



## Gibbs High School Plan for Families May 2020

As you know, Knox County Schools is closed for the remainder of the school year. While this is an ever-changing situation, we want to make some plans as we close out the school year. This plan will not answer all of our questions, but should provide some clarity regarding a variety of topics. We will be following Knox County's three-phase reopening plan. Included in this plan are five core principles to help reduce the spread of COVID-19. These include: "social distancing, cloth face covering, proper handwashing, cleaning surfaces, and stay home when sick/quarantined by a medical professional" (Buchanan et al., 2020, p. 5-6).

### **School Operations**

- The school office will be operating on a partial schedule, with limited staff present during the three-phase reopening plan by Knox County. If you have school business, please call (865) 689-9130 between 8:30 a.m. and 3:30 p.m. School visits will be by appointment only.
- Students and families are encouraged to continue to communicate with your child's teacher through email as needed.
- Beginning June 3, the school office will be open from 9:00 a.m.-noon every Wednesday during the summer, except for July 1.
- We will continue to keep you updated with the latest school information via email, phone calls, and official social media outlets. Updated school information can always be found on our website [www.knoxschools.org/gibbshs](http://www.knoxschools.org/gibbshs) and through other KCS communications.
- Due to the closure of the DMV, S-1010 forms are not being processed at this time. We will resume processing these on May 13. Please call the school to request these forms.
- All school facilities are closed to the public at this time. Gates will be locked unless staff members are on campus. If the gate is unlocked, it may get locked back at any time.

### **Textbook/Supply/Technology Collection Schedule**

We will use the following schedule to collect school supplies such as textbooks, calculators, Chromebooks, etc. We are asking that all families follow the schedule below. All collections will be curbside at the circle near the office. Everyone will stay in their car. We will have staff available to collect/distribute items.

- May 11 (Noon-3:00 p.m.)-Juniors last name A-M
- May 12 (9:00 a.m.-Noon)-Juniors last name N-Z
- May 12 (Noon-3:00 p.m.)-Sophomores last name A-M
- May 13 (Noon-3:00 p.m.)-Sophomores last name N-Z
- May 14 (9:00 a.m.-10:00 a.m.)-Seniors last name A-F \*Collection and cap/gown distribution
- May 14 (10:00 a.m.-11:00 a.m.)-Seniors last name G-M \*Collection and cap/gown distribution
- May 14 (Noon-3:00 p.m.)-Freshmen last name A-M
- May 15 (9:00 a.m.-Noon)-Freshmen last name N-Z
- May 15 (2:30 p.m.-3:30 p.m.)- Seniors last name N-Z \*Collection and cap/gown distribution
- May 19 (3:00 p.m.-6:00 p.m.)-All classes for FINAL collection of school-issued supplies.

### **\*Cap/Gown Distribution for Seniors**

- Caps & Gowns will only be given to the student or parent of the student. Friends will not be allowed to pick up supplies for one another.
- Only graduation supplies that have been prepaid in full will be distributed. There will not be an opportunity to pay for supplies at the time of pick up. Any student who has not paid for supplies will have to contact Balfour directly to make arrangements for payment. Once payments are complete, we will have another distribution day for these seniors to pick up the graduation supplies.
- Seniors should deliver all textbooks and other school property during this time.
- Distribution will be organized in the same manner as stated above. Students will pull up to the curb and give their name. The supplies will be brought to the car by school staff. If there are any problems with the order, the student will contact Balfour. No students or family members will get out of vehicle.

### **ACT Voucher for July**

Knox County Schools will not be hosting the July test at any of its schools. However, we do have vouchers for Juniors who want to take the July test at another location. You may pick up your free test voucher during the collection times above. Please only take a voucher if you are going to take the test in July. This voucher is only for Juniors at this time.

### **Paying Fees and Outstanding Obligations**

If parents/students have any outstanding obligations (Ex. Senior fees (diploma and cover), band fees, textbooks, library books, athletic equipment, etc.), then you may take care of these financial obligations during the times above. You can also send any payments by U.S. Mail or call the office to set up an appointment for drop-off at the school. All outstanding obligations must be paid or property returned to receive your diploma and transcripts during your senior year.

### **Athletic Equipment**

If your child participates in sports and needs to return uniforms or other athletic equipment, your coach will schedule a time for these items to be returned. If your child has items inside the school building, locker rooms, or field house, then please contact the coach for the procedure to get these items, as well.

### **Graduation and Senior Celebrations**

Knox County Schools will be releasing plans in the future regarding Graduation. Stay tuned to school announcements regarding different events to celebrate the Class of 2020.

### **Lockers**

Students or parents are not allowed in the building during this phase. If your child has a locker with personal or school items, then we will cut off the lock, place personal items in a plastic bag, and retrieve the items for you on the designated days previously stated. Any items not retrieved from lockers by May 20 will be placed in our lost & found box in the office.

### **Grading**

Students/families who chose "B" will have the opportunity to do extra work now. All teacher approved assignments are due by May 18. There is no guarantee of grades increasing, only grades cannot go lower than the Q3 grade. We will follow the Knox County Schools grading plan.

### **Schedules for 2020-21**

Counselors are working on student schedules during the school closure. As changes continue to impact class offerings for next year, please be patient as we build the master schedule. Stay tuned to our website, your emails, and other messages from our counselors for updates.

### **Summer Recovery Credit**

We are planning to have Summer Recovery Credit. More information will come in the near future. If your child needs to take advantage of our recovery credit options, then make plans now.

### **Medicine**

If you have medicine or other medical supplies at school, then please contact our school nurse via email [tonya.mershon@knoxschools.org](mailto:tonya.mershon@knoxschools.org) to set up an opportunity to receive these items.