14
Car Riders and Traffic	15
Civility	15
Classroom Concerns	16
Dress Code	16
Emergency Drills	17
Enrollment Requirements	17
Field 18	Trips
Fraud Reporting	18
Grading Scale	18
Hours	19
Invitations 20	
Knox County School's Home Page	20
Medication Policy	20
Money at School	20
Nurse	21
Parent Portal	21
Parking	22

Parties	22
Peanut Allergies	22
Personal Property	22
PTO	23
Public Notice	23
Report Cards and Home/School Communication	24
School Closing Due to Inclement Weather	24
School Messages / District messages	24
Special Education Services	25
Student Information	25
Tardiness and Early Dismissal	
Take-home Folders	25
Tobacco Policy	26
Telephone	26
Unsafe School Choice Policy	26
Visitors	26
Volunteers	27
Withdrawing a Student	27
Parent Signature Page Verifying Your Review of the Handbook	28



MOUNT OLIVE ELEMENTARY SCHOOL

2507 Maryville Pike
Knoxville, TN 37920

Dear Mount Olive Families,

Welcome to a brand-new school year! I am honored and thrilled to introduce myself as the new principal of Mount Olive Elementary. Whether you're a returning family or joining us for the first time, we are so excited to partner with you for a fun and successful school year!

At Mount Olive, we believe that learning is a team effort—and families are one of the most important parts of that team. When we work together, we build not only strong students, but a strong and supportive school community. My goal is to make sure every child feels safe, supported, and ready to grow both academically and socially. Our commitment this year is to cherish and challenge every student.

As we kick off the school year, here are a few simple but powerful ways you can support your child at home:

- Read together for 20 minutes each night. This small habit makes a big impact!
- Practice grade-level math facts and sight words. A few minutes each day builds confidence and fluency.
- Check your child's folder or backpack daily. This helps you stay in the loop and reinforces responsibility for your child.
- Join our amazing PTO! It's a great way to get involved and support our students, staff, and school events.
- Stay in communication with your child's teacher. We welcome open, honest, and respectful dialogue so we can work together to help your child thrive.

Our staff is dedicated, caring, and here to help your child succeed. If you have any questions, concerns, or just want to say hello, please don't hesitate to reach out. My door is always open, and I look forward to building relationships with each of you.

Let's make this a wonderful year filled with learning, laughter, and lots of growth! Life is good at Mount Olive!

Warmly,
Dr. Jennifer Atkins
Principal, Mount Olive Elementary




2025-2026 Knox County Schools Calendar

Thursday, July 31	First Day for Teachers (School Based In-Service Day)
Friday, August 1	Systemwide In-Service Day (PreK-12)
Monday, August 4	Administrative Day (Teacher Work Day)
Tuesday, August 5	Systemwide In-Service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day); 6 th and 9 th Grade Orientation
Wednesday, August 6	Administrative Day (Teacher Work Day)
Thursday, August 7	First Day for Students (½ Day)
Monday, September 1	Labor Day Holiday (Knox County Schools Closed)
Friday, September 5	End 4½-weeks Grading Period
Wednesday, September 17	Constitution Day (Knox County Schools Open), Half-Day for Students
Monday, October 6 - Friday, October 10	Fall Break
Tuesday, October 14	End First 9-weeks Grading Period
Tuesday, November 4	Systemwide In-Service Day (PreK-12) (Student Holiday)
Thursday, November 13	End 4½-weeks Grading Period
Wednesday, November 19	Half-Day for Students
Wednesday, November 26 - Friday, November 28	Thanksgiving Holidays (Knox County Schools Closed)
Friday, December 19	Half-Day for Students; End Second 9-weeks Grading Period; End First Semester
Monday, December 22 – Friday, January 2	Winter Break
Friday, January 2	Systemwide In-service Day (½ Day School-based; Administrative Day (½ Day Teacher Work Day)
Monday, January 5	First Day for Students after Winter Break (Full Day)
Monday, January 19	Martin Luther King, Jr. Day (Knox County Schools Closed)
Wednesday, January 28	Half-Day for Students
Thursday, February 5	End 4½-weeks Grading Period
Monday, February 16	Systemwide In-Service Day (PreK-12) (Student Holiday)
Monday, March 9 – Friday, March 13	Spring Break
Tuesday, March 17	End Third 9-weeks Grading Period
Wednesday, March 25	Half-Day for Students
Friday, April 3	Holiday (Knox County Schools Closed)
Monday, April 20	End 4½-weeks Grading Period
Tuesday, May 5	Systemwide In-Service Day (School-based)
Thursday, May 21	Last Day for Students (½ Day); End Fourth 9-weeks Grading Period; End Second Semester
Friday, May 22	Administrative Day (Teacher Work Day) – Last Day for Teachers
Friday June 19	Juneteenth Holiday (Knox County Schools Closed)

Calendar Summary

180	Instructional Days*
4	Administrative Days
2	Unscheduled In-Service Days
1	Unscheduled Parent-Teacher Contact Hours Day
6	Scheduled In-Service Days
10	Vacation Days

**In accordance with T.C.A. § 49-6-3004 – 177 student instructional days plus 3 days accumulated under daily 7-hour schedule.*
Note: This calendar allows cancellation of up to 8 instructional days due to inclement weather or serious outbreaks of illness before any make up days will be required.

<p style="text-align: center;"><u>Vision</u></p> <p>Our vision is to be a leading school in the state that partners with our community to generate social, emotional and academic student growth, our compassionate staff will utilize innovative and reflective instruction to prepare our students for their future success.</p>	<p style="text-align: center;"><u>Mission Statement</u></p> <p>Mount Olive nurtures a culture of kindness that prepares independent, critical thinkers and inspires students to be life-long learners.</p>
<p style="text-align: center;"><u>Core Values</u></p> <p>We are committed to:</p> <ul style="list-style-type: none"> -Respecting each other -Nurturing a family atmosphere of care and support -Fostering an environment where everyone feels safe: physically, mentally, emotionally, and socially -Inspiring our community to dream big, reach high, and embrace challenges 	<p style="text-align: center;"><u>Student Mission Statement</u></p> <p>I will be responsible for making good choices, learning all I can, and being a good citizen today.</p>
<p style="text-align: center;"><u>Theme</u></p> <p style="text-align: center;">Life is good at Mount Olive</p> 	<p style="text-align: center;"><u>Motto</u></p> <p style="text-align: center;">Mount Olive Eagles Soar!</p>

This handbook explains expectations for students at Mount Olive. Students must also comply with all policies determined by the Board of Education. These policies are located at <https://www.knoxschools.org/Page/2107>

Animals

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

Alternate Dismissal Procedures

Any time a student needs to go home in a different manner than what was originally communicated to the teacher at the beginning of the year, or what is on his/her emergency card, the student must have a written note from the parent/guardian. This note will be confirmed by the office staff (i.e. a student going home with another student or riding the bus to a different location). ****No transportation changes will be accepted over the phone.***

Arrangements should be made in advance. **Changes in transportation plans or early dismissal requests must be made before 2:00 p.m.**

Attendance Policy

Attendance is a major factor in determining the academic success of students. In fact, a student's attendance is one of the greatest predictors of future academic success. Arriving on time and remaining the entire school day, provides students with full academic instruction. Regular attendance for the full day school day (7:45 a.m. to 2:45 p.m.) is essential for a student to have a successful school year. Parents have both a legal obligation and a moral responsibility to see that their children are present every day that school is in session. On November 16, 2001 Knox County Juvenile Court Judge Carey E. Garrett issued a court order requiring parents to be notified when their child has been chronically absent. This is in conjunction with T.C.A. Section 49-6-3007 requiring school systems to notify parents of students absent 5 or more unexcused days from school. His order stated that **parents will be held directly responsible for the unexcused absences of their children.** His decision requires schools to report to Knox County Schools Central Office all absences as either excused or unexcused.

When a student is absent, it will be recorded into our computer as an unexcused absence. **It is the parent's responsibility to provide appropriate documentation regarding these absences to the teacher within five days of returning to school.** Remember, even if you call the school office to explain an absence for an illness, a **written note is always required for an excused absence.** Telephone calls will not substitute for

a written note. After five unexcused absences, you will receive a letter from Knox County Schools. If the child reaches ten unexcused absences, you may be summoned to appear in court. Please understand that Knox County Schools Central Office will generate all letters from the computer absentee report that each school submits daily. The school does not "turn in" names at the school level. The purpose of the judge's decision is to emphasize the importance of compulsory school attendance and to assure that students and parents comply with the state law.

Knox County Board of Education policy allows student absences to be excused for such reasons as: **personal illness, illness in the family, death in the family, recognized religious holidays of the student's faith, and verifiable family emergencies.** The Knox County Board of Education requires that written excuses indicating the date and reason for an absence, be signed by the parent or guardian of the child, and be given to the teacher within **five (5) days** of returning to school. Students who have been absent a total of five (5) days without an adequate excuse must be reported to the attendance and social services department. Any absences not complying with Knox County Schools policy will be considered unexcused.

Although illness is an excused absence, Knox County elementary school guidelines require a statement from a medical provider for illness beyond ten (10) days per school year. Parents can write a note for up to ten absences before requiring a medical statement.

In order for a student to be counted present, a student must be in attendance at least three (3) hours and fifteen (15) minutes per day. If a student is not present for these minimum times, he or she must be counted absent for the full school day.

For the full school year Perfect Attendance awards, students must have earned the perfect attendance award for all nine weeks grading periods (which allows a cumulative maximum of 8 tardies for the full school year).

Authorization for News Media Contact and Release to Publish

Occasionally we have the opportunity to highlight some of our programs and students through special coverage by news media. We would also like to include pictures of students on our website or school

Twitter/Facebook/Instagram accounts. (Students' names will never be attached to the pictures on the website/social media). A release/authorization will be sent home the first week of school for your child to participate in any media coverage. Please check the appropriate space, sign the form, date it, and return it to school. Please call the school office if you have any questions. Thank you for your assistance.






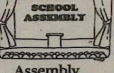


Behavior Expectations & Discipline

The Mount Olive School faculty is committed to establishing and maintaining an atmosphere that supports and facilitates the learning process. We will follow the guidance set up in KCS Board Policy J-191- Misbehaviors and Disciplinary Options to deal with all misbehaviors.

MOES is continuing to implement PBIS (Positive Behavior Intervention Supports). PBIS is "...a framework or approach comprised of intervention practices and organizational systems for establishing the social culture, learning and teaching environment, and individual behavior supports needed to achieve academic and social success for all students."

(Sugai, et al, 2010, p. 13)

Behavior expectations for students are outlined in the **MOES Behavior Matrix below: Together We Can SOAR!**

MOES Behavior Matrix: Together We Can SOAR!								
	 Classroom	 Hallways & Stairs	 Cafeteria	 Playground	 Restroom	 Assembly	 Car/Bus Dismissal	 Bus
I am Safe.	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself. Ask permission to leave the classroom. Use classroom materials and equipment properly. 	<ul style="list-style-type: none"> Walk and stay to the right. Use handrails. Keep hands and objects close to you. Take one step at a time. 	<ul style="list-style-type: none"> Walk at all times. Stay in a silent straight line. Sit on your bottom in your seat facing the table. Keep your feet on the floor. 	<ul style="list-style-type: none"> Use equipment for its intended purpose. Keep hands, feet, and objects to yourself. Keep your body safe. Report accidents, injuries or dangerous situations to an adult. 	<ul style="list-style-type: none"> Report dangerous situations to an adult. Keep hands, feet, and objects to yourself. Keep walls and floors clean and dry. 	<ul style="list-style-type: none"> Sit on your bottom facing the stage. Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> WALK to your bus or car. Sit quietly and still in your assigned area. Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> Sit seat to seat, back to back, floor to floor. Remain seated until the bus completely stops.
I am Organized.	<ul style="list-style-type: none"> Keep school and classroom neat and orderly. Bring needed materials to class. 	<ul style="list-style-type: none"> Keep objects close to your body. 	<ul style="list-style-type: none"> Get all your lunch items the first time through the line. Line up and stay behind the red line to throw away trash. 	<ul style="list-style-type: none"> Line up at the first signal. Enter and exit the building silently and peacefully. 	<ul style="list-style-type: none"> One person in each stall. Use one pump of soap and one paper towel to wash and dry your hands. Leave classroom materials outside the restroom. 	<ul style="list-style-type: none"> Sit in your assigned line and keep it straight. 	<ul style="list-style-type: none"> Leave your backpack closed and keep it with you. Save snacks and treats for home. 	<ul style="list-style-type: none"> Keep items in backpack and keep backpack at your feet.
I am Accountable.	<ul style="list-style-type: none"> Be an active participant. Give your best effort and produce your best work. Be a team player and do your job. Make good choices. 	<ul style="list-style-type: none"> Walk silently so others can learn. Return to class promptly. 	<ul style="list-style-type: none"> Know or have your account number to buying extras. Clean up your own area. 	<ul style="list-style-type: none"> Listen and follow directions. Be a problem solver. Bring inside what you take outside. Stay in approved area. 	<ul style="list-style-type: none"> Return promptly to class. Follow restroom procedures. 	<ul style="list-style-type: none"> Listen and follow adult directions. Ask permission to leave the area. Enter and exit quietly. 	<ul style="list-style-type: none"> Listen and follow directions of adults and Safety Patrol. Watch for your ride. 	<ul style="list-style-type: none"> Listen and follow adult directions. Follow bus rules. Watch for your stop.
I am Respectful.	<ul style="list-style-type: none"> Listen and follow directions. Use polite language. Treat others as you would like to be treated. 	<ul style="list-style-type: none"> Look and walk straight ahead with your hands by your side. Listen and follow adult directions. 	<ul style="list-style-type: none"> Leave a clean area. Use a peaceful voice. Stand and wait patiently in line. 	<ul style="list-style-type: none"> Include everyone. Use polite language. Treat others as you would like to be treated. Be a team player and follow the rules. 	<ul style="list-style-type: none"> Allow privacy for others. Put trash in the trash can. 	<ul style="list-style-type: none"> Listen to those who are presenting or speaking. 	<ul style="list-style-type: none"> Use polite language. Treat others as you would like to be treated. 	<ul style="list-style-type: none"> Use quiet voices with your seatmate.

Students earn Eagle Bucks for following and exceeding behavior expectations. Eagle Bucks can be used to purchase incentives and a variety of reward experiences planned by school staff throughout the school year. **Staff reserves the right to prohibit students from participating in PBIS reward events if their behavior has not warranted the reward.*

Restorative Practices

Mount Olive is a school that embraces Restorative Practices techniques. Restorative Practices consist of strategies that seek to repair relationships that have been damaged, including those damaged through bullying. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim. Once an incident has occurred the staff asks some of the following questions to help learn more about the incident, the person that was harmed and the person that caused harm:

To respond to challenging behavior:

- What happened?
- What were you thinking about at the time?
- What have your thoughts been since?
- Who has been affected by what you did?
- In what way have they been affected?
- What do you think you need to do to make things right?

To help those harmed by others actions:

- What did you think when you realized what had happened?
- What have your thoughts been since?
- How has this affected you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

All students deserve an equal right and opportunity to receive a quality education in a safe and secure environment. Therefore, we expect a school atmosphere that supports teaching and learning. Any behavior that interferes with the teaching and learning of students is not acceptable. Students are expected to conduct themselves in an orderly and courteous manner.

Failure to maintain appropriate conduct may result in a referral to the office and/or exclusion from an activity or privileged event. Any time a student is seen in the office, the parent/guardian will be notified. Mount Olive is a

school that practices the pillars of Character Counts, therefore we expect all children to practice good citizenship and good manners. We believe it is the role of everyone in our community to model respectful behavior, the following of rules, and empathy for others. Each classroom displays behavior expectations, and each teacher discusses appropriate behaviors to promote a positive classroom environment. A copy of these rules, expectations, and consequences will be sent home within the first weeks of school. Students who behave in a commendable manner, beyond expectations, will receive special recognition from his/her teacher, administration, or other staff member.

Consequences

All students make mistakes and need to be redirected from time to time. Teachers will handle initial violations of classroom or school rules. However, it is sometimes necessary for the principal/assistant principal to provide extra support. If a child is sent to the office, the principal/assistant principal will decide on the appropriate consequence for the misbehavior. A parent/guardian will be notified by phone, in writing, e-mail, Parent Square, or personal conference.

Consideration will be given to:

- Nature of the misconduct
- Unusual circumstances
- Number of times the child has been sent to the office
- Repetition of the misconduct

Consequences may be any, or a combination of the following:

- Special assignments
- Restricted activities
- PAC (Personal Accountability Class)
- In-school counseling and/or firm reprimand by the principal/assistant principal
- Lowering of conduct grade
- Loss of privileges, including field trips, PBIS reward celebrations, assemblies, special school-wide evening events, etc.
- Parent conference with principal/assistant principal
- Time out or isolation
- In-school restriction
- Parent required to take child home for the rest of the day

- Suspension from school (If a child is suspended more than one time during the year, the period of suspension may be increased by one or more days.)

In the event a child has difficulty maintaining appropriate behavior, every effort will be made to develop a program to help the child experience success. The principal/assistant principal, parents and other specialists (such as the behavior interventionists, etc.) will meet to discuss possible options.

Breakfast, Lunch, Snacks, & Gum

Mount Olive has been approved to be part of the Community Eligibility Provision (CEP) schools program for the 25-26 school year. Students at all CEP schools will have access to 1 free breakfast and 1 free lunch daily while at school.

Breakfast and lunch are served daily. (Only breakfast is served on days in which students are dismissed at 11:15). Menus with breakfast and lunch choices are sent home monthly. Please try to have students at school later than 7:35 in order to receive breakfast before our morning announcements. Students need to be in their classrooms by 7:45.

In the upcoming school year, the cost for meals will be as follows if your student wants more than one meal:

MEAL PRICES

STUDENTS

Breakfast, Reduced	\$0.30
Breakfast, Paid	\$2.25
Lunch, Reduced	\$0.40
Lunch, Paid ES	\$3.25
Lunch, Paid MS/HS	\$3.50

FACULTY

Breakfast	\$3.00
Lunch	\$5.00

VISITOR

Breakfast	\$3.00
Lunch	\$5.00

On occasion, special holiday lunches are served. Please make sure you R.S.V.P in advance if you are planning to join your child for lunch. Water bottles are permitted, but may only contain water.

Chewing gum is prohibited.

Bullying Definition, Reporting and Response

Acts of harassment, intimidation, bullying and cyber-bullying are prohibited at Mount Olive Elementary and are taken very seriously.

Mount Olive follows Board Policy J-211. Please read the following excerpts from the board policy:

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.^{1, 2} A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, 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; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

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

"Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

Bullying Definition

1. Per the Board Policy J-211, "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance; and:
 - a. 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:
 - i. Physically harming a student or damaging a student's property;
 - ii. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
 - iii. Causing emotional distress to a student or students; or

- iv. Creating a hostile educational environment; or
 - b. 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.
- 2. All students are expected to refrain from acts of harassment, intimidation and bullying or cyber-bullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board policy J-191 will be utilized for the unacceptable behavior described above.

Reporting and Response

- 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. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.
- All school employees are required to report alleged violations of this policy to the principal or the principal's designee for investigation and appropriate action. Submission of a written incident report to the principal is required by all district employees. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
- Once a report is received, the principal or his or her designee must initiate an investigation within forty-eight (48) hours for student well-being unless the need for additional time is appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar days from the receipt of the report unless the need for more time is appropriately documented. Parents of all students must be immediately informed if their student is involved in an act of harassment, intimidation, bullying or cyber-bullying. Restorative practices will be used to the extent practicable in those schools where training has been completed.
- **This is only an excerpt from the district Bullying Policy with pertinent information.** To see the full Board Policy J-211. please visit

<https://www.knoxschools.org/> and go to the Board of Education page and click Board Policies on the left-hand side.

- Please help us help your child better understand what is bullying and what is NOT bullying. The chart below can help with that discussion.
- The following chart may be used during conferences with students to identify types of conflict between students and aid in developing a plan moving forward.

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

Bus Transportation

Bus transportation is provided to children who reside in the Mount Olive zone and live at least one (1) mile from school. Bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at bus stop locations. Riding a bus is a privilege that can be revoked if a student chooses to break any bus rules or regulations.

In order to ensure the safety of all students, those students being transported by bus are under the authority of their bus driver and must obey his/her requests. Knox County Board of Education policy states that the school bus is an extension of school activity; therefore, students must

understand that the bus is an extension of the school and they must conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. More specifically, students must follow the official Knox County bus rules as listed below:

Bus Rules:

1. Obey the bus driver.
2. Follow the bus driver's first request.
3. The bus driver is authorized to assign seats.
4. No loud, rude, abusive, or profane language.
5. No eating or drinking allowed.
6. Keep the bus clean.
7. Keep hands and head inside the bus.
8. Never throw objects inside or out of the bus windows.
9. Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
10. Parents will be financially responsible for any act of vandalism.

The administration would also add that cellphones should not be used during the bus ride but can be accessed at the student's bus stop. This school policy is to protect students from open access to the internet and unauthorized communication with others during unmonitored times on the bus.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary.

A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause a disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Permission to ride a bus other than the one that your child is assigned can only be granted by the principal and approved by the bus driver. The parent must make the request in the form of a written note. The request must be signed by the principal and presented to the bus driver before the student can ride a different bus.

Any time a child goes home in a manner that is different from his/her regular way, a written note is required. A note must be given to the teacher when the child first arrives. The teacher will send the note to the office and the office staff will verify the note by calling the parent. This will help to alleviate any confusion at the end of the day. Also, if a student is planning to ride the bus home with another student, we need a note from BOTH families.

Care of School Property

It is the students' responsibility to take care of Mount Olive's facility and equipment. Any student who misuses, damages or destroys school property will be required to replace or repair, if possible, the item. This includes, but is not limited to, textbooks, furniture, computer equipment, school building and grounds. Students not replacing or paying for missing textbooks or library books will not be issued additional books or receive report cards until missing books have been returned or paid for.

With the issue of Chromebooks to individual students, it is imperative that students take good care of the devices. Below is a list of expectations when using the KCS issued Chromebooks:

- No eating or drinking while using the Chromebook
- Keep the Chromebook wiped clean
- Check the device before closing the lid to make sure there are no items that can get caught between the keyboard and screen
- Carry your Chromebook in the closed position only
- Use school and district approved Web sites only; History can and will be checked by KCS employees

Student Internet Safety / Chromebook Use

Students will receive instruction in the safe and responsible use of the internet as part of any instruction using devices that provide access to the Internet. Internet Safety instruction for students will include but not limited to appropriate online behavior, interaction with others while using social networking websites or chat rooms, and awareness of the impact and consequences of cyber-bullying. Students must abide by all laws, the Acceptable Use Policy, and all district security policies when using the district network. In the rare instance that a student takes a Chromebook

home, it is important to note that the filters we use at school to protect students from unwanted content do not "travel" with the device itself. These filters are set up on our network, so parents need to monitor everything that students do on their computers at home.

Car Riders and Traffic

For the safety of our children, all car riders will be issued **two car tags per family**. The car tag will need to be displayed on the rear-view mirror only, in order for the name to be easily visible during dismissal. **If you or your designee forget the car tag, you will need to park and come into the office with picture identification in order to sign your child out. Once the office staff or SRO have verified you or your designee as someone on the approved pick up list, your child will be released.** If you need more than two car tags, please write a note to your child's teacher and we will provide the number requested. If you ever share a car tag with someone, please make sure they are listed on the student's emergency/profile sheet.

During dismissal, help us keep our students safe by keeping traffic in one single lane. Our car rider name caller will look for your car tag and call your child's name and direct you to the proper numbered cone. It is extremely important that you pull all the way up to the correct numbered cone in front of the school so that we can load multiple cars at one time. Students will dismiss from inside and will be directed to the cone that was called on the walkie talkie. Do not park in front of the building as this creates a backup in the traffic and is a safety concern for the students.

During morning and afternoon loading and unloading, you must exit the campus onto Maryville Pike. Do not cut back into the flow of traffic in the parking lot to go to Maloney Road. Remember that the drive on to Maloney Road is one-way and is an exit for the campus during non-peak traffic times and it is not an entrance to the campus.

Civility

According to the Board Policy B-230, it is the intent of Mount Olive Elementary to promote mutual respect, civility and orderly conduct among 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 employees.

This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility.

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.

Any individual who: (1) disrupts, threatens, attempts to do, or does physical harm to school personnel, students, others lawfully on school premises; (2) intentionally causes damage to school property; (3) uses loud, vulgar, obscene, or offensive language, or enters a part of the school not open to the public, may be directed to leave the school property by the school administration or designee. If the person refuses to leave the premises as directed, the administration or designee shall seek the assistance of the school security officer and request that he/she take action as necessary. If the offender threatens personal harm, the administration or designee shall contact law enforcement officers. If any school employee receives written communication, an email, or voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the written communication, email, or return the telephone call.

Classroom Concerns

If you have a concern about your child's grade or a situation that has occurred in the classroom, please contact the teacher before going to the principal or assistant principal. The teacher will be the most informed about the situation and be able to inform you to a greater extent. The principals welcome the opportunity to hear your concern, but in order to facilitate great teacher/parent partnerships, it is only fair that the teacher has an opportunity to listen to and address your concern before bringing the concern to the principal.

Dress Code

The standards for elementary school dress reflect common sense and a concern for each child's comfort, safety, cleanliness, and a sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. 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. Hoodies may not be worn over a student's head. Hats and caps are not permitted unless there has been a designated privilege or reward given to individuals or classrooms (Ex. "hat day").
3. Footwear is required and must be safe and appropriate for indoor and outdoor physical activity. (Since the students go outside to play each day, it would be helpful if the students wore tennis shoes every day to school.) **We respectfully request that all students wear tennis shoes to school every day. They have physical education class every fourth day and generally go outside to play for a short time every day. Tennis shoes are the safest shoes for all school functions.**
4. Clothing or accessories may not display offensive, vulgar language or images and must not advertise products, which students may not legally purchase.
5. "Short shorts", miniskirts, and skin-tight outer materials such as spandex are inappropriate attire.
6. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.

Per board policy, the school administration reserves the right to determine whether the student's attire and appearance are within acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail.

The principal may allow exceptions for school-wide programs or special classroom activities.

The teachers and the principal will administer appropriate consequences for policy infractions.

Emergency Drills

The safety of your child is our greatest concern. The school holds regular safety drills to teach students to respond calmly in the event of an emergency. An emergency drill is a sequence of actions that the staff practices several times throughout the year with students so that everyone will know what to do in the event of a real emergency at our school. Detailed evacuation plans are posted inside the door of each classroom. Each classroom has an escape route to an outside area and away from the building. Please know if you are visiting our school during any of these drills, you are responsible for following protocol for that particular drill. You will not be allowed to leave the building until the drill is over.

Enrollment Requirements

Every student who enters the Knox County School System for the first time or who is re-entering after being in another school system must provide the school with the following information before being enrolled:

1. An up-to-date immunization record completed by a physician on a Tennessee Child Health Record
2. A completed physical examination completed by a physician on a Tennessee Child Health Record
3. Birth Certificate
4. Social Security Card
5. Proof of Residency.

Students will not be enrolled without these items.

Field Trips

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Students must demonstrate appropriate behavior while away from the school building during these learning experiences. They must demonstrate self-discipline, good character and act in a safe manner while away from school. If a student's behavior indicates that he/she is unable to follow the teacher's directions and act in a safe manner during the nine-week period that the field trip occurs, the student may not be allowed to take part in the field trip opportunity. It is our desire

that all students be a part of these learning opportunities, so please encourage your child to demonstrate appropriate behavior at school.

When an out of school field trip is taken, your child will bring home a permission form giving the destination and date of the field trip. The form will require your signature and must be returned to school. Failure to return the permission slip will prohibit your child from attending the scheduled trip. **No verbal permissions will be granted by phone calls to allow attendance of a field trip.**

Chaperoning Field Trips or School Events

Field trips are great opportunities for parents to be involved in their child's classroom education. If a field trip requires parent chaperones, please remember it will be your responsibility to help supervise a small group of students, help supervise all students, and/or to assist the teacher in any way he/she needs. For this reason, siblings are not allowed to attend field trips, or any other school function that requires a chaperone.

All official field trip chaperones must undergo a KCS background check. Per district policy I-260, chaperones that will have direct contact with students under limited supervision by school staff or will have unsupervised contact with students on or off campus will need to complete a background check through Knox County. Please call the Mount Olive office in order to obtain information and the link to the background check form.

Fraud Reporting

If you suspect any type of fraudulent actions or waste occurring in any Knox County School, please call the alert hotline at 1-866-858-4443 or visit <http://knoxcounty.alertline.com>

Grading Scale

The elementary grading period consists of a nine-weeks format. There are four nine week grading periods in a school year. Report cards are to be sent home no later than ten days after a grading period ends. Each elementary school will also send home a comprehensive interim report for each child at the halfway point of each grading period, ensuring that parents can monitor their child's performance on a monthly basis.

The Report Card

The report card in Grades K-5 will be issued by the school for each of the four nine-week grading periods. These grading periods are defined by the Knox County Schools annual system-wide school calendar.

Kindergarten Proficiency Levels

ME = Meets Expectations

DE = Developing Understanding of Expectations

LE = Limited Understanding of Expectations

Grades 1-2 Academics

The grade scale for Reading, Writing, Art, Mathematics, Music, Social Studies, ELL, Physical Education, Science:

E (Excellent) = 93-100

S (Satisfactory) = 92-75

N (Needs Improvement) = 74 and below

Work Habits (1-5)

E (Excellent) = 93-100

S (Satisfactory) = 92-75

N (Needs Improvement) = 74 and below

Behavior/Conduct (1-5)

A, B, C, D, and U

A = Excellent = 93-100

B = Good = 85-92

C = Average = 75-84

D = Below Average = 70-74

U = Unsatisfactory = Below 70

Grades 3-5 Academics

The Grade Scale for Reading, Language/Writing, Art, Mathematics, Music, Social Studies, ELL, Physical Education, Science, and Behavior.

A, B, C, D, and U

A = Excellent = 93-100

B = Good = 85-92

C = Average = 75-84

D = Below Average = 70-74

U = Unsatisfactory = Below 70

Hours

The school day begins promptly at 7:45 a.m. and ends at 2:45 p.m. for all students in grades Kindergarten through Fifth. The school building will be open each morning at **7:10 a.m.** for students to enter the building. **Adult supervisions begins at 7:10 am so do not drop students off before this time.** Administration will contact families directly if this rule is ignored. Breakfast will be served from 7:10 a.m. to 7:35 a.m. Students who are not eating breakfast will wait in their designated areas until 7:35 a.m. All students should be in their homerooms by no later than 7:45 a.m.

- *Scheduled Early Release Day hours and $\frac{1}{2}$ Day hours will be 7:45-11:15 a.m.*

Invitations

When planning a birthday party outside of school, students are NOT permitted to pass out birthday invitations at school unless every child in the classroom is invited. Passing invitations out to only a few students in the class can create hurt feelings that may become a class issue. It also creates a disruption to teaching. The school is also not allowed to give students' or parents' addresses in order to mail invitations to certain students. Thank you for cooperating with these procedures.

Knox County School's Home Page

The home page address for Knox County Schools is: <http://knoxschools.org>.
Mount Olive Elementary School's home page address is:
<https://www.knoxschools.org/mountolivees>

Medication Policy

If it becomes necessary for a student to take any form of medication at school, **the medicine and a medical form signed by a doctor must be presented to the office by an adult.** The parent or guardian must fill out the form along with the physician that is prescribing the medication. All medication will be kept in and dispensed through the main office. Medical forms are available in the school office. Medication may not be transported by students at any given time.

Prescriptions or over-the-counter medicines should never be sent to school with a student. Knox County Schools forbids students to be in possession of any form of medication. All medication must be brought to school by a parent in the container and/or box received from the pharmacy. We are not allowed to dispense any medication unless the guidelines are followed correctly. *See board policies J350 and J352 re: the administration of medications.*

Money at School

When making checks out to the school, cafeteria, PTO, etc., please include your child's name somewhere on the check. Please do not combine fees, lunch money or other items when writing a check. This makes it difficult for the teacher and also for bookkeeping purposes.

Sometimes students wish to bring cash to school for specific purposes. All students should place their money in an envelope with their name, teacher's name, the amount enclosed and its purpose. Neither the teacher nor the school can be responsible for lost or misplaced money.

Nurse

We are incredibly lucky to have our nurse at our school each day. If you need to contact him/her, please call the school office at 865-579-2170.

Parent Portal

Students and parents can access students' grades, schedules and other information through the parent portal, an online student information system at knoxschools.org. Parents that do not have a Parent Portal account should have received an email in the past with a security code for access to this service. Parent accounts for newly enrolled students will have a Parent Portal security code emailed within one week of registration.

Once you have received your security code, you should be able to follow the simple instructions attached to the email to create your Parent Portal account.

After your account is created:

- Visit knoxschools.org, and click on "Popular Links."

- Click on "Family Portal"
- Log in using your username and the password that you created.

Helpful hints if you have forgotten or misplaced your Parent/Family Portal login:

- If you have forgotten your PASSWORD, you may click on the Link for "I forgot my password".
- You will need your LOGIN ID and the email address that you have given the school in your contact information.
- Both the LOGIN ID and PASSWORD field are case sensitive. Most email addresses were originally entered in UPPERCASE.

Once you have logged in successfully, click on the PAGES top tab and look for the "PUBLISHED REPORTS" section. There will be a .pdf report with a schedule for each student in your family.

If you *cannot find* your LOGIN ID that was issued to you by the school (in previous years), you may do one of the following.

- Email helpdesk@knoxschools.org. Please be patient and do not email more than once. Emails are being answered in the order received and sending the same request multiple times is only making the wait time longer.
- You may also contact your child's school to obtain your LOGIN ID.

You will need to provide the following to verify your identity when calling the school:

Student Name
Student Date of Birth
Parent email address

If parents have questions or need further explanation, please contact the Knox County Schools' Help Desk at 865-594-1830. To join multiple students to a parent account, please email this request to the Help Desk at helpdesk@knoxschools.org. Email should include:

- Parent name
- Names and birthdates of students to be joined together

Parking

There are reserved visitor, handicap, and staff parking places in the upper parking lot. Additional parking is also available in the lower lot. There are steps leading up the hill to the front of the school. On rare occasions when the parking lots are full, Mount Olive Baptist Church (across Maryville Pike) will allow us to use their parking lot. Please do not park in the fire lanes along the right side of the hill, in front of the building, and beside the dumpsters.

Parties

School parties are planned for pupils by parents, with the approval of the teacher and principal. Classrooms are allowed **ONE** party per semester.

Birthday parties are not permitted, nor are birthday treats allowed to be distributed in the cafeteria. Current nutrition guidelines approved by the Knox County School Board must be followed. For a complete list of approved snacks for school parties please use the following link <https://goo.gl/BoHNge>. Due to potential food allergies of students in classrooms, home-made items are NOT acceptable for parties or distribution. Parents may only send in **pre-packaged items with a visible ingredient list**, which will be checked by school personnel before being distributed to students. **All food items sent in must be sent in at least one day prior to the party for screening.**

Peanut Allergies

We have several children in our building who are allergic to various foods. Those with allergic reactions to peanut/nut products seem to have the highest levels of sensitivity. We ask for your help in providing a safe environment for these children. Please do NOT send snacks containing peanuts or peanut products for your child's class. The Mount Olive Cafeteria can serve peanut products so please make us aware if your child has that specific allergy so that we can do training and make seating arrangements for your student. We appreciate your cooperation for the safety and care of all children.

Personal Property

Personal belongings should be clearly marked with the student's name. When lost and found items are turned in, we will make every effort to find the owner if they are properly labeled. If parents call and let us know when items are lost, we will try to find the items. Anything not needed for class

should be left at home. Cameras, radios, candy, gum, electronic games, smart watches, stuffed animals, and toys of any kind should not be brought to school unless the teacher gives permission for these to be brought to class on special days. Fireworks, firearms, knives, tobacco of all types, vapes, alcohol and illegal drugs are illegal on school property and possession will result in serious consequences. Cell phones and SMART watches may be brought and kept in backpacks only in the off setting. Students are NOT permitted to use cell phones or SMART watches at any time during the school day. Phone calls home may occur with staff permission from the school office. Unauthorized use of personal cell phones or watches during the school day without permission may result in immediate consequences.

<u>Section J:</u>	Knox County Board of Education		
	Descriptor Term:	Descriptor Code:	Issued:
	Students	J-240	10/96
		Use of Wireless Communication Devices in School	Reviewed: 6/25
			Revised: 7/25

PURPOSE

Wireless communication devices have many applications, some of which may be appropriate for student use during the school day. This policy outlines the permissible and appropriate use of such devices during school hours.

DEFINITIONS

A "wireless communication device" (WCD) is a personal portable wireless device that has the capacity to provide voice, messaging, or other data communication between two or more parties.¹ WCDs include, but are not limited to cell phones, smart watches, smart glasses, and tablets.

A "district-issued device" refers to an electronic device, such as a laptop or tablet, purchased for student educational use during and outside of instructional time.

For the purposes of this policy, "instructional time" refers to scheduled in-class time in which students are expected to be learning during the school day. "Non-instructional time" refers to scheduled out-of-class time during the school day, such as breakfast and lunch or transition time between classes. The "school day," for the purposes of this policy, is further defined as on-campus time between the designated start and end of the school day, as defined in Policy A-140.

USE OF DISTRICT-ISSUED DEVICES

Knox County Schools is a 1:1 district, meaning every student is equipped with a district-issued device to assist with learning in and outside of the classroom. Use of district-issued devices are therefore exempt from the parameters outlined within this policy and may be used at the discretion of the school to facilitate learning.

USE OF WIRELESS COMMUNICATION DURING THE SCHOOL DAY

WCDs may be stored in backpacks, purses, or personal carry-alls. However, the use of the devices during the school day is prohibited for all students except in the following circumstances:¹

1. The principal authorizes a teacher to approve the use of WCDs for educational purposes during instructional time;
2. A student uses a WCD in the event of an emergency or to manage the student's health;
3. A student's use of a WCD during instructional time is included in the student's Individualized Education Program (IEP), Section 504 plan, or Individual Learning Plan (ILP); or
4. A student with a disability uses a WCD to operate assistive technology to increase, maintain, or improve the student's functional capabilities.

These restrictions are not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of WCDs may result in confiscation of the device until it can be released directly to a student's parents and/or legal guardians. A student in violation of this policy is subject to related disciplinary action as defined in Policy J-191.

Knox County Schools is not liable for loss or damage to any wireless communication devices brought onto school campuses. Although Knox County Schools will take reasonable steps to protect a student's WCD should it be confiscated, KCS does not expressly or implicitly assume, and does not assume, any responsibility for loss of or damage to any WCD.

LOSS OF DEVICE PRIVILEGES

Any device used outside these parameters may result in confiscation until it can be released directly to the student's parent or legal guardian. A teacher may withhold a WCD from a student during a class if the device is a distraction to the class or student.² A student who possesses a WCD in violation of this policy is subject to related disciplinary action, as defined in Policy J-191. Continued violation of this policy may also result in loss of WCD privileges. Additionally, students may lose WCD privileges for any policy violation that is related to or is the result of the use of a WCD.

PROHIBITED USE OF WIRELESS COMMUNICATION DEVICES

In addition to the parameters established above, use of a WCD to bully, harass, or intimidate others will be subject to related disciplinary action, as defined in Policy J-191. Using a WCD for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of

the school district and reported to law enforcement and other appropriate State or Federal agencies.³

COMMUNICATION IN THE EVENT OF AN EMERGENCY OR POSSIBLE EMERGENCY

Students will be authorized to use WCDs for communication purposes in the event of an emergency or possible emergency. However, the principal or principal's designee will remain the primary point of contact for families in the event of an emergency or possible emergency. All emergency communication from the school or district will be shared through the district's mass communication system.

PTO

The Mount Olive School Parent Teacher Organization is a very important part of our school program. Our PTO has worked very hard to provide computer equipment, playground structures, and much more for our students. We encourage all parents to become members and to actively participate in **our PTO**. It is crucial that teachers and parents work together for all students to have a successful educational experience. Please follow the Mount Olive Elementary School PTO Facebook group for up to date information and announcements.

Public Notice

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title II of the Genetic Information Nondiscrimination Act of 2008, Title IV and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

No person shall, on the ground of race, color, national origin, sex, genetics, religion, age, disability or veteran status, be excluded from participation in, be denied, the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to

discrimination in employment opportunities or benefits.

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability under the IDEIA should be directed to the Director of Special Education, Room 909 of the Andrew Johnson Building, telephone number (865) 594-1540. All other complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, genetics or veteran status should call Title VI, Title IX and ADA and OCR Coordinator, Room 1612B of the Andrew Johnson Building, telephone (865)-594-1686 and/or Title VI Coordinator Tennessee Department of Education and/or The Office for Civil Rights, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta, Georgia, 30301-2048.

Report Cards Distribution & Home/School Communication

Report cards are sent home every nine weeks within two weeks of the end of the grading period. Interim reports will be sent out within one week of the end of the 4- $\frac{1}{2}$ week point in the grading period. Interim reports and report cards should be signed by the parent/guardian and returned to school promptly.

Parent conferences are scheduled during the first nine weeks of school and at any other time the teacher or parent deems necessary. Parent conferences are encouraged and can be arranged at any time during the school year by sending a note to the teacher or calling the school office.

Please look for information (school-wide notices, graded papers, report cards, etc.) that will be sent home with your child. Teachers will regularly communicate with parents to keep them informed of the curriculum and various activities in the classroom.

**For a more detailed description of report card grades, please visit the section titled KCS GRADING SCALE above.*

School Closing Due to Inclement Weather

Decisions to close school because of inclement weather or a disaster are made by the Knox County School System. **Please do not call the school to**

find out if school is to be closed or dismissed early due to snow, ice, or other disasters. You will receive a Parent Square communication with the most up to date news. Also, local television and radio stations will broadcast school closings or early dismissal information as soon as the decisions are made. If school is delayed one or two hours, we **will not** have a teacher on duty at the regular time. The school will open one or two hours later, and we will have someone at that time to monitor the students.

School Messages / District messages

Parent Square is the communication system that is being used by Knox County Schools. We will use the same system as a means of sharing pertinent information from Mount Olive. Mount Olive will use Parent Square to communicate and give reminders of important events and deadlines. This system is critical in providing information to parents both quickly and efficiently. It also serves as an effective tool for you to communicate & interact with us when you have comments or follow up questions about announcements. All families should opt in to this system in order to receive timely school messages. You can go to the Knox County Schools Parent Square page for additional information.

<https://www.knoxschools.org/parentsquare>

You can download the free Parent Square mobile app for iOS, Android, or use the desktop version at [parentsquare.com](https://www.knoxschools.org/parentsquare). You can even set your Parent Square preferences to suit how and when you are notified. We hope that this form of communication will be an effective tool to help keep you informed of events and important information throughout the school year.

Special Education Services

Knox County Schools offer Special Education Services to students upon qualification. We encourage you to contact the school about any special needs your child might have.

Student Information

It is imperative that the school office be notified immediately of a change of address, cell phone, home or office telephone number, parenting plan, custody, or emergency information. In order to change information on an emergency card, such as who is able to pick up your child, you must come into the office. We cannot change any information on the card over the phone.

Take-home Folders

School-wide information will be sent home in weekly take-home folders. However, a lot of teachers send home daily folders as a means of communication (behavior, student work, etc.)

Please check your child's backpack each day for newsletters, homework, etc.

Tardiness and Early Dismissal

A student arriving later than 7:45 a.m. is considered tardy and must sign in at the office to receive a tardy note. A parent must accompany the child to sign in when arriving later than 7:45 a.m. If no reason is given for the late arrival, the tardy will automatically be designated unexcused. Upon late arrival, a student will receive a tardy slip, which he/she must have when entering the classroom. **Students will not be admitted to class late without the tardy note.** Tardiness and "early check-outs," before 11:15 AM, will also affect students' eligibility for Perfect Attendance awards.

Students eating breakfast should arrive no later than 7:35 in order to eat and arrive in their classrooms by 7:45.

- No more than two tardies are allowed per nine-week period to be considered for perfect attendance.

No Early Dismissals After 2:15

Children should be in school every day until dismissal time. When a child leaves class early, this disruption affects both the student and classroom. Due to safety concerns and the potential for mistakes to occur with dismissal protocol, parents will NOT be permitted to check out their child after 2:15 p.m. This is a common rule across Knox County elementary schools and will be enforced. If there is a family emergency that requires your child to be checked out that close to dismissal, it must be approved by an administrator.

Before 2:15 Dismissals: If your child has to be checked out before 2:15 p.m., the parent or legal guardian must come to the school to document the time and the reason the child is leaving. Parents/legal guardians must present a picture ID. If someone other than the parent or legal guardian is picking your child up, there must be a note to document such. ***Text messages on apps such as Parent Square are NOT acceptable means of communication to make transportation changes. The office must receive hard copy notes.** Make sure that other adults who may pick up your child

are on the emergency cards and have a picture ID. **We will not allow anyone not listed on the emergency card to pick up your child without parental permission and a picture ID.** This is for your child's safety.

When possible, try to schedule medical or personal appointments after school hours. Late arrivals and early dismissal times are recorded and reported to the state.

Tobacco Policy

Public Law 103-227 states that there can no longer be designated smoking areas in any public school building. Smoking or vaping is not allowed on campus. This includes the car rider line. There is a fine of up to \$1,000 for each violation. Adults are role models for children, and all of us need to set a good example for them.

Telephone

The office telephone should not be used for personal calls. Please try to make arrangements with your child regarding any dismissal or transportation changes before he/she leaves home. The school office telephone number is 865-579-2170. Our FAX number is 865-579-2175.

Unsafe School Choice Policy

Under the Tennessee State board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

Visitors

Parents and visitors are always welcome at Mount Olive. For the safety and welfare of the students, all visitors **must sign in** at the school office with photo ID and receive a visitor badge. Conferences should be scheduled in advance with the teacher. Classroom instructional time is important and interruptions diminish the quality of the lesson. You may contact your child's teacher to check on volunteer opportunities. We welcome your presence and support. While on school grounds, taking photos of students, other than your

child, is prohibited. **It is incredibly important that you do not post pictures of other students on social media outlets without express consent from the other children's parents.**

Volunteers

We need your help! There are many opportunities for parents to volunteer at Mount Olive Elementary School. Please watch for information in school and PTO newsletters throughout the year for ways to become involved.

Depending on the type of volunteer activity proposed, volunteers may be required to submit to a background check. These are managed by the Knox County Schools Public Affairs Office at no cost. If you have additional questions, please consult the office staff or ask for a background check request information link. Once approved, the background check is valid for 6 years.

***In order to volunteer in the Knox County Schools, an individual must:**

- Sign a confidentiality agreement to protect the rights of students and parents
- Sign in and out each time they visit a school
- Appear clean, neat, and appropriately attired
- Wear an identification tag at all times while on school grounds
- Work with students in areas designated by school staff
- Only provide food or drink to a student if authorized by the student's teacher or principal

We strongly encourage all volunteers to undergo a KCS background check. Per district policy I-260, any volunteer that will have direct contact with students under limited supervision by school staff or will have unsupervised contact with students on or off campus will need to complete a background check through Knox County. Please call the Mount Olive office in order to obtain the KCS background check information.

Withdrawing a Student

When withdrawing a student from school, please notify the school office several days in advance. This will enable teachers to complete all records prior to the student's last day in school. 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. If the student is transferring to another Knox County school, the account can be transferred to that particular school.