

# KARNS ELEMENTARY SCHOOL

## Faculty Handbook

### 2024-2025



***This works as a handbooks and reference guide. Please refer to throughout the year for guidance.***

This handbook is to provide an overview of some of the expectations I have of those working with students. In its entirety, Knox County Schools employees are to follow all board policies. You may access all of the board policies at the following website:

<https://www.knoxschools.org/Page/2107>

To ensure consistency with communication and to be as transparent as possible, we use a shared google drive to communicate schedules, weekly notes, and a wide variety of other topics to you. It is your responsibility to check this daily.

As principal, I lead through the approach of Heart, Head, Hand, & Habit. My goal in this approach is to ensure that we are committed to making decisions with a “student first” mindset that is also supportive of our entire staff.

In this process,

- Heart – I believe in servant leadership. I will never ask you to do anything I personally would not do. I seek to model the behaviors I expect from others.
- Head – I believe that listening and hearing different viewpoints is critical to our success. I have an open-door policy that provides you the opportunity to voice your viewpoint with an open mind. I will ask clarifying questions and seek your input.
- Hand – I believe in establishing clear operational values (next page) along with being present to observe the performance of our students and staff in the classroom. I will openly praise and privately correct.
- Habit – I believe that our daily activities support our long-term success. My goal is to support you and our students every moment of every day; while also ensuring we stay the course with our expectations.

I look forward to having the opportunity to serve you and the community of Karns, and I pray we all have a great year.

*Daniel Champion, Principal*

In the past, KES has operated under a vision and mission established by the school. Moving forward, we will operate under the vision and mission of KCS. This ensures that we stay aligned with our focus as we are not an independent school for our students. The majority of our students will attend at least three schools (KES, KMS, KHS) for their educational career within KCS. That being said, we will operate with a set standard of operational values.

### Vision of KCS

To grow lifelong learners who contribute their talents, strengths and skills to build a stronger community.

### Mission of KCS

To commit to excellence in foundational skills, great educators in every school, career empowerment & preparation, and success for every student.

### KES Values for Staff

*Safety, Relationships, Educate – Our Operational Defined Values*

#### Safety

1. Staff ready to go at 7:30. This means you are ready to receive students for the day!
2. Staff will have keys & staff ID on them at all times.
3. Abide by the schedule
4. Locked doors when students are present
5. Individual plans for supervision of students as needed
6. Abide by school expectations, which include establishing classroom expectations
7. Practice emergency drills with fidelity
  - a. Students have keys and phones when exiting (we will work on this throughout the year)
  - b. Staff have emergency folders and follow guidelines for specific situations
8. When outside, staff will have their cellphones and a walkie on them. *If you are out at an unscheduled time, you must inform the office before going outside.*

#### Relationships

1. Be positive with staff and students.
2. When correcting a student, do so in private.
3. Work with staff to build a team that benefits our students.
4. Assume good intentions with communication.
5. Abide by the schedule. This shows respect for your colleagues who are expecting students to arrive for learning. *We realize the schedule is tight, so doing our best to get from point A to point B is helpful.*
6. Communicate with student families consistently (at least 1x per month).

#### Educate

1. Have appropriate plans for students everyday
  - a. Use grade level curriculum with rigor
  - b. Real world application
  - c. Increase fundamental skills of students
  - d. Students will enter the classroom and immediately have an expectation
2. Ensure that each student has the necessary accommodations/modifications to be successful, while also ensuring we do not hinder a student with too many supports
3. Education of the whole child is important. Therefore, use of support staff to address the needs of the student is imperative. Communication with support staff is an expectation to ensure we give each student the best opportunity for success.

**All Knox County Schools Board Policies and Procedures can be found at [knoxschools.org](http://knoxschools.org) in the Board of Education tab. All policies and procedures on the Knox County Schools Website supersede any information in this handbook.**

**Here is the link to the complete Knox County Schools Policy Manual**

**<https://www.knoxschools.org/Page/2107>** if unable to click the link, please copy and paste in your web browser

### **Teacher Code of Ethics**

- §49-5-1001 Short Title
- §49-5-1002 Legislative Findings
- §49-5-1003 Educator's Obligations to Students
- §49-5-1004 Educator's Obligations to the Education Profession
- §49-5-1005 Public Access to Teacher Code of Ethics
- §49-5-1006 Report of Breach of Teacher Code of Ethics – Failure to Report
- §49-5-1007 Professional Development Training Concerning Teacher Code of Ethics

**KES Regional Structure** KCS has been divided into 5 regions to streamline communication and resources based on similar schools. Our regional director is Nate Langlois and our supervisor is Christy Dowell. We also have regional content specialists who support the Region 2 schools.

Math - Dr. Rebecca Layton

Reading - Madeline Berry

Science - Rachel Cox

Social Studies - Dean Burris

Special Education- Sheena Rauhuff

HR - Whitney Barnett

### **Table of Contents**

- **CURRICULAR RESPONSIBILITIES**
  - **[Audio-Visual Guidelines](#)**
  - **[Best Practices in Pedagogy](#)**
  - **[Calendars](#)**
  - **[Copyright Laws](#)**
  - **[Grading Periods](#)**
  - **[Grading Policy](#)**
  - **[Parent Communication](#)**
  - **[Workbooks/Worksheets](#)**
- **DEVICE INFORMATION (STUDENT ISSUED):**
  - **[People to Contact](#)**
- **PROFESSIONAL RESPONSIBILITIES**
  - **[Accountability letters/make-up work](#)**
  - **[Administrative Prerogative](#)**
  - **[Arrival/Dismissal Duty](#)**

- [Cafeteria Procedures](#)
- [Cell Phones](#)
- [Conferences](#)
- [Confidentiality](#)
- [Daily Arrival](#)
- [Dismissal Procedures](#)
- [Electronic Media](#)
- [Emergency/Fire Drills](#)
- [End of Year/Summer Check-Out](#)
- [Fire Marshall Compliance](#)
- [ID Badges](#)
- [Instruction \(Academic\)](#)
- [Knowledge of Students – Health Information](#)
- [Meeting Tuesdays](#)
- [Early Release Days](#)
- [Parent Communication Expectations](#)
- **Parent Conferences/Parent Contact Plan 23-24 (submitted to district in June 2023)**
- [Personnel Records/Open Records Request](#)
- [Playground Safety](#)
- [Professional Dress Code](#)
- [PTA \(Karns Elementary School\)](#)
- [Absences](#)
- [Communication](#)
- [Communication - Internal/External - Can be Subpoenaed](#)
- [Communication - Social Media](#)
- [Email Signature](#)
- [Mailboxes](#)
- [Workrooms](#)
- [Staff Children](#)
- [Sub Folder](#)
- [Textbooks/Calculators](#)
- [Tobacco/Smoking Board Policy](#)
- [Unscheduled Inservice Hours](#)
- [FINANCIAL RESPONSIBILITIES -Staff](#)
  - [Receipting Money](#)
  - [School Cash Online](#)
  - [Member Hub \\*\\*New\\*\\*](#)
  - [Collection Logs](#)
  - [Spending Money](#)
  - [Purchase Orders](#)
  - [PO Tips](#)

- [Credit Card \\*\\*New\\*\\*](#)
- [AMAZON](#)
- [Amazon Tips](#)
- [Receiving a Package](#)
- [COUPON BOOK SALES](#)
- [CLASSROOM T SHIRTS](#)
- [Crowd Funding \(Amazon Wish, Donors Choose, etc\)](#)
- **STUDENTS**
  - [Attendance Policy J-120](#)
  - [Bus Rider Procedure](#)
  - [Cell Phones/Smart Watches/Personal Electronic Devices of students](#)
  - [Early Dismissal](#)
  - [Helpers \(student\)](#)
  - [Injury](#)
  - [Medications](#)
  - [Phone Calls](#)
- **ROUTINE DUTIES AND RESPONSIBILITIES**
  - [Bookkeeping Procedures](#)
  - [Bus, Breakfast & Dismissal Duties](#)
  - [Encore & Lunches](#)
  - [Guidelines for Field Trips \(including in-house\)](#)
  - [Maintenance Issues](#)
  - [Movie Request Form](#)
  - [School Clinic](#)
  - [Forecast 5 Data Dashboard](#)
  - **Whole Child Support Team**
- **STUDENT MANAGEMENT PBIS (Incomplete)**
  - [Karns Elementary Student Discipline Expectations](#)
  - [Three approaches to dealing with behavior: Preventative, Intervention, Punitive](#)
  - [EXCEPTIONS TO THE RULES](#)
  - [Classroom Rules & Communication](#)
  - [Classroom Expectations](#)
  - [Consistent Model](#)
  - [Teacher/Classroom Partners](#)
  - [PAC Assignments](#)
  - [Hallway Expectations](#)
  - [Bullying/Harassment](#)

## **CURRICULAR RESPONSIBILITIES**

### **Audio-Visual Guidelines**

- All staff members must adhere to Knox County “Guidelines for the Use of Audio-Visual Works”. There are no exceptions to this policy.
- Please carefully review KCS Procedure AP- I-230-2 *Guidelines for the use of Audio-Visual Work* (click link provided to view the full policy). [Knox County Schools Procedure](#)
- Videos must follow the set guidelines including: making the parents aware of the specific titles, and including all videos in your weekly lesson plans.
- Elementary videos MUST be rated G.
- Additionally, you will need to complete an audiovisual request form and submit it to the principal prior to showing. In that document, be sure to include the standard that you are using in conjunction with the video and a copy of your lesson plan. Also, when applicable, please include a copy of the parent notification letter.
- Submit requests for videos to Mr. Champion at least 14 days prior for approval. Requests must be emailed with video and purpose, which should show the connection to grade level standards.

### **Best Practices in Pedagogy**

- We are committed to the practice of instructing children at levels which match the grade level expectations, standards, academic abilities and needs. This practice is established as early as Kindergarten to ensure readiness for each progressing grade level.
  - This applies to ELA, Math, Science and Social Studies. Students must be instructed in all content areas **using grade level appropriate materials**, utilizing small groups in reading and math.
- Usage of the adopted curricula is expected. State Law now mandates High Quality Instructional Materials. As of August 2023, HQIM resources are available in reading and math. As new subjects adopt HQIM materials, usage will be expected.
- Research-based, best practices are the expectation.
  - Be cautious about items discovered on Pinterest & Teachers Pay Teachers.
    - Cute does not always equate to effectiveness.
    - The district has discouraged the usage of *Makers and Minions* reading resources due to the way the creator changes the level of the expectation from the intent in the BA curriculum.

### **Calendars**

- We are moving away from the calendar for the coming school year. All links that were previously in the calendar are at the top of the shared google drive.

### **Copyright Laws**

- Staff members must observe all copyright laws for printed material, videos and computer software.

### **Grading Periods**

- Interim reports and report cards must be distributed on the designated day. Please refer to the online school calendar and Week At A Glance for dates.

- As a rule of thumb, grades will be due in Aspen two days before report cards are distributed to students. This allows a day to correct errors before printing for distribution.
- Adjustments may need to be made for distribution days if we have inclement weather days, etc.
- All children will be given a report card if they are enrolled at Karns Elementary.
- Grades from Karns Elementary will be included if the child has been enrolled here for a minimum of 10 days.
- Kindergarten teachers should make a copy of the report card BEFORE sending home each time.

### **Grading Policy**

Knox County Schools grading policy should be followed for all subjects. The grading policy is available under the Elementary Education K-5 link, or click the link provided here [KCS Grading Policy](#). Please review as a grade level prior to students' first day of school.

- Please note that you may not add (+) or (-) to any grades on the report card.
- Please note when using accommodated grading, this should be marked on the report card so it is communicated clearly to parents that their child is not performing to grade level expectations. We do not want students to receive passing grades all year and then perform well below average on state assessments.
- Students' grades should be regarded as confidential.
- Please keep accurate records of grades and enter assignments in Aspen ahead of time so parents can know what is coming up for their student. The report card should NOT be the first time a parent is notified that their child is struggling/failing.
- HONOR ROLL: A's & B's, E's & S's indicate "honor roll" recognition.
- KCS requires a minimum of two grades per subject per week.

### **Parent Communication**

- Teachers should provide notification (via ParentSquare, phone, emails, etc.) to parents when students fail to complete required tasks in a timely and acceptable manner.
- A phone call should be at the top of your communication methods. If you need to notify a parent of something important (eg. behavior concern, grade issue, accident...) and you choose to message them, follow up with a call if you do not get a response from the message.
- Behavior may be communicated via Class Dojo, Bloomz, etc.
- Poor grades on a report card/interim reports should not be a surprise to a parent.
- A call from an administrator for an ongoing behavior concern should not be a surprise to a parent. This, of course, does not pertain to emergency office referrals such as a fight, bus concern, etc.
- Frequent, ongoing communication shall occur with all families.
- When a parent/guardian reaches out to you, reply within 24 business hours/one work day.
  - I encourage you to be protective of your personal time. If you choose to respond on weekends to emails/calls, then families are going to expect you to communicate openly during this time.

### **Workbooks/Worksheets**

- The use of workbooks and worksheets should be utilized purposefully with a clear focus on the standards.



- At no time should such materials become the major mode of instruction in any subject area, at any grade because worksheets do not replace instruction. Due to Copyright Law, **do not duplicate entire workbooks or major portions of workbooks**. It is more appropriate to purchase the workbooks.
- Avoid the use of “busy work” assignments. Examples include having students write spelling words multiple times, completing 50 math problems on the same skills, find-a-word handouts, mundane tasks that require little thinking or problem solving, etc.
- Additionally, color copies are limited as the school must begin paying for color copies.
- Each workroom copier has a counter key attached. If necessary, it can be activated to count each teacher’s copy count. At this time, the counters are OFF. Please be mindful of the activities that you utilize and engage your students with for instruction and learning.
  - Ask the question - is this most effective? And is it part of the HQIM?

### **DEVICE INFORMATION (STUDENT ISSUED):**

KCS is a one-to-one school (1:1) school district and is providing each student a school-based Chromebook that is assigned to them individually. This device is to be utilized for student instruction and classwork.

#### **People to Contact for Devices:**

Karns Elementary School Device Manager is Kelly Krauss.

- Please contact Mrs. Krauss about issuing devices to new students, device inventory, and service of damaged devices.

OSTR (On-site technology resource): Jessica Carter, Kelly Krauss

- Please contact Mrs. Carter or Mrs. Krauss for general service of a device and IT tickets via IIQ <https://kcs.incidentiq.com/>.

Grade Level Administrators:

- Daniel Champion (grades K/5)
- Trista Calhoun (grades 3/4)
- Theresa Reed (grades 1/2)
- Every student will be issued a device through KCS. This device will be issued and inventoried by Mrs. Krauss. However, we must verify the device throughout the year. This will be done by GL teachers.
- All students may utilize the device issued to them in the classroom. Students may not trade devices or utilize another student’s device (even if theirs is being repaired).
- Students may not bring a device from home to utilize at school.
- Students will leave the KCS device at school unless determined otherwise with administration approval.
- Parents will have to sign an online “Device Agreement Form” in order for the student issued device to leave the school.
  - This Agreement is available online for parents to complete. In the event that they are unable to complete the form online, printed packets will be available from the office.
  - Families will need their student’s “S” student number (e.g. S1234) in order to access their device.

- If the parent refuses to sign the Agreement Form, the device may not leave the school building.
- Optional insurance is available on the device for parents to purchase. This insurance is available at a cost of \$20 for the 2024-2025 school year.
  - There is a link provided through the Device Agreement Form to purchase the insurance.
  - This insurance will cover damages incurred by the student and will include one full replacement of the device every three years.
  - Chargers will be provided with each Chromebooks; however, loss of the charger will not be covered by the insurance.
  - If a family would like the insurance, but is unable to pay the \$20, please refer them to the appropriate grade level Navigator for guidance.
- Damages to the student device:
  - If a student's device is damaged please complete an IIQ and contact your grade level administrator for guidance.
  - Malicious damage will result in a discipline referral through Aspen.
- Devices will be inventoried and monitored.
  - Devices will **not** follow the student should they transfer to another school (this includes transfers to another Knox County School). .

## **PROFESSIONAL RESPONSIBILITIES**

### **Accountability letters/make-up work**

- Each teacher will send a letter to parents during the first week of school detailing student/parent expectations, class procedures, grading practices (report card info) and steps for home to school/school to home communications.
  - Give Mr. Champion a copy of your letter by August 9th.
  - Send the letter home to parents in the school folder on August 9th.
  - File the letters in your classroom for future reference.
  - If a parent requests that a child's work be sent home because of an extended illness, the parent will need to notify the school. The teacher will coordinate with the parent when the work will be available for pick up. Office hours are 7:05 a.m. to 3:20 p.m.

### **Administrative Prerogative**

- All staff are asked to schedule appointments and make other obligations that do not conflict with the work day. On the rare occasions that staff must leave the building, the following process will be utilized:  
 Administrative prerogative time is **limited to times when teachers are free from student responsibility or on rare occasions within the last hour of contract time (ie. after 2:15pm).**
  - Any staff member needing to leave for more than 45 minutes or before 2:15 is asked to take one-half day of leave (sick, personal, or leave without pay)
  - Requests for Administrative Prerogative must be made in advance (24 hours) to Mr. Champion or your grade level assistant principal.

- The documentation log is located in BOTH the EAST and WEST offices. Staff will create a page in one of the books and add to the log as needed throughout the year.
- Requests shall be denied if it is during a time in which you are directly responsible for students and cannot safely arrange coverage.
- Upon return to the building, the staff member will sign back in on their form in the log and notify office staff of return.

### **Arrival/Dismissal Duty**

- Please note if you arrive at 7:00 a.m. for your 7:05 duty, your contract time is from 7:00 a.m.-2:45 p.m. If you arrive at 7:30 a.m. or you have afternoon duty, your contract time is from 7:30 a.m.-3:15 p.m.
- See your grade level duty rotation for your scheduled times. Also, remember that afternoons where meetings are scheduled you will need to attend those.

### **Cafeteria Procedures**

- KCS Board Policy E-191 (School Nutrition Program Charges) states that every child will be provided a school lunch. All of our students will receive free breakfast and lunch via CEP.
- Allergy Aware Classrooms.... Karns continues to take specific allergies into consideration and will accommodate students, however, our cafeteria is no longer peanut free and the cafeteria may serve peanut products since SY 22-23. Peanut free tables will be available in the cafeteria.

### **Cell Phones**

- **Cell phones should not be used for personal reasons during the instructional blocks of the day (planning, lunch are appropriate times only)**
- Please instruct your family to call the office if there is an emergency and the office will then contact you.
- Please be mindful of your time on your personal cell phone. Students and staff are watching.

### **Conferences**

- All parent conferences and meetings will be given a choice to have in-person, telephone, or virtual options until further notice.
- “Grade Level Family Night” events for each grade level will occur at a set date and time. Teachers will review schoolwide and classroom specific procedures.
- School conference nights are scheduled throughout the year. Meeting with each parent will not be required, however, teachers are expected to schedule conferences with any family who requests a meeting or each student for which the teacher has academic concerns.
- Teachers are responsible for conducting parent conferences throughout the year on an as needed/as requested basis. Teachers will keep a log of contacts.
- Teachers will use the following template when conducting conferences:
  - Identify Positives
  - Parent Input/Concerns
  - Teacher Input/Concerns

- Plan moving forward for
  - Student
  - Parent
  - Teacher/School
- Teachers have 24 school hours to respond to a request made by a parent/guardian and are required to schedule the conference within a “reasonable amount of time.”

### **Confidentiality**

- Professional conduct is expected of all staff members. The confidential nature of student records and related school matters must not be violated.
- Be careful not to discuss student issues in hallways, the office, the workroom, on the playground, etc. where parents or students may overhear the conversation.
  - If you live in the community, go to church with Karns families, or otherwise socialize with parents of our students, PLEASE be very careful that you do not disclose confidential information about students or speak disparagingly about your colleagues. This also includes social media such as Facebook. *Please refer to the KCS Board Policy Professional Duties & Responsibilities of Teachers.*
  - Other Students (classmates) should not be referred to by name in a parent conference/IEP meeting/notes home or phone calls. Additionally, we will not share the consequences or actions taken for other children. You can assure the parents that “the situation was handled appropriately, but we cannot give details.”
  - Confidentiality is paramount. Remember we establish our own first impression.

### **Daily Arrival**

- Staff will not be required to sign in each morning. However, punctuality is imperative for the safety of our school community.
- All staff (K-5) shall be present and in their classrooms/work area at 7:30 A.M. unless otherwise determined by administration.
- The official workday is from 7:30 A.M.- 3:15 P.M., with necessary allowances for such activities as bus duty, faculty meetings, or times when the needs of the system or requirements of the job dictate.
- Each staff member (K-5) shall be on site and in their rooms **by** 7:30 each morning and be ready to pick your students up at the designated area no later than 7:35 daily.
  - If you have morning duty, **please be at the assigned place no later than 7:05 a.m.** The safety of students depends on you being on time. The school doors open at 7:05 for students to enter.
  - Students will report to the grade level area or cafeteria upon arrival from 7:05 - 7:35. Beginning at 7:35, students will report to their classroom or cafeteria.
  - If you are absent, please arrange coverage for your morning duty with a team member.
  - Be on time to pick up students from designated bus hall areas.

## **Dismissal Procedures**

- *ALL TEACHERS, GRADES K TO 5*, will escort their students to the appropriate areas at the appropriate times.
- Due to concerns for the safety of our children, we will not make changes in transportation over the phone. We must have a note. Include this in the communication to your parents at the beginning of the year.
- *Please DO NOT leave your classroom/hallway area for dismissal until your grade level is called.*
- *Teachers must walk students to the buses following the appropriate route.*

## **Electronic Media**

- All staff members must read and abide by the *Guidelines for Acceptable Use of Electronic Media* established by Knox County Schools.
  - **Please review the KCS Board Policy on Social Media. Please ensure you are in compliance with the board policy. KCS staff are advised to NOT accept Friend Requests from active KCS students regardless of their grade level.**
    - You are expected to have professional behavior at all times.
    - DO NOT post pictures of students to your social media accounts.
    - The media release signed by parents each year is for district and school use only.

## **Emergency/Fire Drills**

Fire drills and disaster/safety drills will be done regularly.

- The district requires a fire drill within the first 15 days and one additional drill each month (2 for August).
- A required lockdown is to be conducted yearly.
- For the remainder of the year we will have 1 fire drill each month (Sept. – May) and we will conduct other emergency drills at least 3 times during the school year (lockdown, tornado, evacuation, shelter in place, etc). (*“We cannot prevent, but we can prepare.”*)

## **End of Year/Summer Check-Out**

- Each teacher will be given a “Closing of School Responsibilities” checklist at the end of the school year.
- Teachers are responsible for completing these activities and checking out with the principal in a meeting prior to the last day for school personnel.
- All rooms should be packed away and clean for the summer. As part of professional responsibilities, a check-out meeting will be held with an administrator prior to dismissal for summer.

## **Fire Marshall Compliance**

- To comply with the Fire Marshal regulations, we must have 6 feet clearance in the hallways at all times. Do not block doors, windows or exits.
- Posters in the classroom should be one foot from the ceiling and items should not be hung from the ceiling tiles. The walls should not be more than 50% covered.
- Nothing can be stored within 18 inches of the sprinkler heads or ceiling tiles. This is seen most often in closets.
- Curtains should be treated with the approved flammable prevention spray that can be obtained from Marianne.
- Wax melts and candles are not permitted.

## **ID Badges**

- All staff shall wear ID badges at all times while on contract/at school.
- Staff should stop any adult who is without an ID badge or visitor sticker, and send him/her to the office to sign in and get a nametag.
- All visitors are required to sign in and out on a visitors' log and to wear a visitor's badge.

## **Instruction (Academic)**

- Benchmark Advance and Ready Math will be used with integrity with all students in regular education classrooms. Instruction in small, flexible groups is expected for all students. Teachers are expected to collaborate with the instructional coach to maximize academic effectiveness. If other instructional materials or supplemental texts are used (other than Benchmark Advance, Ready Math or other KCS supplied curriculums), the I-211 Selection of Materials Other Than Textbooks Knox County Board of Education Policy must be adhered to. All components of documentation must be completed thoroughly and submitted to the principals in a timely manner.
- Lessons and class activities should reflect effective planning and grade level TN State Standards, and should conform to Knox County curricular guidelines. The needs of Special Education students, as written in their IEPs, require your consistent attention. The Case Manager will give you a copy of the IEP goals and modifications necessary for each child who receives special education services.
- Lesson plans are required and should be available each day. Lesson Plans only need to be minimal. Reading list Unit/Week/Day, Math list Topic/Lesson/Session, Sci/SS- just so we know what you are teaching and materials used. *In reality, we should be able to walk in and know what you are teaching. However, we should also be able to look at your lesson plan and determine the sequence from yesterday to today.*
- IEPs/504/S-Teams/ILPs/BIPs/Health Plans/etc. are legally binding plans and must be followed.
- Each educator will have 2 days of emergency substitute lesson plans available for substitutes in the event of an unplanned absence.

## **Knowledge of Students – Health Information**

- Please notify the school nurse (Nurse Rachael), Mr. Champion, and your grade level AP of any students with a diagnosis (new or previous/current).
- A diagnosis may require a school health plan, S-team meeting, and/or 504 to ensure the safest environment for a student.
- Be aware of any religious restrictions your students may have, and also make administration aware.
- The CR/Aspen Review sheet will provide you a snapshot of all students.
  - This sheet must be completed with students listed & information completed. Found in Google Drive grade level folders

## **Meeting Tuesdays**

- **Meetings may be in person and/or virtual during the year. When meetings are in person, it is the expectation that required staff attend in person.**
- *Please reserve all Tuesday afternoons for staff and committee meetings from 3:15 to 4:15.* We expect you to be on time and present for all faculty meetings. *Please plan your appointments accordingly.*
- The following schedule will be followed. Changes may be made due to holidays, special events, etc and will be communicated in advance. This is another reason EVERY Tuesday should be reserved from 3:15 - 4:15.
  - 1<sup>st</sup> Tuesday – Leadership dates: 9/3, 10/1, 12/3, 2/4, 3/4, 5/6
  - 2<sup>nd</sup> Tuesday – Staff Meeting only on following dates: 12/10, 4/8, & 5/13 (all others will occur during early release)
  - 3<sup>rd</sup> Tuesday – Vertical Teams/Committee Meetings
  - 4<sup>th</sup> Tuesday – IST Meeting
- **WELLNESS WEDNESDAYS** - We will not schedule anything on Wednesdays and all staff may leave as soon as students are gone. Be available for a call regarding a lost student.

## **Early Release Days**

- There are 6 scheduled Early Release days for the 2023-2024 school year. These are designed for school-wide professional development, vertical meetings, etc. They are not for individual planning purposes. PK will dismiss at 11:15 and K-5 will dismiss at 12:30. Early release dates are:
  - Aug 14
  - Sept 18
  - Nov 20
  - Jan 22
  - Feb 12
  - Mar 26
- The days will include (but are not limited to):
  - Professional learning/activities aligned with the school plan 1:15 -3:15
  - Modified encore schedule
  - Duty free lunch for staff (30 minutes)
  - Students will be served lunch
  - Staff who request to leave early during these days will be required to take a ½ day of leave. Staff is expected to work a full work day on these dates in order to maximize our student learning through collaboration and professional development. School level PD

activities will occur on these days. Do not schedule appointments or plan to leave before 3:15 on early release days.

### **Parent Communication Expectations**

*Communication is essential to developing a trusting relationship with parents/guardians that will ensure a successful school year for the teacher, but most importantly, the student.*

- Each teacher must communicate regularly with parents.
  - This may be partially accomplished by sending home children's work to be examined, signed, and returned to school.
  - Teachers must inform parents of any concerns/issues, including misbehavior or poor work habits.
  - All teachers must utilize phone calls, notes, deficiency notices, other written communication, and parent conferences consistently.
  - Parent conferences can occur when needed/requested throughout the year.
  - KES Parent Conference Nights
    - Parent conferences are required by the district in the fall. October 17 & April 2, from 3:15 – 4:30 are designated KES conference dates.
    - Parents should be offered 15-minute blocks. Document attendance. This will be used toward the 6 required parent contact hours.
    - Please notify your AP of your schedule.
  - Each classroom teacher will send regular newsletters home. These newsletters should give the parents all necessary information about tests, class projects, area of study, supplies needed, field trips, programs, etc.
    - Please give your respective office (east or west) a copy so that they may field any phone calls with basic questions.
- We will continue to send home our communication, majority of work samples, etc. on **Fridays** to help parents with consistency of when to expect important papers, announcements, etc.
  - The exception to this will be the interim reports and nine-weeks report card, which must go out within five days of the mid-way point and end of the grading period.

### **Parent Conferences/Parent Contact Plan 24-25**

Two days – October 17 & April 2

### **Personnel Records/Open Records Request**

- All personnel records in this building and at the Central Office are open to the public. Student names and personal information (Social Security numbers, etc.) about the employee can be deleted before the records are given to the person making the request.
- Your personnel record may be requested at any time, by any person.
- **Your emails, notes, and texts can be subpoenaed. Be mindful of what you type. (news media may request also). Be sure all correspondence is factual in nature and free of judgements and opinions.**



## Playground Safety

- Every teacher shall teach playground safety rules during the first week of school.
- Teachers shall remain on the playground to actively monitor the children, but should **space themselves out around the playground** so that all areas of the playground can be supervised at all times. **Due to possible accidents, injuries or behavior situations, the placement of staff around the playground is key and essential to ensure the safety of all our students.**
- **Actively supervise your children (liability, accountability).**
- Please report any broken playground equipment or concern to the office immediately so that we can correct the problem. Recess is a great opportunity to teach students the SUCCESS SKILLS we want our students to have (take turns, compromise, win and lose gracefully, use kind words).
- Please remember to take your grade-level walkie-talkie with you outside. We must be able to communicate with someone on the playground at all times.
- **One teacher may NOT be responsible for two classes on the playground.** Depending on the number of students in the classes, one teacher might be able to take a break for a few minutes while 3 teachers are out with the four classes. If you have questions, please ask.
- **Injuries should be reported in School Stream as soon as possible on the day of the injury.**
  - Please report any head injuries to the nurse immediately.

## Professional Dress Code

- ***Professional dress is expected of all staff members.***
- Staff members must set an example for students by dressing in an appropriate manner.
- Jeans should ideally be worn with Karns gear, teacher gear, or a professional top. Professional dress also fosters respect from students and parents. No workout/gym attire or clothing advertising inappropriate items such as (but not limited to) bars, alcohol, etc.
  - Please ensure that shorts/skirts are finger-tip length.
  - Please ensure tops/shirts are appropriate and do not convey messages or expressions that are not permissible for our students.
  - We model the expectations.
  - Professional attire (no scrubs, no bar/grille T-shirts, no gym attire)

## PTO (Karns Elementary School)

- All staff members are strongly encouraged to join and support the PTO.
- The cost of teacher membership is \$10.
- **Certified staff who join by December 16th may receive \$100 from PTO to spend for the classroom. (Back-to-School Bucks paperwork received by December 17<sup>th</sup>)**
- Your attendance at general PTO meetings will be greatly appreciated.
- PTO board meetings are consistently held once a month in the East Library (specific dates to be announced).
- Teacher representation is required on the PTO board as voting members. We will have 2-3 staff members serve on our PTO board as voting members. All staff members are encouraged to be active participants at the general meetings.
- Teacher Representatives SY24-25: Jami Lamb

- PT0 Executive Board SY24-25:
  - President - Rachael Barwick
  - Vice President Lori Ford
  - Treasurer - Emily Weseman
  - Secretary - Amanda Bivens

## Staff

### Absences:

- Staff absences may occur due to personal or family illness, bereavement, personal, professional or administrative leave, or approved religious holidays.
  - Please enter your need for a sub in Frontline as soon as you are aware of the absence.
  - If you **secure a sub in advance**, please notify Bryant.pickney@knoxschools.org and he will enter the absence so no one else picks up the absence from Frontline.
  - Frontline will not locate a sub for absences entered less than 24 hours out.
  - All sick days need to be entered in AESOP prior to 6:30 a.m. For an emergency absence entered the morning of the absence, **please group text the administrative team**. Please do NOT call the secretary on his/her personal phone.
  - Bus duty (morning or afternoon) cannot be required of short-term subs. It is your responsibility to arrange with a colleague to cover your duty in your absence.
- Requests for “personal leave” must be submitted to the principal through the Frontline system no fewer than **three school days** prior to the requested date.
  - The number of staff members taking Personal Leave on the same day is limited to 10% of the staff. Personal leave **may not** be taken the **last two weeks of school, adjacent to a designated school holiday, or on in-service/staff development days**.
- If you apply for professional leave, you must request this through Frontline as soon as possible.
  - If you are attending something out of the district, a travel form must also be completed.
  - If you are attending a PD that requires a substitute, please indicate that in the Notes Section.
- Each full-time staff member has been allotted 10 sick days and 2 personal days to use each year. If you do not use your personal days, they will roll over to sick days the next school year.
- If a staff member uses more than the allotted 12 day in a school year, a medical note will need to be provided to Mr. Champion for each absence over 12.
- For more details on Sick and Bereavement Leave, please see Policy G-461. A doctor note is requested for absences at and beyond 5 consecutive days.

### Communication

- Communication from school at the classroom, school, and district level will be conducted via Parent Square.
- Staff may still use a behavior management tool such as dojo to track and communicate behavior.
- Return parent requests (email/phone call/etc.) within 24 hours (one working day)
- **Week At A Glance** A staff newsletter will be sent to you regularly via e-mail. Please read it carefully. This will be the primary source of whole staff communication.
- **Daily Communication** There is a shared file, 2024-2025 Daily Communication & Coverage, that should be referenced daily for need to know information pertaining to the current day.
- Remember to check your email daily.

- Exceptions would include Fall Break, Thanksgiving, Christmas, Spring Break and summer when emails will be sent out prior to the holidays.
- Observe all deadlines established through announcements in emails, staff newsletters and memos.
- Please check your email at least twice daily for important updates, information, etc.
- If you receive an email after hours, it is not necessary to respond until the work day resumes. Please note that Mr. Champion and others may email at a time that is convenient for them (i.e. evenings and/or weekends) but an immediate response is not expected.
- In the event of an emergency situation, where an immediate response is warranted, you will be contacted via text or phone call.

### **Communication - Internal/External - Can be Subpoenaed**

- Please keep in mind that all emails or text messages that are sent using a KCS email address or district issued cell phone are subject to disclosure under the Tennessee Public Records Act.
- The Communications Department regularly receives requests under the Public Records Act for emails sent by KCS employees. These requests are often made by reporters, attorneys, and members of advocacy groups, in addition to parents, guardians and other stakeholders.
- Even in internal messages, it is important to use caution and good judgment, and to refrain from speaking in ways that would reflect poorly on the school, district, or you as an employee. Before sending an email or text message, please take a moment to consider the impact if that message were to be made public.
- Communications on personal devices can be subpoenaed in a lawsuit. It is good practice to routinely delete work-related communications.

### **Communication - Social Media**

- Social media platforms are a powerful tool to highlight the work of district schools, but there are some important guidelines to keep in mind.
- Please remember that any social media posts should not include identifiable video, pictures, or names of students, unless those students have a media release on file. In addition, employees should be familiar with Board Policy G-161, which governs the use of social media. \*If you identify yourself as a KCS employee on a social media account, it is no longer a personal account.
- Finally, please keep in mind that while 2024 is an election year, any official or school-based social media accounts should refrain from posts that endorse or support a political candidate, including candidates for local, state, or federal office.

### **Email Signature**

- Please include your name, grade, and school in your email signature.

### **Mailboxes**

- **All staff members should check mailboxes before going to class, at their planning time and the end of the day.**
- Mailboxes should be checked at lunch for messages and before leaving at the end of the day. All traveling personnel should sign in at the office upon arrival.

### **Workrooms**

- Children are not permitted to enter the lounge, mailboxes, or teacher work area.
  - This includes staff members' children before and/or after school hours.
  - Please empty your own mailbox.
  - Children should never be sent to the workroom to have additional copies made, pick up worksheets, get soft drinks, coffee, ice, etc. for staff members.
  - Please help our team keep the workrooms tidy & orderly.

### **Staff Children**

- Staff children only are permitted in the building before/after school due to liability issues.
  - They will report directly to your room/area.
  - They must stay with you at all times when outside of your classroom.
  - See Mr. Champion if you have extenuating circumstances.
- Staff children may not come to school on Inservice days.

### **Sub Folder**

All staff who instruct students are required to keep a substitute folder

### **Textbooks/Calculators**

- Your responsibility is to keep accurate records of textbooks and calculators issued to your students. The State Legislature has passed a law which says that grades and/or grade cards may be held pending payment for lost textbooks. (KCS School Board Policy)
- Textbooks must be inventoried in May of each school year and a schoolwide report is submitted downtown in mid-May. Please see Ms. Bronson with any questions/concerns.

### **Tobacco/Smoking/Vaping Board Policy**

- This **not allowed** anywhere in the building(s) or on school grounds.
- This is a state law. (Please see KCS School Board Policy Tobacco Use in Schools)

### **Unscheduled Inservice Hours**

- Certified and classified staff have required videos that can be accessed through Canvas.
- Please keep track of Professional Growth Activities throughout the year through [Frontline PD](#) (MLP) site at Knox County Schools' website.
- The activities must be completed and **recorded/approved on [My Learning Plan](#) by April 30, 2025.**
- Twelve (12) in-service hours are required for certified staff members and 18 hours are required for non-certified staff members.
  - These hours are to be activities that you participate in beyond the contract hours.
  - You may not record activities that you have participated in on in-service/staff development days.

See the specific information about allowable activities that is available on the website.

- **Classified Staff** must earn at least 12 of the required 18 hours in relevant training aligned to specific work assignments. The remaining 6 hours may be earned in any way agreed upon by you and the building principal. See Mr. Champion with questions.
- Six parent contact hours are required from all certified staff members. Be certain to sign up for the school wide events in advance on MLP. Fall and spring conferences will be listed in MLP for registration. Be certain to document your fall & spring conferences on a parent conference log and submit to Mr. Champion for credit. *You will only be credited for the required 6 parent hours in Frontline. However, if you exceed your 6 required hours, you may document in Professionalism under School and Community Involvement what you did above and beyond the 6.*

### **FINANCIAL RESPONSIBILITIES -Staff**

In order to support our instructional program with necessary materials and supplies we are asking you to do the following. If you suspect anyone of committing fraudulent activity with school funds, by law, you must report. You can contact the bookkeeper, principal, Director of Finances with KCS, or the Fraud Prevention Hotline. The bookkeeper is located in the West Office.

### **RECEIPTING MONEY**

As a district, we are trying to move away from cash and check. The goal is to be 100% cash free.

- Please encourage your families to use School Cash Online and GiveBacks. This saves us all time and eliminates cash in the school and the need for collection logs.
- We have 3 ways to collect Money.
  - School Cash Online (credit card or e-check)
  - GiveBacks (credit card)
  - Collection logs (cash/check).
- The bookkeeper will determine which site will be used, depending on the situation.

#### **School Cash Online** [www.schoolcashionline.com](http://www.schoolcashionline.com)

- Parents must create an account for themselves and add their students to the account.
- Teachers can request access to view reports, please email the bookkeeper if you would like access.
- No Fee - KCS pays the fee

#### **Givebacks**

- GiveBacks allows the bookkeeper to create a QR code (and link) for any item or fundraiser. The link can be sent to parents, grandparents etc. since there is no need to set up an account to pay for the item or donate to the fundraiser.
- Parents/guardians do NOT have to have an account to use this system.
- No fee - KCS pays the fee
- Teachers can request access to view their sales. Please email the bookkeeper.

### Collection Logs

- If a family absolutely cannot use School Cash or GiveBacks we will accept cash, check, money order or bank check.
- All money collected from students must be listed **in ink** on a Teacher Collection Log (BO-184) which will include each child's name and payment method.
- **The yellow copy is to be kept by you – do not turn it in with your money.**
- A green receipt will be sent back. Check it to be sure it matches your yellow copy. Attach and file them together. Keep both in your records for 5 years.
- Checks that you collect from parents MUST be made out to KES, have the child's name in the memo space OR your teacher room number in the upper left-hand corner.
- **Turn in money daily - NO money can be left in your classroom overnight.**
- Use the "money folder" provided by the bookkeeper to send money to the office.
- The bookkeeper is located in the West Office.
- Any deposit folders without the proper paperwork will be returned to you for correction.

### SPENDING MONEY

- Manage your money and prioritize your needs. The money you receive is meant to be used for this school year, please plan accordingly.
- **All Fee money must be spent by April 1, 2025.** In the event of inclement weather occurs, we will revisit the due date for expenditures.
- Grade level money county allocations must be spent through the bookkeeper.
- Purchases must be made through an approved KCS vendor. They are listed in SFO. If you do not see the vendor you would like to use, contact the bookkeeper for assistance.
- **\$200 federal BEP** money details to be announced by district will be received via paycheck. (This amount is subject to change as it is sent by the district). It is best practice to keep an envelope of receipts for purchases made using BEP money.
- A Purchase Order (PO) must be approved **BEFORE** any purchases are made. If there is no purchase order in place prior, the school cannot pay for it.
- Reimbursements will be the exception, not the rule. KES cannot reimburse tax on any purchases made by a staff member.
- Any additional needs for teachers and/or grade level will be approved by the Principal and handled individually.

### Purchase Orders

- All Purchase orders will be entered online using the SFO website.
- Please see the link below. Your username and password from last year will still work.
- <https://sfo.schoolcash.net/spKnoxTN/Login.aspx?ReturnUrl=%2fknoxtn%2f>
- If you are a new teacher, please set up your new username and password (see document for instructions "**Setting up SFO User ID**"). Email bookkeeper to let her know your username is set up, and she will link you to the accounts you need to place a purchase order (PO).
- Returning teachers, if you cannot remember your login or password send bookkeeper an email.
- Please refer to "**PO Cheat Sheet**" if you need additional support.
- You can enter your email address into SFO under "User" and then "My Profile" to receive an email notification that your PO has been approved. If you do not enter your email you will have

to check your PO to see if a PO number has been assigned to your pending PO. Once a number is assigned, it has been approved.

- The Fee Account is 400.019

### **PO Tips**

- Use the special instructions box to let Marianne know any particular details such as, “please use coupon code xyz”
- Do not enter anything in the discounts and shipping boxes. But DO let Marianne know what the shipping cost will be in the special instructions box (if applicable).
- A purchase order (PO) is required for **all** purchases
- **A purchase order must be approved BEFORE you can make any purchases. (PO date must be before purchase date) If it is not, the school cannot pay for it.**

### **School Purchasing Card**

- We have 2 purchasing cards.
- The card must be signed out in order to use.
- Every user must sign a Card Agreement before using the card.
- There is a PIN number that must be used. You get 2 tries before the card is locked and can only be unlocked by the district representative. The card will be unusable until it is unlocked. The bookkeeper will go over this with you before you purchase.
- A purchase order must be approved prior to checking out the card. Purchases cannot go over the amount on the PO (the purchase total can be under the PO total).
- You will need a tax exemption form when you shop, we should not be paying tax on items for the students.
- All receipts must be signed and turned into the bookkeeper when you sign the card back in.
- The card may be signed out by a group. One person will be responsible for the card. All members must sign an agreement. Each person will need to check out separately and submit a separate receipt (to be attached to their purchase order).

### **AMAZON**

- If you have an Amazon account from last year, it will still work and no action is necessary.
- If you are new and did not get an invitation email [Marianne.farinato@knoxschools.org](mailto:Marianne.farinato@knoxschools.org) email her. If you have transferred from a different school let the bookkeeper know and our downtown representative can transfer your account from your old school to KES.
- Amazon purchases will need a PO. Please use one line for each item on your purchase order
- Once you have made your final selections using your Amazon log-in, send the cart for approval.
- Both the PO and the Amazon order must be received by the bookkeeper before they are processed.
- The PO total and Amazon total must match. If they do not the PO will have to be redone.

### **Amazon Tips**

- When placing a purchase. Use “123” for the PO number. Bookkeeper will enter the actual PO number once the PO has been approved by the principal.
- Choose Marianne as delivery recipient.
- For payment option please choose “credit card.”
- Upon completion of your order, hit “Submit Order”. Order will then be sent to the bookkeeper for approval and PO number update.
- Your Amazon cart total and your PO total should match exactly.



## **Receiving a Package**

- Bookkeeper will check in all packages and remove packing slip to attach to PO for the auditors
- If you receive an order/item that includes a packing slip, you will need to do the following things:
  - Check your order for accuracy
  - Sign the slip
  - “Received & date”
  - Send it to bookkeeper
  - If you receive an order without the packing slip, please check the order for accuracy and then send the bookkeeper an email as to whether or not it is correct. She cannot pay for the item until she has that notification from you.

## **SUPPLY CLOSET**

- The Supply closet can be accessed for teacher supplies and to fill in missing classroom supplies for students.
- We have stocked supply closets in both offices that are accessible to all teachers. Please do not pull classroom sets.
- The overflow supply closet (red wing) will remain locked at all times. If you need something, please see an office staff member.

## **COUPON BOOK SALES**

- Encourage and support our coupon book sales. Many instructional materials and other purchases were made possible ONLY through these sales.
  - Ensure all coupon book money is sent to the coupon book office the morning it arrives at school.
  - Send home books the same day they are delivered to the classroom. If a student is absent, hold the book in a safe place to ensure they receive it upon return.
- Coupon Books can be purchased on GiveBacks
- Please encourage the use of **GiveBacks** for all parents and families.

## **CLASSROOM T SHIRTS**

- Please include the bookkeeper at the beginning of the process and she will guide you with the needed paperwork and forms.
- Complete the **Bookkeeper T Shirt Form** and send it to the bookkeeper.
- Request a picture of the graphic to be included on the site.
- Member Hub has a store feature. Send all the information needed to set up the store to the bookkeeper. She will then create a QR Code and a link to the store that can be sent home to parents electronically or on a flyer.
- We will choose vendors based on cost in addition to quality.
- Member Hub will be used to purchase shirts this year. There are several options for set up to simplify the process of T shirt sales.



### **Crowd Funding (Amazon Wish, Donors Choose, etc)**

- All Crowdsourcing must be approved by Mr. Champion.
- **Donors Choose and all other forms of** Crowdsourcing and must first have a Fundraising Request submitted and approved in School Stream.
- Go Fund Me or any platform like it will NOT be approved under any circumstances.
- School Board policy/procedure adopted in the 2019-2020 school year addresses Crowd Sourcing and can be found on the KCS website.
- See Mr. Champion or Mrs. Farinato with questions.
- **Amazon Wish List** will not need a Fundraising request IF they are created on your Knox County Amazon account and shipped directly to the school.
  - You must use your KCS Amazon Account (you can NOT use your personal Amazon Account) Contact bookkeeper (Farinato) if you do not have a KCS Amazon account.
  - The items must be sent to the school DIRECTLY. Please be sure that you have purchasers reference your name on the package.
  - Please keep the packing slips just in case.
  - Items received become property of the school.

### **Students:**

#### **Attendance Policy J-120**

- Students are allotted 10 “parent notes” per school year. Parent notes should be sent to the office upon receipt to determine if the absence is excused.
- Per state law, we will contact parents at 5 **unexcused** absences
  - KES attendance secretaries will print 5-day UNEXCUSED absence lists every two weeks for each homeroom teacher. Homeroom teachers will contact parent/guardians and review the Tier 2a absence contract. [PTI Tier 2A Elevation Contract](#)
  - Upon completion of the 5-day contact, turn the Tier 2a contract in to the office.
- At 10 UNEXCUSED absences, the family will meet with the social worker and/or administrator to complete Tier 2b.

#### **Bus Rider Procedure**

- If you have a student who is not usually a bus rider, or is riding a different bus home that student **MUST** bring in a note for the change. That note needs to be sent to the respective office first thing in the morning so we can verify with the parent(s), and give the student a yellow bus slip that has been signed by an administrator/designee. The yellow slip is to be given to the bus driver that day. If the student does not have the yellow slip, the bus driver will not take that student home.

#### **Cell Phones/Smart Watches/Personal Electronic Devices of students**

- Per KCS Board Policy [J-240](#), ALL communication devices for elementary students must be turned OFF and kept in backpacks at all times.

### Early Dismissal

- All students who are dismissed early must be signed out in the office prior to dismissal.
- Students will be called to the office to be dismissed.
- Parents should NEVER come to your classroom to check out their child for dismissal.
- If a parent comes to your room, send the parent to the office (even when volunteering in the classroom). Safety first!

### Helpers (student)

- Students may not, regardless of age or size, be used to transport heavy items (Reflect on student injury & liability.)

### Injury

- If a child is injured, no matter how minor you feel the injury may be, the child should be sent to the clinic, an accident report must be completed by the supervising adult that day on School Stream, and the parent notified immediately.
- Head injury (injury to neck or head) should be reported immediately. Students should go to the clinic for assessment.
  - Accident Report completed as soon as possible but by the end of the work day at the latest in [SCHOOLSTREAM](#).
  - Parent notified as alert to monitor that evening. (Concussions do not always show immediately.)

### Medications

- Make a list of all students who have medical conditions (subject to seizures, diabetic, allergic to bee stings, allergic to certain foods, use of an inhaler, etc.).
  - This list should be in your plan book.
- Policy prohibits the administering of medication unless a written request is made from the physician and parent.
  - If this exists, then such medication must be kept in the nurse's office.
    - Refer to Descriptor code [J-352](#) of the Knox County Handbook.

### Phone Calls

- Students must have a **valid** reason for needing to phone home. The teacher may choose to allow the student to call from the classroom or may choose to send the student to the office with a note explaining the need for a phone call. The student **MUST** leave a message when calling with no answer.

## **ROUTINE DUTIES AND RESPONSIBILITIES**

### **Bookkeeping Procedures**

Bookkeeping procedures will be reviewed in a staff meeting. Your account balance at the end of this year will not be carried over to next year. **The money allotted should be spent on your students this year, and fee money must be spent by April 1, 2025.** Please refer to the Financial Responsibilities section for more information. All items purchased with school monies must remain at KES once the staff member is no longer employed at KES.

### **Bus, Breakfast & Dismissal Duties**

Student safety depends on you being on time to your assigned duty (7:05 a.m. for morning and 2:30 p.m. for afternoon)! Please follow the assigned schedules. If you change your assignment with a teammate, please notify the appropriate office.

- **BREAKFAST:** Based on the number of students in the cafeteria, your student may arrive to class late but is not considered tardy. Students will bring a note with them from the cafeteria so you know where they are coming from. Do not mark them absent or tardy!
- **LATE BUSES:** Students who arrive late will be fed breakfast in the cafeteria and may arrive late to your classrooms. See above so students are not marked absent or tardy because of this issue.

### **Encore & Lunches**

It is important that the children arrive and leave from Encore classes on time. Encore teachers are not to dismiss until they know a teacher is present to escort students. Proper supervision must be the rule and not the exception.

- There is no longer a KCS Wellness/Snack policy. Students may eat what parents send for their child. When distributing class food, consider allergies. Due to allergies, homemade food will not be shared with the class.
- Students SHOULD NOT share food.

### **Guidelines for Field Trips (including in-house)**

- All field trip policies and procedures are to be followed completely.
- See policies, procedures on KCS website.
- Most grade levels have established trips that they do each year.
  - Please be sure that you are not planning a trip that another grade level is planning.
    - Field trips should be aligned to the grade level standards.
    - Field trips are an extension of the school day learning.
    - If field trips do not align to instruction, they may not be approved.
- All students attend field trips. No student should remain at school for any field trip due to financial hardship. Only administration may take a field trip away from a student due to behavior. Field trips are an extension of learning, and we want our students to participate as much as is safely possible.

- Each grade band may take two (2) field trips per year, with 5<sup>th</sup> grade having three (3). Field trips must be approved 8 weeks in advance by Mr. Champion.

Please refer to the Field Trip checklist form. [Field Trip Checklist](#) You will get this form from Marianne.

### **Maintenance Issues**

Please notify Mr. Bryant or Mr. Champion of any maintenance issues that require a work order so that it may be submitted as soon as possible.

- **Custodial/Cleaning Issues** – Please report these directly to our head custodian. If the problem is not resolved in a timely manner, please see an administrator for assistance.

**Movie Request Form** - [Click here to access the Movie/video request form](#)

### **School Clinic**

The clinic is located adjacent to the West Office. The extension to call is 26612.

### **Forecast 5 Data Dashboard**

Knox County Schools is maintaining a Data Dashboard that can be accessed with updated information.

### **Whole Child Support Team**

This team will be composed of administrators, counselors, nurses, behavior specialists, social workers and other members of the school staff to discuss needs of students.

## **STUDENT MANAGEMENT School Culture/PBIS (In Progress)**

Please know that I am a huge supporter of every child deserving a second chance but that it will not come at the expensive of another child's first chance.

We will be updating processes and procedures throughout the year to ensure we have very clear expectations, simple means of collecting data, and developing systematic student contracts that are student friendly and staff friendly.

### **Karns Elementary Student Discipline Expectations**

One of the most important lessons education teaches is self-discipline. It underlies the entire educational structure and is the key to developing self-control, character, and consideration for other Karns students. We have three basic rules of discipline: 1. "B" Safe 2. "B" Respectful 3. "B" Responsible  
**Three approaches to dealing with behavior: Preventative, Intervention, Punitive**

1. Preventative - Tier 1 - All Students - Focus on the positives.

1. Building relationships with parents/students.
  1. Rules without Relationships = REBELLION
  2. Make positive family contacts early
2. TEACH and RETEACH PROCEDURES/EXPECTATIONS
3. Follow your classroom rules/behavior plan
4. School wide behavior plan/rules
  1. Be Safe
  2. Be Responsible
  3. Be Respectful

## II. Intervention-Tier 2

1. Teacher requests observation/behavior referral Whole Child Support Team Referral.
2. Individualized behavior programming pertinent to tier level.
3. Student Support Team Intervention
4. Behavior Intervention Plan.

## III. Punitive

1. Consequences assigned by Administration

When encountering challenging behavior:

1. Use your classroom strategies
2. Have a conversation with the student while class is supervised.
3. Classroom exchange
4. Elicit Family assistance

### Next Steps

1. Teacher has followed the above behavior plan.
2. Teacher should request a parent conference. Support staff may be invited to attend.
3. Fill out a Conduct Referral (Office Discipline Referral)
  - a. Teachers have tried the above strategies
  - b. The Conduct Report is to be filled out by STAFF members who witnessed the incident. Please put TIME and SUBJECT.
  - c. Send Referral to front office staff who will notify the administrator.

## **EXCEPTIONS TO THE RULES**

Behaviors of concern that would warrant an IMMEDIATE discipline referral:

- Unsafe behaviors that might include: hitting, punching, kicking, biting, spitting, throwing object, sexual harassment, etc.
- Never send a student to the office that is exhibiting unsafe behaviors. Call the office for support.

Our mission is to teach all children to communicate effectively, to solve problems, to understand and cooperate with others, to appreciate and care for the world in which they live, and to be lifelong learners.

## **Classroom Rules & Communication**

- Each teacher will need to supplement the school rules in the handbook with additional, more extensive information for students and parents listing your classroom rules and expectations.
- Best practice states that ownership of these rules is best established through student participation in the development of rules and consequences.
- Provide your students and their parents with a written set of class rules and practices within the first week of school through the School Culture expectations.
  - Provide a copy in the grade level Google Drive by August 9, 2024.

## **Classroom Expectations**

- Whenever possible, handle discipline problems through your standard classroom procedures. When numerous referrals to the office occur, students may perceive the teacher as an ineffective manager of behavior. If you need assistance with classroom management, reach out to your grade level administrator or Emily Williams.
  - When a child is brought to the office, the principal assumes decision-making authority.
- Be sure you complete a discipline referral in Aspen for any student who is brought to the office.
- Team teachers should be consistent with expectations for the children's best interest.
- Classrooms should have a "calm down corner" in the room where a child can be removed or remove him/herself from the situation while still being in the classroom to hear the instruction. The teacher may choose to have a fidget, coloring page or some other "calm down" activity at this area. This is a short-term change to get a child back to baseline.

## **Consistent Model**

Use a systematic disciplinary model that is consistent with our school-wide framework. Reinforce written guidelines by informing parents of your expectations and practices in conferences. Examine your own practices to ensure that there is not a "double standard" by race, gender, or any other "category" over which the child has no control (bias).

## **Hapara**

- Hapara is a tool purchased by the district to assist with monitoring students while they are using the Chromebooks for educational purposes. It is the responsibility of the classroom teacher to monitor the usage of their students. Therefore, it is inappropriate for teachers to monitor classroom usage of other teachers. Some students may be monitored by support staff, but as a whole, teachers will monitor their own students.

### **Teacher/Classroom Partners**

- A brief “time away” assignment to another teacher’s classroom (**with the other teacher’s prior consent**) is one of your discipline options.
  - Please note that this is not an extended period of time, but a brief classroom switch intended to de-escalate behavior, and refocus the student.
  - Children may **not** be placed in the hallway for “time away”.
  - Do not limit or delay lunch as a punishment.
    - Silent lunch, however, is one of your disciplinary options.

### **PAC Assignments**

- Only administrators may assign PAC or out-of-school suspension.
- Please do not send a student to PAC. The student will be sent back to their classroom.
- Students will be returned to class if sent without admin approval or an established behavior plan.

### **Hallway Expectations**

- Students are expected to **walk quietly in the hallways** and should demonstrate appropriate behaviors while waiting at the bathroom.
- Teachers should monitor the students’ behavior closely at all times. Best practice is to walk in the middle of your line.
- K stops are located at designated locations for line leaders to stop until teacher direction to proceed.
- Misbehavior is a disruption and interruption to another students’ instruction.

### **Bullying/Harassment**

All staff are required to participate in bullying and harassment training led by a school administrator and sign indicating training was attended.

When a parent/guardian, child, staff, or other person alleges an occurrence of bullying or harassment, an investigation must be initiated. **The initial investigation must begin within 24 hours of the allegation. The 24 hours counts weekends & holidays! Please report immediately.** If you receive an allegation of bullying/harassment:

- Complete the following investigation or work with administration to determine who will complete the Incident Documentation [Bully and Harassment Investigation Form](#)
- After completing the investigation, notify an administrator (if you haven't already) with the completed form.
- Begin an aspen referral indicating the appropriate “S Code” as needed with guidance form administrator.