

**Student/Parent  
Policies and Procedures  
2017-2018**

**School Day Starts and Ends**

The children may arrive as early as 7:15 and go to their designated bus room or to the cafeteria for breakfast. School begins at 7:45 and ends at 2:45 for grades K-5. Pre-K dismisses at 1:00. Supervision will be provided in the cafeteria for students eating breakfast. Students who do not eat breakfast will be supervised in the following bus room areas:

- Grades Pre-K-2 in the gym
- Grade 3 in the cafeteria
- Grades 4 and 5 in the hallway outside of office/cafeteria area
- **For students in grades K-5 (not Pre-K) After the first 2 weeks of school, we respectfully ask that you do not walk your child to his/her classroom on a regular basis. There is a place where your child is supervised until dismissal to the classrooms and the halls are monitored during the transition time. We appreciate your trusting us with your children's safety.**

While waiting in the morning traffic drop off line, **please do not pass any school bus** that may be unloading students, doing so is a serious traffic violation with an expensive fine attached to it. Thank you for helping to keep our students safe.

**“Front Door” Policy**

Arriving students, parents, and visitors are invited through the front doors of the school. Bonny Kate Staff always welcomes visits by parents/guardians; however, interruption of classes must be avoided. Our front entrance is secured with a video monitoring system. In order to gain access to the building, please press the button on the system, which is located to the right of the doors. A staff member will greet you using the intercom and request the nature of your visit. **All visitors, including parents, should report to the school office. A visitor's badge will be issued, which must be worn while in the building. Visitors and parents should not go to rooms or wait outside of classroom doors without prior approval from office personnel.** If you are visiting Bonny Kate, you must “sign in” on the Visitor Sign in Book and take a nametag.

All outside access doors will remain locked for safety purposes. Parking is available in our front lower lot and at the west end lot below the play area. Please do not park in front of the school if you will be staying longer than 15 minutes. Do Not enter the lower lot from Tipton Station Road; if you do so, you run the possibility of receiving a ticket from a Knox County Sherriff's Deputy.

### **Emergency Contact**

Telephone numbers: Students' emergency cards are our link to you in case of an emergency. It is extremely important that we always have correct phone numbers for parents (cell, work, etc.) Please help us by providing several contact numbers and keeping them current.

### **Emergency School Closing or Delayed Opening**

The decision to close school due to weather conditions or emergencies is made by the Superintendent of Knox County Schools. Please do not call the school to find out if it is to be closed or dismissed early. Check the Knox County School Website, listen to the radio or watch the television for information regarding closings or delays.

### **Communication**

The Bonny Kate Staff will use a variety of different tools to communicate information to parents and stakeholders. A school newsletter will be sent electronically at the beginning of each month, which will contain monthly information as well as the monthly lunch menu. Please inform the school if you would like a paper copy of the monthly newsletter. If you would like to receive school announcements from the School Messenger system, please check the Bonny Kate website for information on how to "opt in" to receive messages from this system. Communication via e-mail will also be implemented. Knox County Employee's email addresses can be found on the Knox County Schools Official Website [www.knoxschools.org](http://www.knoxschools.org). Please refer to the Knox County Website for additional information regarding policies and procedures within the Knox County School System. Bonny Kate's school website address is [www.bonnykatees.knoxschools.org](http://www.bonnykatees.knoxschools.org). You can visit our Twitter account @bonnykateelem .

### **Parent Portal**

To access your Parent Portal account you may login from any page in the system. Use the login boxes just below the thumbnail calendar found on each page. Enter your Username and Password, then click on "My Family" to see your student(s)' records.

Reminder: Parent Portal accounts are provided at each school for parents. If you have a student in Knox County Schools but do not have an account, please check with your school.

### **Crisis Drills**

We hold fire, tornado, and disaster/intruder drills regularly. We do this in order to teach students to respond calmly in the event of an emergency.

### **Smoking/ Tobacco Use Policy**

Smoking and or the use of tobacco products are prohibited on all school property.

### **Lost and Found**

Please write your child's name or sew a nametag into sweaters, jackets, gloves, hats, etc. In addition school bags and lunch boxes should be clearly marked with your child's name. Our "Lost and Found" box is located at the doors that lead out to the large playground. Please check it regularly for lost items.

### **Non-Request of Teacher**

One non-request, per year, for a particular teacher will be taken under consideration if it is presented to the principal in writing before the teachers go off contract in May. This does not guarantee you will be granted the non-request. Students will not be assigned to another teacher after teachers receive their class rosters for the upcoming school year. Non-requests will not be honored if there are only 2 teachers at the requested grade level.

### **Attendance**

#### **TARDY:**

Students who arrive after 7:45 are tardy and must report to the office for a tardy slip. Children arriving after 9:00 must report to the office with a parent or guardian. It is important that the parent brings the child to the office for "check in" due to the necessary information requested when a child is late for school. Often a child cannot tell the office staff why he/she is late and that further frustrates the child. Excessive tardiness will be referred to the school social worker. Knox County School's Board Policy states "students who habitually arrive at school at least 15-30 minutes late are considered excessively tardy and are to be referred to the social services worker."

#### **ABSENT:**

Tennessee State law requires children in grades K-5 to be in class a minimum of 3 hours and 15 minutes per day in order to be counted present. The policies of the Knox County Board of Education require that excuses for absences be presented to the child's classroom teacher. If a doctor's statement is not being used, then a note should be prepared, signed, and dated by the parent or legal guardian. It should state the date(s) and the nature of the absence. Failure to provide such a note will cause the absence to be unexcused. Notes received after five school days of an absence cannot be accepted, and that absence is unexcused. Notes should accompany the child on the day the child returns to school after an absence. If a student receives five unexcused absences, a letter is generated from Central Office and sent to the legal guardian and appropriate personnel. If a student has ten unexcused absences, his/her name will be given to the Knox County Juvenile Court Judge. Family travel is considered "unexcused". Please remember that only ten days during the school year will be excused with a parent note. Any additional absences will require a doctor's statement.

### EARLY DISMISSAL:

Early dismissal is discouraged during the school day. Students may not be dismissed from school without specific written instruction from their parents or legal guardians. Parents/guardians must come into the office and sign their child out of school on the “check out” sheet. Please do not be offended if we ask to see a photo ID; we are only thinking of your child’s safety. All students leaving before 2:45 must be signed out in the office.

### AFTERNOON DISMISSAL:

Each family will be given a car tag to hang from your car’s rearview mirror, please have these visible when picking up your child. If you do not have a car tag, you must show a picture ID in order to have your child loaded into the car. Please help us keep your child/children safe; thanks for helping us out with this procedure.

If a student regularly rides a school bus, he/she must return home on that same bus unless he/she has specific written permission from his/her parent or legal guardian. Children will not be allowed to change procedures based on a verbal request from the child. Please be sure your child is aware of how he/she is to get home from school before leaving for school in the morning. It can be very traumatic for the student (and teacher) if the student does not know how they are getting home in the afternoon. We understand that occasionally emergency situations arise and changes in transportation procedures are necessary. If you must make a change, please send a note with your child or call the school office before 2:00. Last minute changes are subject to confusion and we cannot guarantee your child will get the message. Please do not call the office DAILY to inform your child of how they are to get home in the afternoon.

Additionally, **parents picking up their children after school are asked to wait outside the building or in their cars in order to avoid interruptions at the end of the day.** We understand that on occasion emergencies arise that prevent you from picking up your children on time; please make every effort to pick your children up at the proper dismissal time. **Students should be picked up before 3:00 p.m.**

### PTA

The Bonny Kate PTA is an active group of energetic parents and friends. We encourage you to join and participate in this vital organization. Fabulous volunteers help make Bonny Kate a special place. We need your time and talents. 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! Membership forms and volunteer opportunities will be sent home with your child at the beginning of the school year. Show your support by joining the Bonny Kate PTA.

### **School Volunteer Policy**

Depending on the type of volunteer activity proposed, volunteers may be required to submit to a background check. Volunteers who will be alone with students and away from the classroom teacher's supervision or eyesight are required to have a background check. The background check remains in effect for six years. Parents who volunteer in the classroom or school setting or chaperone students and remain within vision of the classroom teacher do not require a background check. Additional information can be obtained on the Knox County School website.

### **Social Media**

Please do not take pictures of other peoples' children and post it on social media without permission from the student's parent/guardian. Parents/guardians of students may not have granted permission for their children to be photographed, please check with the teacher before taking a picture of a child to be sure the student has permission to be photographed and the picture can be shared on social media.

### **Student Medications**

A student needing medication during the school day must have an "Administration of Medication" form completed by a physician and on file for EACH medication. This form must note the time the medication is to be administered; the prescribing physician must sign the type and dosage of the medication. Forms can be obtained from the school office or the Knox County School website. Over the counter medications, such as Tylenol, Motrin, poison ivy ointments, etc. follow the same procedure as prescription medications and must be brought to school in an unopened original container. A responsible adult must transport the medication to and from school. Children cannot transport medication.

- Children cannot be at school with fever, vomiting, diarrhea, severe coughs or rashes.
- A child should be fever free (without Tylenol etc.) for 24 hours before returning to school after an illness. This also applies to vomiting and diarrhea.
- You will be notified if your child becomes ill. Children must be picked up when you are called. If we cannot reach you, the emergency contact provided by you will be called.
- Children with a temperature above 100 degrees are required to be picked up by parent or emergency contact.
- Any child diagnosed as having a contagious or communicable medical problem cannot, by law, be permitted to remain at school.
- Please notify your child's teacher if your child has been diagnosed as having significant medical problems, such as diabetes or epilepsy, so that appropriate arrangements can be made if events warrant.
- To comply with Knox County School Board policy, prescription medication cannot be given unless the doctor completes the Physician Form for Administration and Self Medication.

### **Cafeteria – Prices**

#### Breakfast

Student K-12 -	\$1.75 (Reduced \$.30) extra milk w/Breakfast \$.50
Adult (Knox Co. School Personnel)	\$2.00
Adult (Visitor)	\$2.25

#### Lunch

Student K-5	\$2.50 (Reduced - \$.40) extra milk w/Lunch \$.50
Adult (Knox Co. School Personnel)	\$3.25
Adult (Visitor)	\$3.75

Milk - \$ .75

Ice Cream - \$ .75

### **Cafeteria – Policies**

Students can bring cash daily for their meals, or pay by check for the week or month. Please make your checks payable to Bonny Kate Cafeteria. Due to excessive lunch charges, students may be asked to call home for lunch money. You may pre-pay online at [K12paymentcenter.com](http://K12paymentcenter.com). If your child owes lunch money, you may receive a recorded message from Central Office informing you of the lunch charge; this message does not come from our school office.

We encourage parents to eat lunch with their children. Please sit with your child at their usual lunch table and observe cafeteria rules. We prefer that parents do not bring lunch from restaurants to school for their children. Many of our children have food allergies; we ask that parents bring lunch for their children only. Students may bring their lunches from home, but glass bottles or jars may not be brought into the cafeteria. Soda/carbonated drinks are not allowed. We cannot heat food items in the microwave.

### **School Bus Safety**

Riding the school bus is a privilege. The bus driver is charged by the state to notify the school principal of inappropriate behavior on the school bus. Please discuss with your child the rules of conduct for riding the bus. Inappropriate conduct on the school bus will not be tolerated and will result in suspension from riding the bus. Good conduct promotes safety. In order for your child to ride the bus home with a friend, the child must bring a note from home, which must be signed in the office, and presented, to the bus driver. Children will not be allowed to change procedures based on a verbal request from the child.

### **School Parties**

School parties are planned for students with the approval of the teacher and principal, by the parents. Schools are allowed two parties per year, with an additional 5<sup>th</sup> grade celebration at the end of the school year. Current nutritional guidelines approved by the Knox County School Board must be adhered to regarding food for class parties. For a complete list of approved snacks for school parties, go to [www.knoxschools.org](http://www.knoxschools.org).

Birthdays are a special time for our students, but class birthday parties are not permitted. We announce birthdays during morning announcements and students have the opportunity to come to the office and select a birthday book and pencil. Parents may bring an approved healthy treat to be shared at lunchtime

We don't want a child to have hurt feelings or feel left out so we ask that invitations (for parties held after school hours) should NOT be distributed at school unless the entire class receives the same invitation.

Please do not have balloons, flowers, etc. sent to children; they will **not** be delivered to the classroom. We apologize for having to restrict this, but it is educationally distracting and cannot be allowed.

### **Field Trips**

Fees charged for field trips are NON-REFUNDABLE!!

Field trips provide children with experiences that enhance the curriculum within the educational program. In order to provide the best and safest trip possible, the following guidelines will be utilized when making preparation for the trip:

- Written parental permission will need to be on file before a child will be allowed to attend. Telephone requests will not be honored.
- Permission slips must be turned in by the designated deadline.
- Volunteers are needed to help provide for the safety and security of the children.
- Chaperones may not bring other children on the field trip.
- It may be necessary to limit the number of chaperones per trip.
- Chaperones will be asked to attend a meeting to discuss procedures.

\*\*Field trips are a privilege. If students do not demonstrate appropriate behavior during regular school hours, they may forfeit the privilege of attending field trips. Student participation in field trip activities is based on the discretion of the classroom teacher and principal.

### **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:

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. Flip-flops and shower type shoes are inappropriate footwear for school. A good rule of thumb would be, if you can see the child’s toes or sock-covered toes, the shoes are inappropriate for outdoor play.
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 the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail.

### **Textbooks**

Students are fully responsible for the care of all textbooks issued to them. Parents will be assessed the replacement costs if books are lost or damaged. Parents will be responsible for turning in or replacing lost or damaged library books. Records/report cards will be withheld if library fines have not been paid.



## **Discipline**

The Bonny Kate School Staff is committed to helping children feel good about themselves and about learning. Our purpose is to help students discipline themselves to the extent that they consistently show proper respect to all others and eliminate behavior, which may detract from the academic climate.

### School Wide Rules:

- Treat all others the way you would like to be treated – show courtesy and kindness to everyone.
- Keep hands and feet to yourself.
- Remain quiet in hallways.
- Speak softly in restrooms and the cafeteria.
- Walk while inside the building – move about the building quietly and orderly.

### Other Expected Behaviors:

- Honor the first request of all supervising adults.
- Be prepared and on time for all classes.
- Use time wisely and stay on task.
- Refrain from fighting and rough play.
- Dress and groom so as not to be a distraction (See Knox County Elementary Dress Code).
- Show respect for the property of others and for school property.
- Refrain from using language offensive to others, use of profanity will not be tolerated.
- Do not bring distracting items to school, such as: yoyos, gum, candy, toys, playing cards, trading cards (sport, pokemon, comic, etc.), hand held video games, calculators, or head phones/radios/cell phones. (Note: If plans are made to include any of these items into classroom activities, teachers will either provide them or send requests to parents in advance.) The teacher or principal may hold distracting items until a parent can pick them up.
- Cell phones all other electronic devices, unless specified by the teacher, are to be kept in backpacks set to the silent mode or the off setting.

### Consequences for Misbehavior:

\*\* Note, the consequences may be any or a combination of the following:

- Verbal reprimand by staff member.
- “Time-Out”
- Forfeiture of privileges
- Work detail
- Counseling by Principal, School Counselor, or Personal Accountability (PAC) Instructor

- Parent contact or conference
- “Time-Out” in the office or Personal Accountability Class (PAC)
- In school restriction
- Parent asked to take child home for the remainder of the day
- Notification of security officer
- Suspension from school
- Parent asked to stay at school with child
- After school detention with the teacher or principal

A student may be suspended from attendance at school, school sponsored activities, or from riding the bus, for reasons, which may include but shall not be limited to the following:

1. Violation of attendance policy or truancy
2. Immoral or disreputable conduct, including vulgar or profane language
3. Violence or threatened violence against the person or any personnel attending or assigned to any school
4. Fighting
5. Damaging/defacing school property
6. Possession or use of alcoholic beverage on school property
7. Possession or use of illegal substances or any derivative or residue there of, any paraphernalia other than that medically prescribed
8. Theft, extortion, or gambling
9. Possession or use of tobacco products
10. Possession or use of a firearm
11. Possession of a dangerous weapon (including but not limited to any dangerous instrument or substance which is capable of inflicting injury to any person)
12. Any other conduct prejudicial to good order or discipline in any school
13. Assaulting a principal or teacher with vulgar, obscene, or threatening language

**\*\*EACH TEACHER WILL ESTABLISH ADDITIONAL BEHAVIOR EXPECTATIONS SPECIFIC TO HIS/HER CLASSROOM.**

Since the student’s right to learn and the teacher’s right to teach must always be protected, conduct prejudicial to good order or discipline will not be tolerated. Positive measures will be followed by firm punitive measures if necessary. Any student exhibiting behavior deemed dangerous to others will be removed by suspension until a management plan can be implemented and parents involved. Depending on the seriousness of the situation and/or the number of previous referrals to the office, the principal will choose to conference with the student, contact parent (s) by telephone or in writing, or place student in a time out.

### **Guidelines for Use of Technology**

Technology use is designed to support instructional learning in the classrooms and library.

- Students are to use only the application or approved websites assigned by the teacher.
- Students may not clear a device's History at any time.
- Students may not swipe or toggle from screen to screen unless directed by teacher.
- Students may not send or receive e-mails while at school.
- Students must keep passwords safe and confidential.
- Students will log in with only his/her credentials.
- If a student uses materials from the Internet, he/she must give appropriate credit for the borrowed resource.
- Students must receive permission from the teacher before downloading anything from the Internet.
- If something inappropriate is seen, a student will immediately notify teacher and remove self from site.
- All students will complete a course in Digital Citizenship and follow established guidelines.
- Students must ask permission before printing and print only what is needed.
- If a device is damaged, students will immediately notify the teacher.
- The following applications are on the Docking Station for student use:
  - Safari and Firefox (Web Browsers)
  - Microsoft Word (Document Creation)
  - PowerPoint (Presentations)
  - Excel (Data Spreadsheets)
- Students should always use student friendly search engines such as:
  - [www.kidrex.org](http://www.kidrex.org)
  - [www.safesearchkids.com](http://www.safesearchkids.com)
- The use of technology is a privilege and inappropriate use will result in the loss of the privilege.
- The technology device is the property of the Knox County Schools and may be collected and inspected at any time. Students have no right to privacy for any material on a district technology device.

**Preventable Damage/Negligence or Willful Damage/Recklessness to a Device**

The parent/guardian and student are responsible for the cost of the repair of the device. The administrator will meet with the student to investigate the incident and discuss with parent/guardian as necessary. The cost of the repair will be to the student who caused the damage to the device.

**From Mrs. Norris**

You are always welcome to contact me should you have questions or concerns regarding your child's academic progress. Please feel free to call the school office or utilize email to schedule an appointment for a conference. As with any professional office, appointments scheduled in advance are very much appreciated and given first priority. If I am not available to speak with or see you, please leave your information and I will get back to you in a timely manner. To expedite the handling of any issues the student's teacher should always be contacted first.

\*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.