

August 8, 2018

Dear Families and Students,

Welcome to Halls Elementary School!!! On behalf of the faculty and staff of Halls Elementary, we would like to warmly welcome you to a FABULOUS new school year!



This school handbook is intended as an introduction to the programs, policies, and procedures of our school. Please review it with your child.

We are excited to team with you to provide the best for your child. You play a key role in the education of your child. Your words of encouragement, your interest in your child's work, and your presence at school are vital. Come and be involved!

We look forward to a year of working together for our children.

The Halls Elementary Faculty & Staff

**Halls Elementary School
7502 Andersonville Pike
Knoxville, Tennessee 37938**

Phone: (865) 922-7445
Fax: (865) 925-7409
Cafeteria Phone: (865) 922-7422

HES Community Mission Statement

Halls Elementary School, with community support, promotes academic success and personal growth in a nurturing, safe environment.

HES Student Motto

Today it is up to me to be the best that I can be!

Halls Elementary Vision

The vision of the Halls Elementary School community is to hold high expectations, challenge each student's full potential, and promote self-worth in order to build a solid foundation for life-long learning.

School Colors: Red and White

School Mascot: Hound Dog

Beliefs

- Our primary focus is the academic growth and development of the whole child.
- We provide a safe, caring environment.
- A variety of instructional strategies are used to reach all learners.
- Responsibility for educating our children lies with the learners, their parents, the HES staff, and the community.
- Shared decision-making by staff and administrators, in conjunction with Knox County Policy, promotes student achievement.
- We believe in teaching children to be responsible, respectful members of the school and community.

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School Hours

School begins at 7:45 each morning for children in grades K-5. Dismissal is at 2:45 for all students. No students can be checked out after 2:20.

Students should arrive at school NO EARLIER THAN 7:00 A.M. It is important that our children are well supervised at all times so we ask that children NOT arrive before 7:00. Students must stay in their cars until the doors open at 7:00 A.M. They cannot gather under the awning.

Dismissal on half days will be 11:15.

Attendance

Regular attendance is essential to success in school. A student not only misses the work on the day of the absence but also, because of missed instruction, will be unprepared for the next day. By State Board of Education ruling, students are required to be at school for 3 hours and 16 minutes to be counted present for the day. If your child leaves school before 11:15, he/she will be counted as absent for the entire day.

Please be sure to ALWAYS check your child out in the main office. The office will call for your child. **Do not go to the classroom to get your child.**

For the safety of all of our children, we will ask for photo ID when checking out a child.

A student can be absent due to illness for 10 days for the entire year with a written statement from the parent (guardian) for each excused absence. Beyond 10 days, a medical statement is required.

If absences without a doctor's statement become excessive (beyond 10), the child will be referred to the social worker. Absences will be determined to be 'unexcused' if they fail to meet one of the following criteria: illness of student, a death in the family, doctor's appointment, religious holiday, or school related absence.

Except for the above reasons, ALL family trips are unexcused absences.

Birthdays

Birthdays are a special time for our children (and adults). We will announce your child's birthday on the Morning Announcements. The children may also be recognized in their class. In following the Knox County Wellness Policy, we ask that you do not send in food treats for your child's birthday.

We don't want a child to have hurt feelings or feel left out so we also ask you not to send birthday invitations to school unless you have enough for the entire class. Also, please do not send balloons, flowers, etc. to children. They will not be delivered to the classroom on birthdays or other holidays.

Bus

School bus service is provided for students who live more than one mile from our school. The privilege of riding the bus is based on the appropriate behavior of the student both on the bus and at the bus stop. The principal may issue a warning in writing or suspend the student from the bus for inappropriate bus behavior. Parents are responsible for transportation if a student is suspended from the bus.

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Cafeteria

Meal Prices 2018-2019

Students:

- Reduced Breakfast - \$0.30
- Paid Breakfast - \$1.75
- Reduced Lunch - \$0.40
- Paid Lunch - \$2.50

Visitor:

- Breakfast - \$2.25
- Lunch - \$3.75

Milk - \$0.75

Ice Cream - \$0.75

The children each have a special code and an individual account with the cafeteria. Families can send in money for their child's cafeteria account for any amount they choose. You can also send in money for breakfast for their account. If a child forgets his/her lunch or lunch money, he/she can charge the lunch to their cafeteria account. **We would ask that you return this money the next day.** If your child forgets their lunch money in the morning, the adult may deliver it to the main office, and we can deliver it to your child.

Applications for free and reduced price lunches can be made at **www.lunchapplication.com**. Paper copies of the application are also available upon request from the school office. If you have questions about the free and reduced price lunch application process, please contact the school office or Mona Underwood at 594-9563 or via email at mona.underwood@knoxschools.org

Students who are allergic to milk will be given juice when they provide a written statement from their doctor. Our cafeteria manager does a great job of working with our children who have special medical needs.

Lunch should be a pleasant time for students. They are allowed to talk quietly and eat in their assigned area during their thirty-minute lunch monitored by our instructional assistants. With approximately 150 students eating together, cooperation and good table manners are essential to create a happy, safe cafeteria.

Cafeteria Visitation

Only persons on a student's emergency card can sign-in for lunch with a student. Due to our high enrollment numbers, especially in 3rd-5th grades, visitor seating is extremely limited. Please plan lunch visits around special occasions due to lack of seating. When an adult visits a child, **ONLY** that child is permitted to sit with those visitors.

Cell Phones and Smart Watches

Students should not use cell phones on the school campus. All phones need to be off and stored in the child's backpack. The school is not responsible for lost phones. Parents, please do not text or call your child's device during the school day.

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Since we are trying to provide our students with a peaceful environment conducive to learning, we ask that parents turn off or silence their cell phones upon entering the building. Thanks!!

Clinic & Medications

A school clinic is available daily due to the generosity of our PTO volunteers. If your child is sick or has a visible hurt we will contact you. If we cannot reach you, we will use the emergency contact on your child's Clinic Card. Please be sure to keep this card updated with current information.

Only medication given on a long-term basis will be administered at school. Medications such as Tylenol, aspirin, cold or sinus remedies, and other 'over the counter' medications needed on a short-term basis will **not** be given at school without proper medical documentation. Prescribed medications will not be given unless the necessary forms are completed. Medication **MUST** be brought to school by an **ADULT** in the medicine bottle labeled by the pharmacy. For the safety of all of our children, **NEVER** send medication to school with your child.

In order to administer long-term medication, we must adhere to the following Knox County Board Policies:

1. Written orders must be received by the school from the physician. (You can get the special form from the office.)
2. Written permission is granted by the parent on the above form.
3. Medication must be received in the following manner:
 - a. In single dose amounts (for liquids) or pill form.
 - b. The medicine bottle should be labeled with the name of the medication, the name of the child, the time to be administered, and the dosage.
 - c. The container should be a pharmacy bottle that can be sealed securely
4. All medicines must be kept in the school office. Students are **NOT** allowed to carry prescription or over the counter medication of any type with them.

We appreciate your cooperation in complying with this important Knox County School Board policy.

Conferences

Communication is an essential part of the educational program. We feel it is important for parents to keep in close contact with your child's teacher concerning his/her progress.

If you have any questions or concerns, please feel free to send a note with your child, email your child's teacher, or call the office to leave a message on your teacher's voice mail. This is the best way to schedule a conference time.

Morning arrival times and lunchtimes are not the best time to ask the teacher even quick questions.

Likewise, we teach throughout the day, so calls made during student hours will be put to the teacher's voicemail, so that instructional time is not interrupted. Our teachers like to do a good job of communicating information about your child, and an uninterrupted, private conference is the best time for this.

Discipline

Our school-wide positive behavior intervention and support policies are designed to provide a quality-learning environment for all students. We call these policies our Paw Pride Plan. Each student is

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expected to show respect for the rights and property of others. We also expect students to develop respectful, courteous, socially acceptable behavior, and show their Paw Pride at all times. Just like as the Hound Dog has four legs, we have four expectations for all of our students. These four tenants will help our students stand tall to show their Paw Pride:

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Be Ready to Learn

To help clarify these expectations, we have developed a set of expectations for each area that students encounter during the school day:

I Am	Respectful	Responsible	Safe
Arrival/Dismissal	<ul style="list-style-type: none"> ● Follow adults' first Request ● Use appropriate voice level 	<ul style="list-style-type: none"> ● Stay in designated area ● Clean up after yourself ● Be ready and on time 	<ul style="list-style-type: none"> ● Walking Feet ● Keeps hands, feet, and other objects to yourself
Hallway	<ul style="list-style-type: none"> ● Stay to the right ● Use appropriate voice level ● Be polite 	<ul style="list-style-type: none"> ● Stay in line and with your group 	<ul style="list-style-type: none"> ● Walking Feet ● Keeps hands and feet to yourself
Bathroom	<ul style="list-style-type: none"> ● Wait your turn ● Use appropriate voice level ● Be polite 	<ul style="list-style-type: none"> ● Get in get out ● Clean it up ● Use bathrooms correctly 	<ul style="list-style-type: none"> ● Wash your hands ● Keep area dry and clean ● Report unsafe situations to an adult ● Keep hands and feet to yourself
Cafeteria	<ul style="list-style-type: none"> ● Follow adults' first request ● Raise your hand if you need something ● Use table manners ● Use appropriate voice level 	<ul style="list-style-type: none"> ● Get everything you need before you sit down ● Clean up after yourself 	<ul style="list-style-type: none"> ● Keep hands and feet to yourself ● Walking Feet ● Line up correctly
Classroom	<ul style="list-style-type: none"> ● Follow classroom rules 	<ul style="list-style-type: none"> ● Follow classroom rules 	<ul style="list-style-type: none"> ● Follow classroom rules
Bus	<ul style="list-style-type: none"> ● Be polite 	<ul style="list-style-type: none"> ● Keep personal belongings to self 	<ul style="list-style-type: none"> ● Sit quickly and quietly ● Stay in one seat

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	<ul style="list-style-type: none"> ● Use appropriate voice level 		<ul style="list-style-type: none"> ● Report unsafe situations to an adult ● Remain seated until the bus stops completely
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Each classroom teacher will provide the students and their parents with the specific classroom rules, as well as the consequences and rewards associated with those rules.

We all make a poor choice from time to time or need to be redirected toward a more desirable behavior. As a part of our Paw Pride Plan, we have divided these poor choices into minor and major offenses:

Minor:

- Cheating
- Disruption
- Dress Code Violation
- Inappropriate Language
- Lying
- Other
- Physical contact
- Property Misuse
- Technology Violation
- Theft
- Unprepared for Class

Major:

- Abusive Language/ Inappropriate Language/ Profanity
- Cheating
- Chronic Minor Offenses
- Defiance/ Disrespect/Non-Compliance
- Disruption
- Drugs, Alcohol, Tobacco
- Fighting/Physical Aggression
- Harassment/ Bullying
- Lying
- Other
- Property Damage/Vandalism
- Running Away
- Technology Violation

Minor violations will be taken care of by the classroom teacher unless they become regular, at which point they will turn into a major offense. Major offenses will be handled through the administration. This provides an opportunity for the parent to assist the child in improving his/her behavior. The principals will consider the following:

1. the nature of the misconduct,
2. any unusual circumstances,
3. the number of times the child has been sent to the office,
4. and the repetition of the misconduct.

The principal's actions may include counseling, a firm reprimand, loss of privileges, assignment to the Personal Accountability Class (PAC), time in the office, or other appropriate actions. In extreme cases, a child may be placed in out-of-school suspension.

The Halls Elementary School staff does NOT use corporal punishment.

We work to ensure that each child learns in a safe and orderly environment. In accordance with Knox County Schools Policies JCAD and JCADA, Halls Elementary School does not tolerate bullying, harassment,

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or intimidation. We believe that consistent equitable enforcement of school-wide and classroom rules will help us provide a positive learning atmosphere for all of our children. Students or parents should report any concerns to your child's teacher or guidance counselor.

Violence is not tolerated at Halls Elementary School. Any student committing a potentially dangerous or destructive act will be disciplined in accordance with the nature of the occurrence.

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

Dress Code Policy for Knox County Elementary Schools

ELEMENTARY SCHOOL DRESS CODE

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 create disruption or display 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 without proper coverage 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. Skin-tight outer materials are prohibited without appropriate coverage.

The school administration reserves the right to determine whether the student's attire and appearance are within the 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.

The most important thing to consider is **MODESTY**. We are active learners at HES and children need clothes that allow them to focus on instruction as well as move freely.

Early Dismissal

For the protection of the children, parents must check out ALL children from the office, not the classroom. This will give our office staff an opportunity to check your picture ID and for you to sign your child's card.

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We have these procedures for the safety of our children. **Early check out will not be permitted after 2:20 so that we can ensure safe dismissal of all of our students.** Any person checking out a child after 2:20 will be asked to wait until the 2:45 dismissal time. This helps ensure the safety of all of our students.

Please try to arrange doctor and dentist appointments on non-school days or during non-school hours. Also avoid early checkouts. All instructional time is important!!!

Encore Classes & Parallel Block Scheduling

Our special classes (PE, Music, Art, Computer Lab, and Library) are called encore class. The children will rotate through the encore classes throughout the year.

Art—We are pleased to have a fantastic art teacher at Halls Elementary who presents the elements of art to the children and give them opportunities to experience many different art materials.

Music—Our music program focuses on skill development and the joys of vocal music and keyboard skills.

P.E.—Our students in P.E. not only have fun but also work on building skills in areas such as soccer, gymnastics, dance, jump rope, track, and tennis...to name a few. If a medical reason prohibits participation in P.E., please be sure that we have a statement from your physician.

For safety reasons, we ask our children to wear rubber sole shoes to the gym and simple, comfortable play clothes.

Technology—The technology class will cover topics such as digital citizenship, basic computing skills, and keyboarding. Additionally, some students will work to complete projects from their other classrooms.

Library—The main goals of the Library Media center are: to foster a love of reading and to ensure that our students develop the skills they will need to be lifelong learners in our information rich world. We use a combination of quality children's literature and computer technology to accomplish these goals. Students become independent library users in kindergarten through our open book checkout times each day. They continue to develop their independent use of the library as they progress through the grades participating in activities such as Accelerated Reader, research times, and computer projects. Our library is a busy, productive part of our school. We believe that READERS ARE WINNERS!!!

ENCORE Grading:

ENCORE teachers (Art, Music and PE) will enter grades during a nine-week grading period for students. The number of grades and the time they are entered will vary, depending on the teacher and the number of times students attend ENCORE classes. Other factors that may impact the number of grades entered are snow days, longer-term projects and school events that may adjust the ENCORE schedule. ENCORE teachers use assessments regularly to check for student mastery of objectives and progress throughout the nine-week grading period.

Fees

School Fees are \$25.00. These fees are used to pay for some of the day-to-day teaching materials, art supplies, and hands-on materials that your child will use. Please return the school fees during the first two weeks of the school year.

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Field Trips

Our teachers like to plan field trips that support the learning in your child's classroom. To promote this important goal, and for the safety of all of our children, we ask you to help us with the following field trip guidelines:

1. **Permission & Money** You will receive a letter before the field trip stating the purpose of the trip and the plans for the trip. We ask that you sign the permission form and return it to school within the requested time frame. We are finding that many of our field trip sites require exact reservation numbers and sometimes deposits or prepayment. This makes late student payments unacceptable.
2. **Chaperones**: We depend on the kindness of parent volunteers to help chaperone our field trips. For each field trip, the teacher will ask for a limited number of chaperones. This number depends on the number needed for safe student supervision and the number required by the field trip site. At the start of all field trips, each prearranged parent volunteer will be assigned to chaperone a specified group of students or will be given a specific task. Because we take that task so seriously, we do not allow the chaperone to bring younger or older children who might take away from the important task of keeping our students safe. Whenever possible (based on the availability of space on the bus) we need the chaperones to ride the bus with our children. If car transportation is necessary for chaperones, we ask that cars never drive between two buses and that the car keeps a safe distance behind the bus. Knox County assumes no responsibility for the car transportation. Certain field trips require chaperones to undergo a background check performed by Knox County Schools at no cost to the chaperone.
3. Most field trip costs include costs for bus transportation and the entrance fee. When we plan field trips, the cost is based on full participation. Therefore, with fixed costs, most field trip money is not refundable.
4. We expect excellent behavior in all school areas as a prerequisite for a child to be allowed to go on a field trip.
5. Field trips are a wonderful way to enrich our curriculum. We ask that you help us with these guidelines that allow good learning and safety for all of our children.

Make-up work

Our classrooms are different than they were 10 years ago. Our children have the advantage of many hands-on, participatory lessons to help them learn. Because of this student involvement and teacher-directed instruction, it is very difficult for children to miss school and make up the same amount and type of work. We would ask families to please plan vacations around the school holidays. If a child misses school for a vacation, most work will need to be made up as soon as possible AFTER he/she returns. The teacher will not assemble work before a trip.

Please call by 10:00 A.M. to arrange after school pick-up of assignments when your child is sick. This gives us time to gather the missed work for after school pick-up in the office.

Newsletter

Mr. Cox, the principal, creates a weekly newsletter to give our Halls families news about school events, school information and announcements, school celebrations, and our school calendar. Look for the "Hounds Howl" each Monday through school messenger.

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Peanut Allergies

We are trying to raise our HES community's awareness of the peanut allergies of several of our students. Out of care for them, we are discouraging peanut products but not banning them.

We are encouraging students who have a peanut butter sandwich for lunch to respectfully check that they are not sitting next to a child who is allergic. On the other hand, we are also asking the allergic child to check with the kiddo sitting next to them to be sure that they are peanut free.

Our cafeteria food is peanut free, we have a special table that is peanut free, and we are continuing to stress good hand washing habits.

Personal Items/Toys

We ask students not to bring toys, trading cards, athletic items, electronic equipment, or any nonessential personal items to school unless authorized by a staff member. Halls Elementary is not responsible for lost or stolen items. No pets, other than HABIT approved, are allowed in the school or on the school bus.

Pick-Up and Drop-Off

Mornings

- Buses will drop off students in the morning at the side door of the school by the baseball field.
- Cars dropping off students should enter the middle driveway. The cars will then remain in the right lane of the driveway, turn left past the office and drive past the gym to the cul-de-sac behind the building. There, the cars will circle back around, keeping to the right, drive back by the gym, and drop off students in the front of the building.

Students should arrive at school NO EARLIER THAN 7:00 A.M. It is important that our children are well supervised at all times so we ask that children NOT arrive before 7:00. Students must remain in their car until the doors open at 7:00 A.M. Students cannot gather under the awning.

- Cars will proceed to the first available cone furthest down the sidewalk where a safety patrol will open your car door.
(Students may **ONLY** get out where a safety is present unless otherwise instructed by an adult.)
- Cars should then proceed through the far north exit onto Andersonville Pike.
- Parents escorting their child in the building should park in a parking space between the tennis courts and the baseball field. You will enter (from Andersonville Pike) through the middle entrance. Please note: The parking area is NOT a safe student drop-off spot. Parent and child should walk along the front sidewalk and enter the front doors so the parent can sign in. Please do not park in any area that is not a marked space, as this would severely hinder traffic flow.
- The back parking lot by the flattops is very small and is only for cafeteria workers and custodians. We must leave room for the deliveries that occur throughout the day. Therefore, please be sure to use the parking lot between the tennis courts and the baseball fields.

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- The outside lane (closest to the road) of the front driveway can be used for short term parking from **8:00 A.M. until 2:00 P.M.** (This would be used when you need to run into the school to pick up a sick child, drop off a forgotten item in the office, etc.) If you will be at school after 2:00, you must park in the main parking lot (between the tennis courts and the baseball field) so we have room for our school buses.

Afternoons

During dismissal, vehicles will line up along the front driveway with

- daycare vans lined up first,
- the yellow school buses second
- the cars third
 - The cars will form a long snake-y line that will run from the front of the building and along the side and back driveway, in the same pattern as the morning drop-off. As the traffic begins to move, please drive to the last available cone to pick up your child. (We use a cordless microphone system to call your child to the cone

Please note that if your child is going home a way other than their usual method, you will need to send a written note in with your child. This would include days when they are going home with a friend (on the bus or in a car), or days they are not supposed to go to daycare. Please refrain from changing your child's dismissal method during the school day unless there is an emergency. With 800 students in the building this can cause confusion between the teacher and the student.

Important Instructions for Car Riders

If you are planning to pick your child up in the afternoons, please put the provided nameplate with your child's name in big letters on your visor on the passenger side of the car. (Parents tell us that pant hangers with clips hanging from the rearview mirror work well.) **Cars without the nameplate will be asked to pull over, come into the office with a photo ID, and check out the child.**

Additional car tags will be available in the front office in case you need any extra. Please be sure to provide everyone picking up your child(ren) with a car tag. Anyone not displaying the Halls Elementary car tag will have to pull over, and show a photo ID to check the child out in the front office.

The **ONLY** people allowed to pick up students are those with the written permission from the legal parent or guardian. Therefore, please be sure to include any person who might pick up your child on the emergency contact section of the information in the back to school packet. Only people listed in the emergency contact section of your child's emergency card will be allowed to pick up your child. Please remember that anyone coming to pick up a child must show a photo ID in order to check them out.

PTO

The Halls Elementary School PTO is an active, contributing group of energetic parents and friends. We encourage you to join and participate in this vital organization. Membership forms and volunteer opportunities will be sent home with your child at the beginning of the school year. General Parent Meetings will be announced in the Halls Elementary School Newsletter and online.

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Volunteers should always check into the office and get an identification badge. Parents volunteering in the school are requested to make arrangements for pre-school youngsters to prevent academic interruptions in the classroom. Thanks!

Report Cards

Report cards will be distributed each nine weeks during the school year with an interim report that is distributed at the 4 ½ week midpoint of each period. Students are recognized for academic successes and for excellent effort.

Grades will also be viewable throughout the school year on Parent Portal. If you need help accessing Parent Portal, call the school at 922-7445 or contact helpdesk@knoxschools.org

Snow Days and Early Dismissal

If school is dismissed early due to snow or weather conditions, we will follow the directions that you gave us on your child's Emergency Card. Please discuss this plan with your child.

PLEASE do not call the school to ask if school is going to be dismissed early or with last-minute directions for your child. The radio and television stations will have the information as soon as we do. (We listen to WIVK and need to keep the phone line open for information from our Central Office.) We move to a central location for dismissal as soon as we receive word of the cancellation of school so teachers are not in their classrooms to receive last minute phone instructions.

Student Class Work

Each student will regularly bring home his/her work from class. Please take a moment to look at this work with your child. This will provide an opportunity for you to review some activities with your youngster and to reward and/or encourage schoolwork in a positive way.

With our emphasis on hands-on learning, a skill may be introduced or practiced in a way other than on a worksheet. If you don't see a large pile of worksheets each day, especially in primary grades, don't be worried that learning is not occurring. If you have questions or are never seeing any schoolwork, please talk to your child's teacher.

We urge parents to help students develop responsible behavior by returning items such as progress folders, weekly class folders, report cards, permission letters, and library books in a timely fashion.

Tardies

Students who arrive at school after the 7:45 bell MUST report to the office with a guardian to sign him/her in school. Any student not in their classroom at 7:45 will be counted tardy. In order for a tardy to be marked as 'Excused,' the student must turn in a doctor's note with the reason for the tardy. If a doctor's note is not provided, then the tardy will be **UNEXCUSED**.

Being on time each day is EXTREMELY important for children in every grade, including Kindergarten. No one likes to start the day feeling ten steps behind. Promptness gives the child time to get supplies and assignments organized so the student is ready for those initial morning instructions.

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Excessive unexcused tardies will result in a warning letter. If the problem continues, the student will be referred to the school social worker.

Please see that your child is at school by 7:35 so he/she has time to comfortably get settled into class before the 7:45 bell. (Traffic lines are not long before 7:25!!)

Technology

Board of Education policies and Knox County Schools procedures that are relevant to the use of technology devices include but are not limited to the following:

- IFABC- Internet Safety Policy
- JCADA- Harassment, Intimidation and Bullying or Cyber-bullying
- MC-107- Access to Electronic Media Form
- MC-108- Guidelines for Acceptable Use of Electronic Media Form

All policies are located www.knoxschools.org (Board of Education tab).

Telephone

The telephone in the office is to be used by students only with permission from the staff. We ask that students not make after-school social plans on the phone.

Please do not ask our office personnel to relay messages to children except in the case of an emergency. It is easy for phone messages to be confused and miscommunicated and we don't want classroom instruction to be interrupted. Students will not be called to the telephone except in extreme emergencies.

Testing

Halls Elementary School will participate in the state-mandated and district-wide assessments for the 2018-2019 school year. The TCAP tests are state-mandated summative assessments that will guide instruction for students as well as give an indicator of the successes that the student had over the course of the school year. Students will also participate in a district-wide universal screener, which will be used to monitor student progress throughout the school year.

Videos

On occasion, a teacher may choose to use an educationally relevant video from one of our streaming services such as Brain Pop, the library, or public television programming. If you would like to opt your child out of the viewing of these educationally relevant videos, please provide a written statement to your child's teacher.

Visitors

In order to keep our students as safe as possible, all visitors must sign in at the front office. The office staff will check a photo ID for anyone wishing to visit our school. In order to visit a child, a person must be listed on that child's emergency card. If they are not listed on the emergency card, they will not be allowed to visit. If an out-of-town guest wants to visit, please send a written note to your child's teacher. They will not be allowed on campus without your written permission.

Volunteers

Halls Elementary School is a special place because of the FABULOUS help from our parent and grandparent volunteers. We have regular volunteers in the clinic, the cafeteria, the library, and in many of our classrooms. We have a hard-working group of Room Parents. And, last but certainly not least, we

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have a huge group of parents who come to the rescue and help us for the many big and small projects that provide the extra special activities for your child. We need your time, talents, and donated items.

All volunteers (including room moms, field trip chaperones, lunch helpers, etc.) must register with Knox County Schools to be a volunteer. Registration can be completed at knoxschools.org under the 'Community' tab. Depending on the nature of the volunteer work, a background check may be required.

Come and be involved in YOUR school. We have a project that is just the right size for the time that you have to share! It will be important to your child and all of our children!!

Students + Teachers + Parents = Working Together For Excellence!

The Knox County School System affirms that no person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Let's Go Hound Dogs!

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Please sign and return indicating you and your student have read and understand the policies and procedures outlined in the 2018-2019 HES Student Handbook.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Homeroom Teacher _____ Grade _____

