



Karns Elementary School

Parent – Student Handbook 2021-2022

Karns Elementary School

Jamey Romig, Principal
Chris Daniels, Assistant Principal
Suzanne Parham, Assistant Principal
Theresa Reed, Assistant Principal

Dear Parents and Guardians:

Welcome to ***Karns Elementary School!*** We are pleased you and your child will be part of our school family this year. We know this will be an exciting and successful year. We continually work toward academic excellence, and we look forward to working with the parents and community this year to achieve our school improvement goals. There is a strong tradition of support in the Karns community for our school and our students, teachers, and staff. We look forward to a new school year of learning and growing together!

Close cooperation between the school and the home is essential to promote the best interests of the child. This handbook is meant as a communication tool between the school and the home. There are many important policies and procedures within this handbook. We ask that you carefully review all the material in our handbook and keep this for future reference during the year. We are always available and may be contacted at 539-7772 (east office) or 539-7767 (west office). For additional information regarding our school and the Knox County Schools' programs, policies, and announcements, check out the Knox County School website at <http://knoxschools.org>.

Please mark your calendar for the “**Parent Information Night**” where you will receive very important information regarding curriculum and procedures.

Kindergarten: August 16 6-7 pm
Second Grade: August 23 6-7 pm
Fourth Grade: August 17 5-6 pm

First Grade: August 19 5-6 pm
Third Grade: August 19 6-7 pm
Fifth Grade: August 17 6-7 pm (in the gym)

Again, we look forward to an exciting new school year of learning, growing, and working together!

Sincerely,

Mrs. Jamey Romig
Mr. Chris Daniels
Mrs. Suzanne Parham
Mrs. Theresa Reed

School Policies

If you have any questions, please contact the school office. Following the section on student responsibility, topics are arranged in alphabetical order.

Karns Elementary will adhere to all Knox County School Board Policies and Procedures. A complete list of those can be found at <https://www.knoxschools.org/Page/2107> (for policies) and <https://www.knoxschools.org/Page/2108> (for procedures)

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 into 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 an immediate family member
 - A death in the family
 - Extreme weather conditions
 - Religious observances
 - ...Court Order
 - For students with a parent/guardian who is deployed as a 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 a member is granted R/R and stationed/deployed out of the country.

- o Circumstances which in the judgment of the school leader create emergencies over which the student has no control.
- o Please see Policy J-120 for additional excused situations (that typically do not impact elementary students)
- ***Vacations or trips out of town are unexcused absences.***
- Student attendance is monitored by our classroom teachers, administration, and social worker.
 - o Parents will receive contact from various school employees as students accumulate unexcused absences.
 - o A documented meeting with the classroom teacher will be required if your child receives five unexcused absences.
 - o The attendance officer will be in contact with parents whose child has more than 10 unexcused days. A Student Support Team will be initiated and a meeting with the attendance officer and school administration will be required. 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 the year folder.
- Please call the school office if you have any questions.

Arrival Procedures:

- o School begins each day at 7:45 a.m. for all grades, including kindergarten.
- o 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.
- o The school opens at 7:05 a.m. to receive students.
- o 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.
- o Please help your child to arrive on time.

Dismissal, Grades K-5th: Dismissal is 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. through the school office.
- 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.
- 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. If you will regularly pick up your child at the OUTSIDE west gym door, let your child's teacher know in writing.
- Parents who are volunteering in the building until the end of the day or who are a substitute teacher for the day will receive dismissal directions from the office. **Students must be called from the office for check-out to ensure consistency and safety for the children.** These dismissal procedures were previously developed by a committee of parents, teachers, and administration in an effort to make the dismissal procedure safer. If you have questions, please contact Mrs. Romig. Thank you!
- **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.**

Cell Phones at School

- Cell phones required to be OFF and in student backpacks at all times during the school day (bus, classes, school building, grounds).

Devices (Chromebook)

- Every student in Kindergarten – Fifth grade will receive a Chromebook device.
- Students in Kindergarten – 2nd 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 online at <https://www.knoxschools.org/chromebooks> No device will be sent home without the completed form. You will need your child's student ID number which can be found on Aspen Parent Portal.
- Insurance information is also available online.

- Insurance is \$20 per device.
- Charging cords will be \$16 and are not covered by insurance.
- Devices will be deployed within the first 2 weeks of school via classroom teachers.

Early Dismissal Policy

- Students who leave before 2:45 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 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 11:15 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 "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 (J-211) 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.
- Any acts of harassment, intimidation, bullying and/or cyber bullying should be reported to a school employee immediately and an investigation will be conducted.
- **Transfer Option for Students Victimized by Violent Crime at School:** 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

- 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.

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.
 - Fees can be paid on School Cash online. There is no fee to pay with this method for parents.
 - Please make checks payable to Karns Elementary School and pay the fee during the first month school is in session.
 - Classroom materials for instruction are purchased during the year with these funds.

Field Trips

- Field trips are planned to support specific instructional curriculum. Parent volunteers help supervise and ensure the safety of students when away from the school site. All chaperones must

- have a level 3 or level 4 background check clearance.
- Only parents and legal guardians can apply to be a chaperone. Please be aware that clearance checks may take several days to several weeks to complete.
- Ensure you are planning ahead and requesting needed checks well in advance. (For more information, see the section under volunteers). Please contact the teacher if you are interested in being a chaperone.
- Chaperones are not allowed to bring siblings along on field trips. Because of safety concerns and increasing bus and program fees, Karns Elementary will look for ways to bring performances and programs into the school setting and use trips away from the school only for special events.
- Please note that field trips are an extension of instruction and focus on the curriculum. Appropriate behavior is expected on campus and during field trip experiences to ensure the safety of all involved. We reserve the right to withhold participation to the field trip if the student has ongoing unsatisfactory behavior.
- While attending a field trip, students are expected to ride the bus to and from the event. Parents may not check their child out of school while on the field trip. All children must return to school before being checked out of school. Parents who serve as chaperones may be expected to ride the bus if there is room on the bus.

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

- Due to student food allergies, we ask families to refrain from sending food items to share with the class. No homemade food items may be distributed in school.
- Cupcakes are not approved items and will not be distributed due to food allergies.

Health & Wellness

- 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 stations for student use that is provided by the school district.

Meals - Breakfast/Lunch

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 dismissed to their designated grade level area once finished with breakfast.

Lunch

- Lunch should be a pleasant time for all students. Students are expected to behave appropriately and courteously. Staff members monitor the cafeteria in order to provide a safe, pleasant atmosphere.
- Due to limited space in our building we are unable to accommodate parent visitors during

lunch. The commons area and picnic tables are NOT open for parent visitors at lunch.

- All students regardless of income status are eligible for free breakfast and lunch for the 2021-2022 school year. A-la-carte items and ice cream must still be purchased.
- Knox County Schools has the K12 Payment Center. This on-line system allows parents to establish their own login/password and to add money to their student's account (by name, birth date, and school). Parents can then view their student's cafeteria account balance, their meal purchases, set up automatic payments, or make one-time payments.
- For information regarding this account go to KCS website- For Families tab and choose school nutrition. Families can send in cash or check to the cafeteria to advance pay for meals and this minimizes loss of breakfast or lunch money. Please send checks or cash in an envelope with your child's name, grade, and teacher's name written on it.
- All children in Knox County Schools are assigned a number that they use to access their cafeteria account. This number will go with them throughout their entire school experience. Please help your child commit this number to memory.

Medication Policy

- No medication of **any kind** can be administered to students by school personnel except when ordered by a health care professional for medication that 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.
- Homeroom classes will remain together in designated areas.
- Teachers will monitor and be stationed in designated areas with their students.

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. Students should never “trade” items.

Visitors & Volunteers

- Visitors are welcome to our school with an appointment by school staff. At no time could a visitor be in the building without a verifiable reason. All visitors must sign in at the office and wear a visitor’s badge while on school property. If you are volunteering in the classroom, you must be prepared to show your ID. Anyone coming to the school will always have to show ID to check out a child from school. Only those designated by the parent/guardian may check out a student.
- This is subject to change based on district/school guidelines.