

BE A KEE NIGHT

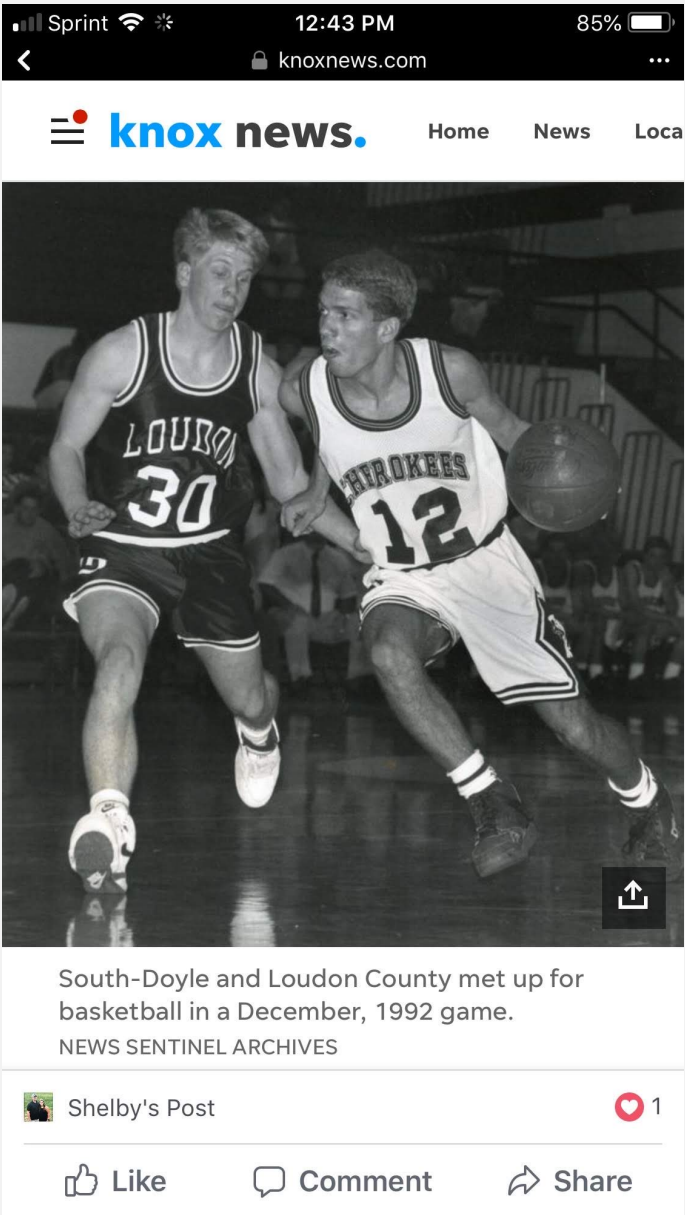
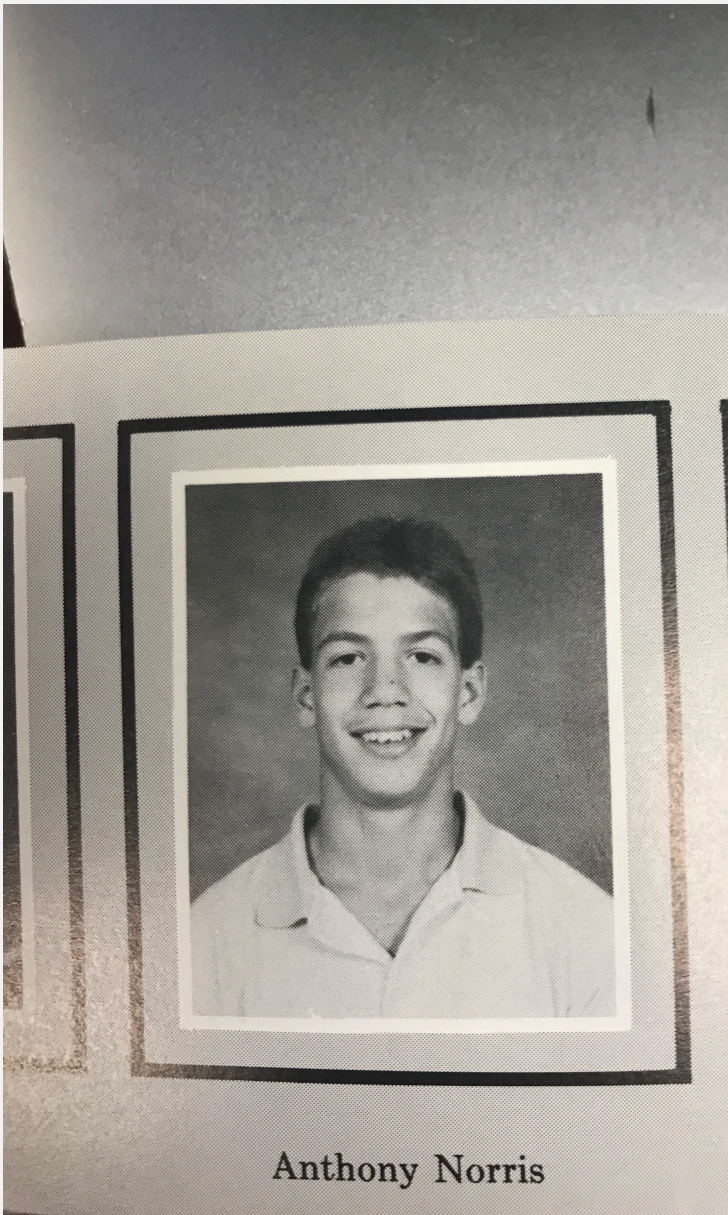
August 5th 2021

TONIGHT'S PURPOSE

- Provide general information about the Structure of the school and the systems we have in place.
- Provide you opportunity to see the Supports, Services, and Opportunities that exist at SDMS
- I trusted adult + a feeling of belonging = improved chances of success

SDMS MISSION AND MOTTOS

- The Mission: That SDMS will become a magnet that draws people to our community and a foundation for the people who call SoKno home.
- Be A Kee
 - Kindness, Energy, Effort
- Onetribе – We are South Knoxville



SCHOOL STRUCTURE

How the school is organized and functions

CLERICAL AND SECURITY

- Visitors Office
 - Jackie Collins and Karen Davis
- Staff Office and Attendance
 - Teresa Johnson (Mama T)
- Bookkeeper
 - Karen Lusk
- SSO
 - Officer Joe Bell
- SRO
 - Officer Dave Lawson



8TH GRADE ADMINISTRATIVE TEAM

- AP- Katye Clemmons
- AA- Aaron Maples
- Counselor- Maleka Tate
- Restorative Liaison- Derek McCarter



- Emails for all of the above are:
- Firstname.lastname@knoxschools.org



7TH GRADE ADMINISTRATIVE TEAM

- AP- Rebecca Bitner
- AP- Alvin Armstead
- Counselor- Jessica Wellner
- Restorative Interventionist- Sam Mitchell



- Emails for all of the above are:
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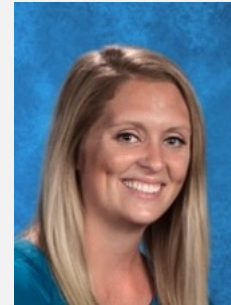


6TH GRADE ADMINISTRATIVE TEAM

- AP- Rocky Riley
- AA- August Askins
- Counselor- Hollie Kilgore
- Restorative Interventionist- Shauna Welch



- Emails for all of the above are:
- `Firstname.lastname@knoxschools.org`



GRADE LEVEL AND SUITES/TEAMS

- Multiple layers designed to lead to more individual student attention
 - Grade Level Teams (6th, 7th, 8th)
 - Located in the same vicinity within the building with admin offices in the grade level hallway
 - Suites/Teams – Each grade level has 3 suites
 - All suites consist of ELA, Math, Social Studies, Science
 - All suites have honors, standard/inclusion, and standard classes
 - Several factors are considered to make all suites as consistent as possible
 - In order to have consistent relationships we work very hard to not “cross team” or “cross-suite”
- Related Arts
 - Courses selected by students
 - Most courses switch every 9 weeks
 - Each grade level has its own assigned time
 - Students from different suites/teams can share classes based on what was chosen

RESTORATIVE PRACTICES AND PROGRESSIVE DISCIPLINE

- Restorative Practices
 - Each grade level has a trained Restorative Interventionist
 - The school has a Restorative Learning Room
 - Proactive attempts to avoid student discipline by focusing on interventions and reflections.
- Progressive Discipline
 - Start small and progress accordingly
 - Certain incidences will skip the progression dependent upon several factors.

COMMUNICATION & DECISION MAKING

COMMUNICATION

- If it is an non emergency (no harm) issue with a teacher we ask that you contact the teacher first
 - Email is the easiest method
 - Please cc the grade level administrators
 - Teacher should respond within 2 business days
 - If that does not address the situation a meeting would be appropriate that would include the grade level administrator
 - If that does not address the situation please contact me
- If it is an emergency (imminent harm) please directly call the school and explain your situation and our school staff will immediately direct you. The number to the office is (865) 579-2133
- Communication is a two way street
 - I expect our teachers to communicate with you
 - Positive calls
 - If your child is not meeting expectations
 - Failing a course
- I will communicate by School Messenger
- Important information will also be on our Website along with twitter and facebook

ASPEN, CANVAS, MICROSOFT TEAMS

- Aspen- Parent Focused
 - More for information such as grades and attendance
 - Parents/Guardians have their own password and access to Aspen
 - Grade Cards- Every 4.5 weeks
- Canvas- Student Focused
 - Teacher Syllabus
 - Notes, PPTS, Classwork etc
 - Use students password or contact teacher about canvas
 - This is used differently by each teacher

*Microsoft Teams

- Platform used for instruction if teaching virtually

DECISION MAKING PROCESS

- Family/Guardian Input + School Input to do what is best for students
- Is it replicable?
 - Can we do what you are asking for all students?

LOGISTICS

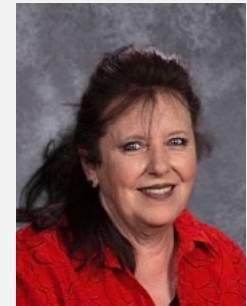
IMPORTANT NEED TO KNOWS

- School Hours
 - 8:30-3:30
 - Please do not drop off prior to 7:30
 - Please pick up prior to 4:00
- Check out/Leave early
 - Must physically enter the building to check a student out early
 - No early check outs after 3:15
 - You can write a note with a time to be dismissed- student must turn it into the office in the morning
 - Only someone who is on the “check out “ list can sign a student out early
 - Please make sure this information is accurate- form will be sent home first day of school
- Bus Notes (Not riding assigned bus)
 - A note is required that includes the bus the student will be riding with a guardian’s phone number included
 - Student should turn note into office- guardian will be called- I will sign off on the note



ATTENDANCE

- Juli Cunningham – Attendance Coordinator
- Automated Call
 - If your child misses a school day you will receive an automated call informing you. This will typically happen after 4pm.
- Notes
 - If your child misses school please bring a note
 - Absence with a note = Excused Absence
 - Absence without a note = Unexcused Absence
- Guardian Note
 - Guardians can write 10 notes per school year
- Medical/Legal Note:
 - Dr's, Courts etc.
 - No limit on these notes



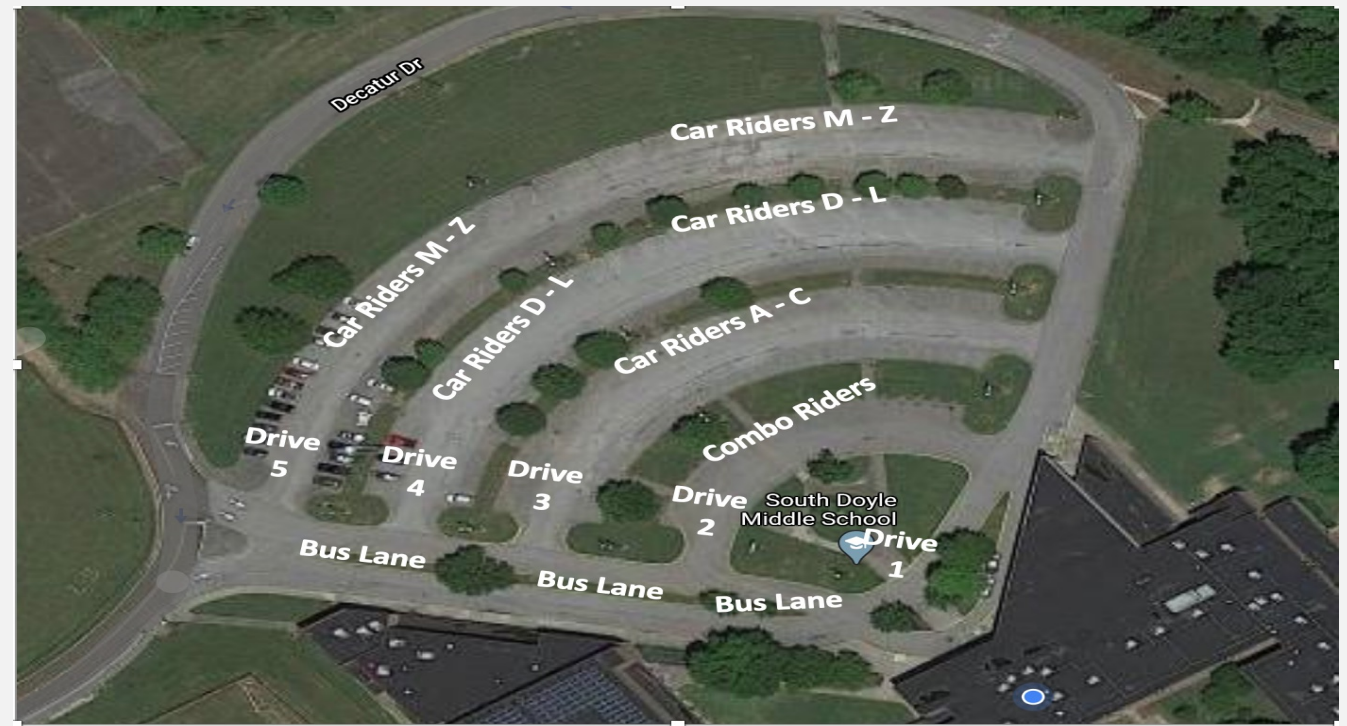
IMPORTANT NEED TO KNOWS CONT.

- Medicine – Nurse Tracy Hicks
 - School Nurse, Medical orders, Knox Co. Medication form (can be obtained from school nurse), Unopened original bottle
 - School nurse can not give over the counter medicine & students can not carry.
- Chromebooks
 - Distributed during school on Friday the 13th
 - Insurance is available per device – 20 dollars by Sept 10
 - Must sign user agreement or student can not take computer home



ARRIVAL PROCEDURES

- You may drop your child off between 7:30 and 8:30
 - After 8:30 is a tardy and student will have to check in and get a note
 - Students who are dropped off before 8:00
 - 6th and 7th will report to the gym
 - 8th will report to the auditorium
- Students will be allowed to get lunch then go to homeroom after 8:00
- Please do not drop off in the bus lane
- Please pull up to the open cones/door greeter



DISMISSAL PROCEDURES

- Dismissal is at 3:30
- Bus riders will be dismissed first
- Car riders will be called after buses have cleared
- Car Riders will be called based on last names
 - M-Z and D-L will be the first groups called – see assigned area
 - A-C and Carpool Combo will be called last- see assigned area
- AFTER 3:45 ALL STUDENTS WILL BE WAITING ON RIDES ON THE FRONT STEPS OR IN THE FLAG POLE AREA



CLUBS, SPORTS, SUPPORTS & SERVICES

- Thank you for coming tonight!
- Please look around- talk to our coaches and club sponsors
- Get your child plugged in!

- Open House Thursday August 26th
 - 5:30-7:30

- **Be A Kee!!!!**