



**Karns Elementary School**

**Parent – Student Handbook**  
**In School Learning: COVID-19**  
**2020-2021**

August 1, 2020

Dear Parents,

This handbook is developed for students and parents for In School Learning during the COVID-19 pandemic. This plan has been reviewed by our administrative and leadership team members. If we should return to school on a regular operating schedule (green phase), we will send home our traditional Karns Elementary School Parent-Student Handbook with procedures for the 2020-2021 school year. If we should go to full-time virtual learning, a virtual learning handbook will be sent to all families.

We truly appreciate your support and flexibility from the onset. We know many things will be very different than usual, but it must be so as we strive to ensure a safe and healthy learning environment for our students and staff. Again, if we are able to resume normal operating guidelines a new handbook will be released.

We encourage communication between the school and home. This will be even more important as we forge ahead in the upcoming weeks and months. Please note that teachers are with students during the day and will not be checking emails or other messages while directly responsible for students. They will return communication by the end of the day if the message is sent during the school day. Any communication sent after school hours may not be returned until the next day. For immediate needs or emergencies, please contact the school office. Thank You in advance!

Thank you for trusting your child/ren with us this school year. We are honored and humbled that you trust us to keep them safe on a daily basis and even more so during a pandemic.

Sincerely,  
Mrs. Shay Siler  
Principal

## Allergies

- We are an “Allergy Aware” school as we have students with varying allergies (food, insects, gluten, etc).
- We request the help of all parents in making Karns Elementary safe for students who have life-threatening allergies. Several students at our school have severe allergies (peanut based products, dairy, eggs, gluten, and several others). We ask that you be considerate to those children whose quality of life is threatened by their allergies.
- Please talk to your child’s teacher when considering sending in food to the classroom as well as consulting Knox County Food Policy.

## Animals

- No live animals may be brought to school.
- No pets should be brought to the school doors or in to the school office at any time.

## Absence Policy

- When a student is absent, a parent must send a note or doctor’s statement within FIVE days to the child’s teacher in order to have the absence excused.
  - If, after five days, the teacher has not received a note from the parent explaining the absence, that absence will remain an unexcused absence.
  - Be aware that even if a parent calls the office to explain an absence, a written note is still required to excuse the absence.
  - A phone call without a note will result in an unexcused absence.
  - A student may be absent due to illness no more than 10 days per school year before a medical statement is required.
- Please refer to KCS Board Policy J-120 “Attendance” for full policy review.
- Situations that qualify as excused absences include:
  - *Personal illness (a medical statement required after a total of 10 absences per school year)*
  - *Illness of a family member that temporarily requires help from the student and is supported by medical documents*
  - *A death in the family*
  - *A recognized religious holiday regularly observed by members of the student’s faith*
  - *A verifiable family emergency*
  - *For students with a parent/guardian who is deployed as member of the U.S. Armed Forces, the following excusable absences shall apply provided appropriate documentation of deployment is provided to the school: 1 day when deployed, 1 day upon return. Excused absences for up to 10 days for visitation when member is granted R/R and stationed/deployed out of the country.*
- ***Vacations or trips out of town are unexcused absences.***
- Student attendance is monitored by our social worker.
  - The attendance officer will be in contact with parents whose child has more than 5 or more than 10 unexcused days. This is an effort to work together to ensure the

student's regular attendance to school.

- **Tardy Policy:** Being on time each day is extremely important for students in every grade, including kindergarten. Schedules and responsibilities are defined and clarified during the first part of the day. Each student needs the opportunity to start the day feeling good about the teacher's expectations. Please help your child begin the day on time.
- *Students who arrive at school after 7:45 a.m. must report to the front doors **with a parent** to get a tardy slip and have their names removed from the absence list.*

### **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 (not with their names attached to the pictures on the website).
- A media release form will be sent home in the beginning of year folder.
- Please call the school office if you have any questions.

### **Arrival**

*Arrival for Preschool and Prekindergarten will be communicated by teachers.*

#### **Arrival – Grades K-5**

- Students should arrive via bus or car. Car riders should come through the designated car rider areas and have their temperature screened by a staff member.
- Car riders will have their temperature taken at the car door by a staff member. If a student has temperature of 100.4 or above they will be required to go home.
- Bus riders will be screened upon arrival at school outside the east office entrance by staff members.
- Walkers will have their temperature checked by a staff member prior to entering the building.
- Masks shall be worn when entering the building as social distancing is not possible.
- Staff members will be on duty at car stations, in the lobby and in the hallways to take temperatures and to assist students.
- Parents are not allowed inside the school building and should not create an environment that blocks our students from entering the building without social distancing possible. We thank our parents in advance!

#### **Arrival Procedures:**

- School begins each day at 7:45 a.m. for all grades, including kindergarten.
- Children are expected to be in their seats (not at the door being dropped off) at 7:45 a.m. as classroom instruction begins at 7:45 a.m.
- The school opens at 7:05 a.m. to receive students.
- The cafeteria, where breakfast is served from 7:05-7:35 a.m., or designated bus room areas are the only areas students are allowed before 7:35 a.m.
- Please help your child to arrive on time.

## **Dismissal, Preschool & Prekindergarten will be communicated by teachers.**

### **Dismissal, Grades K-5th:** Dismissal begins at 2:45 p.m.

- Students who dismiss to a school bus or an after-school program will be dismissed first.
- Students who need to be checked out early must be checked out before 2:15 p.m.
- Students in Kindergarten and first grade will be dismissed from the west lobby, and car traffic will enter the campus from the direction of Byington Beaver Ridge/ Emory Road.
- Students in second, third, fourth, and fifth grades will be dismissed from the gym. The vehicles will enter from the Byington/Beaver Ridge Road side of our campus and pick up in front of the gym. Once the buses have left the campus, cars will be dismissed.
- **NEW** - If a Kindergarten or first grade student has a sibling in Kindergarten or first grade, they will dismiss from the west lobby (car riders).
- **NEW** - If a Kindergarten or first grade student has a sibling in 2<sup>nd</sup>-5<sup>th</sup> grade, they will meet each other in the gym with teacher supervision and dismiss from the 2-5 car line. (If a student in grades 2<sup>nd</sup>-5<sup>th</sup> grade have a younger sibling in Kindergarten or first grade, they will meet each other in the gym with teacher supervision and dismiss from the 2-5 car line.
- If your child needs to be picked up from the gym or the west lobby and is not in the grade level that typically dismisses from that area, you will need to notify your child's teacher in writing. The teacher will ensure that the student is in the correct place for dismissal.
- All vehicles will need to display a car tag that either hangs from the rear view mirror or is placed in the car dashboard with the **student's name written in large, dark print**. The tags will be sent home at the beginning of school and are available in the office. If you have more than one person who picks up your student, please ensure that each person has a car tag. **Please ensure names are legible.**
- Please be sure you have arrived no later than 3:00 p.m. for dismissal.
- Students who walk home will be dismissed after the car traffic has cleared for the SAFETY of the walkers (approximately 3:00 p.m.)
- We encourage all students to be picked up through the car lines. This will be the fastest and safest process for your child to exit.
- Dismissal areas (buses, gym and west lobby) will be dismissed as students are settled and ready to begin the dismissal process. A safe and orderly dismissal will be prioritized over speed and convenience.
- It is imperative that all children be picked up on time. Teachers are off car duty at 3 p.m. If you are late picking up your child, you will need to check in the office and see an administrator to sign out your child.

## **Attendance**

- Please refer to Absence above.

## **Breakfast**

- Breakfast will be served daily from 7:05am-7:35am.
- Only those students eating breakfast will be allowed in the cafeteria during breakfast.
- Staff members will monitor students in the cafeteria during breakfast.

- Students will be required to wear a mask to breakfast and through the line. They may remove their mask once seated at a table and socially distanced from others.
- Students should eat in a timely manner to allow more students to rotate in to the cafeteria while ensuring social distance.
- Students will be dismissed to their designated grade level area once finished with breakfast.
- Social distancing will be monitored by school staff during breakfast.
- Please note the Food Service Guidelines on the KCS Reopening Guide (p. 17).

### **Buses**

- Bus transportation will be provided by KCS as usual this school year.
- Parents should check their child's temperature prior to boarding bus.
- Social distancing should occur at the bus stops.
- Masks are required on the school bus.
- Bus drivers and school staff will wear a mask.
- Student temperatures will be taken at school prior to entering the building.
- Busses will be disinfected after every morning and afternoon route per the district transportation protocol (KCS Reopening Guide).

### **Cell Phones at School**

- Cell phones at the elementary school level are required by KCS Board Policy to be OFF and in student backpacks at all times during the school day (bus, classes, school building, grounds).
- Please refer to the board policy.

### **Classrooms**

- Teachers will set up their classroom spaces to provide for maximum social distancing.
- Due to classroom sizes, social distancing of 6 ft or greater may not be available.
- Due to limited availability for social distancing, students and staff will be required to wear masks while in the classroom.
- Common areas in the classroom (whole group carpets and classroom nooks) will be limited to provide for greatest social distancing of student desks.
- Teachers will plan for mask breaks outside (within the fenced area and weather permitting) during which students may remove masks while maintaining social distancing.
- Students will not be sharing school materials, including computers.

### **Cleaning of School Building**

- KES will follow cleaning procedures and expectations as stated in the KCS Reopening Guide (p. 15).
- Our custodial team and staff will collaborate on a daily basis on the disinfecting needs of the school.

### **Devices (Chromebook)**

- Every student in Kindergarten – Fifth grade will receive a Chromebook device.
- Students in Kindergarten – 2<sup>nd</sup> grade will receive a Touchscreen Chromebook.
- Students in Grades 3-5 will receive a regular Chromebook device.
- Parents are required to complete the device form and the optional insurance form by accepting or declining insurance.
- No device will be sent home with any student attending in school learning without completed forms. Insurance information is also available online.
- Insurance is \$30 per device.
- Device distribution for Virtual Learning will occur the week of August 10<sup>th</sup>.
- Device distribution for At School Learning will begin the week of August 17<sup>th</sup> while students are in school.
- Students will need a pair of headphones to use for At School Learning.
  - This will be added to the grade levels' supply list.
- In Person Devices will remain at school for use in technology class, library, classroom assessments, classroom assignments, daily practice and to receive instruction on how to utilize the chromebook and access the various platforms that will be used throughout the school year (both in person and if virtual).

### **Dismissal**

- Please note in advance this could potentially be a lengthy process.
- Students will wear masks at dismissal as social distancing may not be possible.
- Staff members will be on duty at the car rider stations and in the designated dismissal areas within the school building.
- Please reference the full dismissal procedure above in the Arrival section.

### **Early Dismissal Policy**

- Students who leave before dismissal must be signed out by a parent. A staff member will escort the student to the front doors.
- Parents must be prepared to show proper ID at the front doors when checking out their child/ren.
- Remember that we will not check students out after 2:15.
  - It is too confusing when we begin our dismissal procedures to call students to the office for early dismissal.
  - If you **MUST** check your child out early, please do so before 2:15 p.m.
- Please note - if you pick up your child before 11:00 am, he or she will be counted absent

for that day.

- Excessive tardies may negatively impact a child's attendance record.
- Early dismissals are recorded as a "tardy" on the report cards.

### **Discipline Policy**

- The school's administration and faculty are committed to providing learning experiences in a positive, supportive, and motivating atmosphere. We believe that every student in our school is capable of learning and demonstrating appropriate social interaction. We believe in accepting the responsibility for behavior in a shared commitment towards good citizenship.
- Students are expected and required to:
  - 1. Follow the directions of all adults in the building.**
  - 2. Show courtesy, kindness, and respect to everyone.**
  - 3. Be prepared and on time for all classes.**
  - 4. Move about the building in a quiet and orderly manner.**
- Each teacher has the primary responsibility for establishing a classroom climate conducive to learning. This includes maintaining consistent behavioral expectations. Communication among administrators, students, teachers, and parents facilitates a positive learning atmosphere and promotes high educational values.
- The Knox County Board of Education has established a policy (J211) prohibiting acts of harassment, intimidation, bullying and/or cyber bullying. We will work with individual students to uphold this policy, and the consequences for misbehavior can be very serious. Please help us help your child to be respectful of everyone and to not harass, intimidate, or bully any student.
- **Transfer Option for Students Victimized by Violent Crime at School:** <sup>[1]</sup><sub>[SEP]</sub> 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 40-38-111(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, Supervisor of Transfers, at (865) 594-1502.

### **Elementary Dress Code**

- Students shall wear a mask to school each day. Masks must be appropriate in that it cover the mouth and nose. Ear loop masks are preferred for easy use. Gaitor style masks are also appropriate.
- The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. 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.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, “short shorts”, mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire.
6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.
  - 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. We respectfully request that all students wear tennis shoes to school every day. Flip-flops may pose a hazard/injury. Tennis shoes are the safest shoes for all school functions and are required for physical education class.

### **Face Masks**

- Per the Knox County School Board Policy C-240, staff, students and visitors on campus are required to wear a mask while in the building. Please refer to the board policy for guidance on any possible exclusions to the policy.

### **Fees**

- Knox County Schools request a materials fee for each student in order to provide the necessary paper, technology, and other supplies for the students.
- The fee for Karns Elementary students is \$25.00.
  - Please utilize the School Cash Online site to pay fees.
  - Classroom materials for instruction are purchased during the year with these funds.
  - Virtual students and in person students may pay the school fees via the School Cash Online.

### **Field Trips**

- Off campus field trips will not be scheduled during first semester per the district.
  - We will review mid-year at the district level and update plan as needed and appropriate to current health guidelines.

### **Flowers/Gifts/Balloons**

- These items should not be sent to the school as these items will not be delivered to students during the school day.

### **Food & Snacks**

- Please refer to the Knox County Schools' Food Policy for foods that are allowed at school.
- Due to student food allergies, only the approved items may be brought to school. No homemade items may be distributed in school.
- Outside foods will not be permitted (ChickFilA, McDonalds, etc). We do not have available staff to deliver lunches during the day. Also, students will be eating together and we will not risk an exposure with allergies.
- Cupcakes are not approved items and will not be distributed due to food allergies.

### **Health & Wellness**

- KES will follow the expectations as stated in the KCS Reopening Guide (p. 10).
- Students will be expected to and will be given the opportunity to wash and sanitize hands throughout the day. Each classroom will have hand sanitizer station for student use that is being provided by the school district.
- Health and safety reminders will be posted in each classroom and throughout the building. These will be reviewed on morning announcements and in daily classroom teaching.

### **Lunch**

- Masks will be worn to lunch and while in the lunch serving line.
- Masks may be removed once seated and socially distanced from others.
- Students will handwash prior to and after lunch.
- Surfaces will be sanitized & cleaned between classes by staff/custodians.
- No lunch guests/visitors will be permitted and the Parent Café is closed until further notice.
- Food from outside vendors will not be accepted. Please do not attempt to drop off food for students from fast food restaurants, etc.
- No visitors for lunch until further notice per district policy.

### **Masks**

- Knox County School Board Policy: C-240
- Masks shall be worn in the building at arrival, in the hallways, transitioning between classes, in the lunch line and any time when social distancing is not possible as stated in the Knox County Schools' Reopening Plan and per the School Board Policy C-240.
- Please contact Mrs. Siler regarding medical documentations or questions.
- Masks must be appropriate in that it covers nose and mouth. Gaitor style masks are allowed and ear loop style masks are preferred for easier use than the tie masks.

- Masks shall be work in the classrooms if social distancing is not possible.
  - Teachers will allow students to have “mask breaks” in designated areas within the classroom where social distancing may be possible.
    - For example, a designated corner area of the room where students may rotate through as needed or on a schedule. Teachers will communicate their plan to students and parents when school begins.
- Students shall bring a mask from home.
  - Please write child’s name somewhere on cloth mask so it may be returned in the event it is lost.
  - School will provide a mask if needed.
- If a student does not wear a mask, the student will be socially distanced from others at all times while not wearing a mask.

### **Medication Policy**

- No medication of any kind can be administered to students by school personnel except when medication must be given on a long-term basis and is necessary to be given during the school hours in order for the student to remain in school.
  - This includes over-the-counter medications.
  - If medications MUST be given at school, it must be personally delivered by a responsible adult, in an appropriate container that is labeled by the pharmacy. A *Medication Administration Form*, available in the school office, must be completed by the physician and signed by the parent/guardian.
- Students will not be allowed to transport medication to or from school.
- Any over-the-counter medication prescribed for a student must be in an unopened original container and must be labeled with the student’s name.

### **Recess**

- Daily recess will be provided outside on the playground.
- Students will wear mask as they transition to recess, and they may remove the mask at recess so long as social distancing is possible.
- Homeroom classes will remain together in designated areas.
- Teachers will monitor and be stationed in designated areas with their students.

### **Restrooms/Water Fountains**

- Restrooms and water fountains will be sanitized daily.
- Masks should be worn to the restroom and while in the restroom as social distancing is not possible in the restrooms.
- Students are encouraged to bring their own water bottles. (Please clearly label student name on bottle.)
- Water fountains will not be accessed for sipping water. Teachers may use fountains to fill small plastic cups.

### **Smoking Policy**

- All Knox County Schools property (campuses & buildings) are “Tobacco Free” per Knox County Schools’ board policy. Visitors and parents are not permitted to smoke or chew tobacco products on campus, in the car line or exterior of the buildings at any time. Please refer to the KCS Board Policy on “Tobacco Free”.

### **Toys at School**

- Students should not bring toys to school unless it is a designated day by the teacher.
- The school is not responsible for lost or stolen property and cannot guarantee that it can be found or returned. Please do not bring valuable toys to schools.

### **Visitors & Volunteers**

- Access to the school building is restricted to KCS personnel and those visitors with a scheduled appointment as stated in the KCS Reopening Plan.
- Appointments will be scheduled for business that cannot be conducted via telephone, email or in a virtual setting.
- Parents are not allowed to walk their children in to the building. If we transition to a Green phase, we will review our handbook and procedures. (The only exception will be the first staggered day for Kindergarten students. This information will be communicated to Kindergarten parents.)
- Visitors will be required to complete the screener, have a temperature check and wear a mask.
- Visitors will not be allowed past the main office at any time (even with a scheduled appointment).
- Classroom volunteers will not be allowed until further notice.
- Lunch visitors will not be allowed until further notice.
- Any visitor accessing the building with a scheduled appointment will now utilize our new Visitor Management System. This requires driver’s license and scans the individual with local state agencies. This is provided from the school district and is an extra layer to keeping our students and staff safe.

***We hope everyone has a wonderful school year! This year will be very different than years’ past. Our first priority is on student and staff safety. We appreciate your support and flexibility in advance.***

