

HARDIN VALLEY ELEMENTARY SCHOOL



STUDENT-PARENT HANDBOOK

2020 – 2021

OUR MISSION STATEMENT

At Hardin Valley Elementary School, we will enable our students to achieve academic excellence, reach high expectations, and display respect within a safe, nurturing, and structured environment.

HARDIN VALLEY ELEMENTARY SCHOOL

11445 Hardin Valley Road

Knoxville, TN 37932

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Ms. Kristi Whited - Assistant Principal

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<https://www.knoxschools.org/hardinvalleyes>

A. WELCOME

Welcome to Hardin Valley Elementary School! We are so excited to begin another year! Our administration, faculty, and staff are committed to providing the best education for all of our children. We are thankful for the support of our parents and community who help us to create an environment where all children can learn and feel valued.

B. ATTENDANCE

It is important for children to be in school every day, unless they are sick. The day begins at 7:45 a.m. Your child should be in his/her seat and ready to begin the day at this time. Children must be in school three hours and thirty minutes to be counted present for the day; however, our normal day ends at 2:45 p.m. Tardiness causes students to miss vital instructions and explanations at the beginning of the day. Traffic is always heavy from 7:20 a.m. to 7:45 a.m. and will not be exempt from tardies. Parents of students arriving at school after 7:45 a.m. must accompany their child to the front door for a temperature check and sign their child in to school. Teachers will not be required to go over instructions for students with unexcused tardies. A pattern of routine early checkout is educationally inappropriate as well, and will be addressed as a tardy situation. If tardiness becomes habitual, the principal and/or social worker will contact the parents of the student, and steps must be taken to correct the problem. Knox County Board of Education policy allows students' absences from school to be excused only for the following reasons:

1. Personal illness
2. Illness of immediate family member
3. Death in the family
4. Extreme weather conditions
5. Religious observances
6. School sponsored or school endorsed activities
7. Military active duty/deployment
8. Summons, subpoena, or court order

Any absence not complying with the above reasons for excused absences will be considered as unexcused. Knox County Board of Education further states, "A student may be absent, due to illness, no more than ten (10) days per school year with written parent excuse(s). Beyond ten (10) days per school year, a medical statement will be required."

Excuses for absences must be made in writing to the school by a parent or guardian and must be submitted within five (5) days of the student's return to school. Students' unexcused absences are reported to Juvenile Court.

A student who will be absent for 11 days or more due to illness or injury may receive homebound instruction. Parents should contact the school for information regarding the procedure to follow.

Makeup work: If a student must be absent for any reason, excused or unexcused, makeup work should be provided to students when they are absent. A

reasonable amount of time should be given for the return of makeup work. (ex 2-3 makeup days). Please refer to KCS Board Policy J-120 Attendance.

C. ARRIVAL AND DISMISSAL

***** There will be NO WALK-UPS For Arrival OR Dismissal Due to COVID *****

Students who arrive between 7:00 and 7:35 a.m. report to their classroom hallway or to the cafeteria for breakfast. Students are dismissed from the hallway beginning at 7:35 a.m. All students must be in their classroom before 7:45 a.m.

All students will have their temperature checked upon arrival. Students who arrive by bus will be checked as they exit the bus; if a student has a temperature above 100.4 F or greater, that student will be isolated, and parents will be called to pick them up. Students who arrive by car will be checked before exiting the car; students with a temperature of 100.4 or greater will not be permitted to attend school that day.

Dismissal time starts with our buses loading at 2:40 p.m. Students must wear a mask to/from the building and car/bus. Car riders will collect in the hallway and will be dismissed after all buses have left the school (approximately 2:45 p.m.). We will provide each family with a brightly colored PINK sign (you may request duplicates) with your child's name on it to place in your dashboard. This will help keep the flow of traffic moving at dismissal, as we call your child's name on the walkie-talkie to come out from the gym and stand at an assigned cone. If you forget your PINK sign, you will be asked to show identification in the office in order to pick up your child. All students should be picked up or on their way home by 3:00 p.m. – unless they have after school activities (after school daycare, tutoring, etc.). An after school child care program is available at the school. Please call the office for details.

If your child needs to change his/her method of getting home (i.e. from bus to car rider; or to go home with another parent), a signed and dated parent note should be delivered to your child's teacher that morning. The student will **NOT** be released to another adult unless written permission from the parent or guardian is provided. We do not take phone calls asking to change your child's method of getting home, due to enrollment size and security issues.

Prior to dismissal time, all students must be signed out in the office before leaving school. Again, it is possible that we may ask to see proper identification. If you check your child out of school earlier in the day, please come to the office, not the classroom, and we will call your child down from the classroom. Due to dismissal preparation and students transitioning to various places within the building, making it difficult to communicate with classrooms, no early student checkouts will be allowed after 2:15 pm, except for emergencies. Please plan accordingly. Otherwise, you will be expected to wait in the car line for normal dismissal procedures. Also, a pattern of routine early checkout is educationally inappropriate for children, and will be addressed as a tardy situation.

D. TRAFFIC PLAN

The drop off and pick up area for car riders will only be allowed along the upper driveway off Hardin Valley Road at the top of the hill. As you can see by the map at the end of this handbook, this drive, adjacent to the parking lot, will be one-way throughout

the school day. Parents are not to let students exit the car until they reach the drop-off area near the front entrance of the school where assistance from school personnel will be given by opening car doors. These cars will be given priority right of way over cars exiting the parking lot. No cars will be permitted to turn left off of Steele Road into the main parking lot. Cars will be able to turn left into the back parking lot. At no time should students be dropped off or let out of cars in the parking lot area of the school. For the safety of all students, please carefully study the map at the back of this handbook, and use the designated drop off lane each and every morning. Please also refrain from parking in the handicap spots unless you have a handicap license. These spots are used every day and should not be used as a quick means for dropping your child off at school. **Due to Covid-19, parents will not be permitted to park in the front or back parking lots to walk students to the front for arrival or pick up in the afternoons at dismissal.**

E. BUS TRANSPORTATION

***** Students must wear a mask while riding the bus *****

Bus transportation is provided for children who reside in the Hardin Valley Zone and who live at least one mile or more from the school. Bus service is provided to and from the student's residence only. A schedule of routes and stops will be posted near the front doors of the school and will be available on the website. The Supervisor of Transportation, who you may reach by calling 594-1550, arranges these schedules.

Riding the bus is a privilege, and students riding the bus should know that this experience is an extension of the school day. Due to COVID, students are recommended to sit with siblings. Therefore, bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at all bus stop locations. Buses load and unload at the back of the building, our designated bus loading and unloading area. Parents should not drop students off at the designated bus loading area. Remember, the drop off area for car riders is at the front entrance of the school, as described in our traffic plan map, located at the back of this handbook. Anytime a student needs to ride a bus other than his/her assigned bus, a dated, signed note from the parent or guardian must be sent to the principal before the change may occur. Space must be available on the bus and both the principal and bus driver must agree to the change. The note is good for one day only and must state the bus #'s for both morning and afternoon routes. This policy will be strictly enforced; students will not be allowed to ride another bus without a parent/guardian note.

Each bus is equipped with video cameras that face the children as well as the driver.

Buses are contracted through Knox County Schools. The only control the school has is over student discipline. For all other issues, please contact the Transportation Department directly at 594-1550.

F. VISITORS

Due to COVID, visitors will only be permitted with an appointment. A Photo ID will still be required to enter the building, as well as a temperature check and screener

questions. This can be a very time-consuming process but clearly worth the effort, and we ask for your patience and cooperation in advance.

Due to COVID, we will not be able to have volunteers. When we are able to return to having volunteers in the classrooms, volunteers will be screened and must be scheduled by the teachers in advance. Knox County Schools has a process for background checks for volunteers in the schools that is required.

G. DRESS CODE & POLICY

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 possible 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,” miniskirts, 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.
7. Masks are required when social distancing is not possible.

The school administration reserves the right to determine whether a student’s attire and appearance is 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.

H. DISPENSING OF MEDICATION

As a general policy, medicines are not administered to children at school. However, in special circumstances a *Medical Information Form* may be obtained by parents from the school office. This form should be filled out by both the parent and the physician prescribing the medication for the child. Once completed, the parent must bring the form and medication to the school office and arrangements will be made for the school nurse or a teacher to administer the medication at the prescribed time. Under no circumstances should a student transport medication to school.

I. SCHOOL CLINIC

Hardin Valley Elementary School is very fortunate to have a school clinic available to all students staffed by a full-time nurse. If emergency medical treatment is necessary, the parents will be contacted. If it is determined that a child is ill (fever, vomiting, severe headache) the parent will be notified and will be expected to pick the child up. Please make sure up-to-date emergency information is on file at the school office. Your child must be fever and vomit free for 24 hours before returning to school.

J. SCHOOL DISCIPLINE PLAN

The entire staff of Hardin Valley Elementary School is committed to establishing an atmosphere throughout our school in which children will feel safe, secure, happy, and have a maximum opportunity to learn and achieve. Students who follow classroom and school rules are kind and considerate of others, and perform to the best of his/her ability. In order to accomplish this, it is necessary to have established rules and guidelines for students.

The following discipline plan has been implemented and students are expected to follow this simple, yet structured discipline plan so that they, parents, and teachers know exactly what is expected from day one. At the beginning of the school year, each grade level will also send home its specific expectations for classroom behavior, as well as a system of rewards and consequences. Please discuss these with your child.

1. Listen to and follow directions and first requests of all school personnel (principal, teachers, aides, cafeteria workers, clinic workers, custodians, parent volunteers and bus drivers).
2. Speak positively to and about fellow students.
3. Respect the rights, space, and property of others. Bullying will not be tolerated in any form or to any degree at Hardin Valley Elementary School. Please refer to Board Policy J-211 that is also included in this handbook.
4. Use appropriate language and manners.
5. Walk at all times and remain respectfully quiet in the hallways.
6. Follow all rules posted in special areas (cafeteria, Encore classes, bus) and in the classroom.
7. No toys or other distracting items are allowed at school.

If an issue arises, please begin with the teacher first. A majority of issues can be handled by speaking with the teacher prior to contacting an administrator. After speaking with the teacher and the issue still remains, please contact an administrator to then set up an appointment.

The KCS Bullying Policy (J-211) is attached for your reference. Below is another table for reference that describes the differences between bullying and other behaviors.

Conflict	Rude	Mean	Bullying
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based on thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted	The bully blames the target
The effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/should not be IGNORED	CANNOT be resolved through mediation

K. BREAKFAST AND LUNCH PROGRAMS

Knox County Schools Food Service Department provides nutritional breakfasts and lunches for students. Breakfast is served from 7:15 a.m. until 7:35 a.m. Prices are set by the Knox County School System Food Services Department.

Students are assigned a "PIN" (personal identification number) that is used daily to account for breakfast/lunch usage/payment. This PIN tracks the student's individual cafeteria account. Parents may deposit as much money in the child's account as they wish, but we do encourage parents to pay for at least one week's worth of lunches at one time. There is an online option available to deposit money into your child's lunch account. Information about this can be found at www.K12paymentcenter.com.

Each child with extra money in hand is asked by a cashier if they want the change deposited in their account or change back. We encourage all accounts to be cleared by

the end of the year. No deposits will be taken into the accounts during the last week of school. The cafeteria staff give students fair notice when their account is approaching zero.

We discourage parents from sending in fast foods and carbonated drinks. Nutrition promotes better learning abilities. We serve healthy, nutritious meals, and we encourage your child to eat breakfast and lunch with us. Lunch prices will be announced each year in the principal's welcome letter.

L. CAFETERIA BEHAVIOR & VISITOR PROCEDURE

***** Due to COVID, there will be no visitors for lunch at this time*****

Once visitors are allowed to return:

The procedure for eating lunch with your child is important to understand, due to security, and seating availability.

- All parent visitors for lunch will be required to check out their children from school, and then re-check them in after lunch only if leaving the campus.
- Due to very limited space with every table and seat being utilized by classrooms, the only available seating for parents during lunch time will be the picnic tables situated outside of the cafeteria. After eating, you will have to come around the building to the front to re-enter and check in your child. Teacher aides will not be able to open the outside cafeteria doors for parents and children to re-enter due to security reasons.
- We are sorry, but no parent will be allowed to walk a child back to the room along with the class.
- Again, due to increased enrollment and limited available seating, parents wishing to bring pre-school aged siblings will be limited to Fridays only. This is necessary due to limited available seating for parents.
- Parent visits for lunch (with the exclusion of Kindergarten-K teachers will notify K parents when they can join their child for lunch) will start August 20 (2 weeks into school) and end May 8th (2 weeks left of school). This is necessary as we are getting the children familiar with routines and rules in the cafeteria the first couple of weeks. The last couple of weeks of school are extremely hectic, as there are several end of year events in which parents are invited to attend (ex. Field days, Awards, Class Parties, etc).

We will go over complete cafeteria procedures with the children the first few days of school. Lunchtime is NOT recess time, and we only ask that our students behave as they would at the dinner table at home, with **four easy rules**:

1. Don't yell or scream.
2. Don't play with or throw your food.
3. Stay seated, respect others' space, keeping your hands and feet to yourself.
4. Be nice to others.

We are making every effort to offer your child a safe and pleasant dining experience. With 300-plus kids eating at one time, we strive to establish an atmosphere

where we have control of the noise level for safety reasons, yet we have a pleasant place for our kids to relax and eat. Once the lift on visitors occurs: we ask your cooperation by following the cafeteria visitation procedures outlined below:

1. All visitors **MUST** check out your child in the office if you are joining them for lunch. There you will receive an identification tag to wear during your visit.
2. Take a seat in the lobby and wait for your child's class to file by on the way to the cafeteria. Lunch times are consistent. You may join your child in the line at that time.
3. The picnic tables outside of the lunch room are the only available seating.
4. Again, due to rising demand, share outdoor tables with other families as necessary.
5. Teaching assistants will administer discipline in a persistent and consistent manner, and are acting directly under the principal's authority. Please support their efforts to maintain a safe and orderly environment.
6. Appropriate cafeteria behavior is expected and required from all students, including students seated at the picnic tables on the patio. No children will be allowed to run about during lunchtime, and are under the direct supervision of you, the parent. Please do not put our staff in a position requiring discipline intervention. Younger siblings must be similarly well behaved and under your control at all times on Fridays.
7. While dining outdoors, please understand that we will not be able to open the outside door to re-enter the school due to security reasons. You will have to walk your child around to the front of the school and check them back in at the office.
8. Students are not allowed to go back into the cafeteria to retrieve "forgotten" items, such as condiments, eating utensils, ice cream, etc. Do not go to the patio until you are sure you have everything needed. Please do not ask a teaching assistant or a volunteer parent to bring items to the patio. They have their hands full dealing with the children's tables.
9. After you bring your child back in the front doors, please say your goodbyes there.

M. FREE AND REDUCED MEAL APPLICATIONS

Please remember to submit a free and reduced meal application if you feel your child may qualify for this benefit **anytime after July 1, 2020**. Applications do not automatically roll over from school year to school year. New applications must be submitted for each new school year you feel your child may qualify for free or reduced meals in Knox County Schools.

There are three ways to submit applications for the 2020-2021 school year:

1. To submit an application online, go to www.lunchapplication.com and fill out all of the requested information. You will need your child's student ID number. If you do not know the ID number, please call your child's school cafeteria to obtain this information.

2. Download and print an application from Knox County Schools website at www.knoxschools.org.
 - Click on "Departments"
 - Go to Food and Nutrition Services
 - Go to Free/Reduced Services on the left-hand side of the page
 - **Print application, fill out hard copy and give to the cafeteria manager at your child's school for processing**
3. Parents or students can pick up a paper copy of the application in the cafeteria or school office. Applications must be completed and returned to the **cafeteria manager** at the child's school for processing.

N. SCHOOL FEES/ FEE WAIVERS

School fees for each child will be \$25.00. Please make every effort to have fees paid by the end of the first grading period. Forms are available to apply for Free or Reduced Lunch and/or Fee Waiver, if you so choose. As school fees are used to purchase supplies and materials that all students use on a daily basis, we strongly encourage all parents/guardians to pay the assessed fee. Without this fee we are unable to provide the much needed supplementary materials and supplies that enhance student learning each and every school day.

O. FUNDRAISERS

Our school will officially sponsor one major fund-raising campaign each year. This annual fundraiser will begin in September. The School Coupon Books will be sold by all Knox County Schools during this period. Our school keeps \$8 from each book sold. Our school Leadership Team will determine the use of profits from these sales, and we will publicize this information. Please encourage your neighbors and relatives to reserve their coupon purchases for Hardin Valley Elementary this school year. (note: Hardin Valley PTO may have more than one fundraiser during the school year, for example, the fall "Hoe-Down" and the "Hawk Walk" in the spring.)

P. SCHOOL PORTRAITS

Individual school portraits will be scheduled for fall. Group and individual portraits will be made during the second semester. More detailed information will be sent home at a later date after all plans have been finalized.

Q. TEXTBOOKS

The taxpayers of Tennessee provide our textbooks. Students are fully responsible for the care of all textbooks which are issued to them. Parents will be assessed replacement costs if books are lost or damaged.

R. DEVICES

Devices (Chromebook)

- Every student in Kindergarten – Fifth grade will be assigned a Chromebook device.
- Students in Kindergarten – 2nd grade will be assigned a Touchscreen Chromebook.
- Students in Grades 3-5 will be assigned a regular Chromebook device.
- Parents are required to complete the device form.
- No device will be sent home with any student without completed forms and assigned agreement. Insurance information is also available online.
- Insurance is \$30 per device.
- Device distribution for Virtual Learning will occur the week of August 10th.
- Device distribution for At School Learning will begin the week of August 17th while students are in school.
- Students will need a pair of headphones to use for in-person learning. Most of the grade level supply lists have this listed already.

R. HOMEWORK

Homework is a valid learning experience and a necessary extension of the school's educational program. Typically, there might be as much as 10 minutes per grade level of homework per night (example: 2nd grade might be 20 minutes, 5th grade might be 50 minutes). Read carefully and go over with your child the classroom teacher's policy concerning homework. If your child is completing more homework than stated above, please speak with the teacher.

S. GRADE REPORTING/STANDARDIZED TESTING

Report cards are issued every nine weeks (five school days after the end of the grading period) and are to be signed and returned to school immediately. In addition, mid-term progress reports will be sent home. Grading standards will be given to you by your child's teacher as per grade level requirements.

T. COMMUNICATION

- **DISTRICT AND SCHOOL WEBSITE** – The Knox County website is www.knoxschools.org, and it has a tremendous amount of information at your fingertips.
- **CLASS NEWSLETTERS** - Teachers will send home regular communication outlining information about the happenings in their room. Please look for a newsletter or some other approved type of written communication every week or so, based on your grade level's procedure.
- **HOMEWORK AND ASSIGNMENTS**- Each homeroom teacher will provide additional, grade-level consistent, means of two-way communication between home and school regarding behavior, assignments, deadlines, and daily instructional plans. Students in grades 3-5 will utilize the assignment notebook, the "agenda," to help them acquire better organizational and time management skills.

- **PARENT PORTAL** - Aspen Family Portal is your online access point for important student information, teacher communication, student schedules, and student grades. An email is sent out from the KCS IT Helpdesk that provides parents with information on how to create an account to log-on.
- **TAKE-HOME TUESDAY FOLDERS** - Please look for additional information (schoolwide notices, graded papers, PTO information, etc.) to be coming home each Tuesday in this brightly decorated folder. Please return this folder to school the next day so that it can be reused each week.
- **PRINCIPAL'S NEWSLETTER** - This is a weekly email sent by Dr. Scheafnocker to the entire parent population. This information can also be located on the Hardin Valley Elementary website under "Announcements from the Principal".
- **HVES FACEBOOK** - we have a school Facebook page that will highlight all the fantastic learning and events at school.
- **CLASSROOM OBSERVATIONS** - Parents are welcome to visit to observe their children's classes; however, due to COVID-19, we are limiting the visitors in the building at this time. We request, however, that you notify the principal 24 hours in advance of your requested visit and the purpose of your visit. Once approval has been granted by the principal, the principal will then notify the class that you request to visit. On the date of your visit, you must first report to the school office, sign in on the visitor log, and receive a visitor badge. Your visit will be limited to thirty minutes. Such visits are not to be used for unscheduled parent-teacher conferences. Teaching time is valuable and should not be taken from any child or teacher.
- **TELEPHONE** - The school phone is a business phone and is to be used only for that purpose. No student will be allowed to use the phone unless given permission by the teacher or office personnel. A student cannot be called out of class to talk on the phone, except in case of emergency. If you need to speak with a teacher, please call the office and we will forward you to the teacher's voice mail. He/she will return your call, if needed, at the first opportunity, unless it is an emergency. Thanks for your patience and understanding that phone calls during school take time away from the students' instruction, and we must protect our very valuable teaching time.
- **PARENT-TEACHER CONFERENCES** - We strongly encourage communication between parent and teacher. Parents are discouraged from calling teachers at home. Your homeroom teacher will invite and encourage you to sign up for a formal Parent-Teacher conference from late September to mid-October, on designated dates. Due to COVID-19, conferences will be done virtually.
- **PARENT/GUARDIAN MEETINGS WITH SCHOOL ADMINISTRATORS**- We kindly ask that if you would like to meet with one of the administrators in the building, please request an appointment along with the nature of your request via phone call, or email. We will do all that we can to meet at the earliest possible time. Due to COVID-19, meetings will be virtual.

U. GENERAL INFORMATION

1. **EMERGENCY CARD** – A “Student Information Verification Form” will come home the first week of school for you to complete. The information completed on this document is used to create an emergency card in the office and the clinic and provides the teacher and administration with contact information. Emails and phone numbers must be updated if they change. If a child becomes ill or hurt, we must be able to contact someone based on this emergency information. If you have child custody information of which you feel we need to be aware, please be sure to provide legal documentation for our files.
2. **SCHOOL MESSENGER** – The information above is used to make an emergency or special notification call to parents on our *School Messenger* mass calling system. In the event of a snow day, an unusual occurrence at school, or even a special upcoming event, you may receive a computerized phone call from the principal or the Knox County Schools Superintendent.
3. **WHAT TO LEAVE HOME** - Anything not needed for class should not be brought to school. Cameras, cell phones, radios, CD players, I-pods, skateboards, pets, candy, gum, trading cards, electronic games, and toys of any kind should not be brought to school unless the teacher gives permission for these to be brought to class only. Anything that tends to distract students from focusing on the teacher and the curriculum is not appropriate for an elementary school environment. Cell phones are inappropriate in elementary school and will be confiscated; however, students can have a cell phone in their backpack, turned off, if needed for after school purposes. Fireworks, firearms, knives, matches, tobacco of all types, alcohol, illegal drugs, and medication (of any kind in the hands of children) are illegal on school property, and possession will result in serious consequences.
4. **FIELD TRIPS** - Teachers are encouraged to incorporate curriculum-appropriate field trips in your child’s educational program. Costs of field trips are calculated to pay for themselves, and if for some reason your child does not get to go, the school is unable to refund your child’s money. Detailed information will be sent home by the teacher for every field trip. Make sure that your child’s written permission slip is on file one week before the field trip date, along with the money. Students are required to ride the bus both to and from the trip’s destination. The Emergency Cards described above will be taken on the trip by the teacher. On the day of any field trip, your child must be at school on time, even if the parent is a chaperone. Official paperwork and checks for buses and venues are written based on attendance in the classroom at 7:45, and tardiness may keep your child from attending the trip.

Due to COVID-19:

Field trips will not be scheduled during the first semester per the district. We will review mid-year at the district level and update the plan as needed and appropriate to current health guidelines.

5. **FIRE/EMERGENCY DRILLS** - The system for exiting the building, as well as other procedures, will be discussed and rehearsed periodically and practiced regularly. These drills should be taken seriously.
6. **EMERGENCY SCHOOL CLOSING** - During inclement weather, and if the possibility of school closing is apparent, do not hesitate to come and pick up your

child. It is not necessary to call the office beforehand. We recommend you wait for a School Messenger to be sent out or check with local news stations for the official closing. Be aware that bus routes could be reduced or cancelled due to snow and ice. Refer to the Knox County Schools website. If school is closed, our School Messenger system will be initiated, and you will get a call, based on the information you provided on the *Student Information Verification* form that you will also get at the beginning of the school year.

7. **PTO** - Show your support for the school by joining the PTO. Recognizing that parent and family involvement increases student success, the PTO seeks to help the school reach its objectives in educating our children. The school office can put you in touch with the PTO if you have questions or would like to be involved. You can keep up with the latest PTO news by joining the "Hardin Valley Elementary PTO" page on Facebook.
8. **VOLUNTEERS** – We will not be able to utilize volunteers the first semester due to COVID-19. Volunteers are an important asset to our school. Volunteers will be scheduled by teachers based on classroom needs, so be sure to sign up with your child's homeroom teacher at the beginning of each year. Please know that there is a security screening process involved if you want to volunteer in the school, that once completed, is valid for six years.
9. **PARTIES** - At this time, the class parties will be students and teacher only due to COVID. Two class parties are planned annually, by the "room parents," with the approval and guidance of the teacher and principal. Requesting birthday parties or delivering balloons, stuffed animals, or any other items to school for your child are educationally distracting and cannot be allowed. We apologize for having to restrict this, but it is simply not logistically practical with our increased enrollment.
10. **SCHOOL COUNSELOR** - We have a trained school counselor here five days per week to do classroom, small group, and individual counseling with students. Please contact the office if you desire a parent conference or consultation, and she will return your call.
11. **LOST and FOUND** - We maintain a lost and found at our school. Many expensive and useful items are left in our lost and found. Due to sheer volume, we donate all leftover items to charity at the end of each semester. Be sure to label all clothing and personal items with your child's name.

V. AWARDS

The following awards will be given at the end of each grading period for grades 1-5:

- **A-E Honor Roll**-This award is given every 9 weeks to any student who received ALL A's in both academic classes and encore classes as well as ALL E's in behavior. For the full school year award, the student must earn the A-E honor roll for all four grading periods.
- **A-B (E-S) Honor Roll**-This award is given every 9 weeks to any student who received ALL A's or B's in both academic classes and encore classes as well as

ALL E's or S's in behavior. For the full school year award, the student must earn the A-B (E-S) honor roll for all four grading periods.

- **Soaring Hawk**-This award is given to one student for each 9 weeks who has shown the most improvement. This student may have made great gains in their behavior or possibly an area of academics. This award is chosen based on teacher discretion. At the end of the school year, the Soaring Hawk award winners from each of the four grading periods will be recognized.
- **Hawkeye**-This award is given to one student for each 9 weeks who has been the best "all around student". This student may be chosen for going out of their way to help a fellow classmate feel welcomed or cared for. This student is always doing their best work and is kind to others. This award is chosen based on teacher discretion. At the end of the school year, the Hawkeye award winners from each of the four grading periods will be recognized.
- **Character Counts:** This award is given every 9 weeks for one of the pillars listed below. Awards are based on teacher discretion. All Character Counts recipients who received an award throughout the year are recognized at the end of the year awards.
 - **Responsibility**-This award is given to two students from each class who show the character trait of responsibility.
 - **Respect**- This award is given to two students from each class who show the character trait of respect.
 - **Caring**- This award is given to two students from each class who show the character trait of caring.
 - **Trustworthiness**- This award is given to two students from each class who show the character trait of trustworthiness.

First through Fifth grades will honor these awards throughout the year. However, additional awards may be given at the discretion of the grade level.

W. Positive Behavior Intervention Support (PBIS)

- What is PBIS? PBIS is a schoolwide, research based framework for teaching and supporting positive behaviors for ALL students. This approach to behavior builds a positive school climate that promotes socially acceptable behavior through teaching, modeling, and practicing. Taking this proactive approach to student behavior can also lead to increased student engagement, reductions, and classroom disruptions, improved attendance, and an environment in which children can succeed.
- PBIS in Action:
 - ❑ Easy to understand posters with expected behaviors can be found throughout the school.
 - ❑ Students earn Hawk Notes from HVES staff any time they are consistently displaying the behaviors expected! These can be earned by the entire class or on an individual basis.
 - ❑ Every nine weeks, the students that have earned the required amount of Hawk Notes get to attend a celebration in honor of their excellence! If a

student has earned over the required amount of Hawk Notes, they get to participate in a classroom raffle for the possibility of something special.

Section J:	Knox County Board of Education		
Students	Descriptor Term: Attendance	Descriptor Code: J-120	Issued: 7/95
		Reviewed: 5/20	Revised: 4/19

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

The Director of Schools shall establish and maintain an attendance program designed to ensure all school-age children attend school and that alternative program options are available for students who do not meet minimum attendance requirements. This program shall be designed to address and adhere to all statutory and regulatory requirements established by the State of Tennessee. School administrators and faculties are expected to develop programs and practices to achieve or exceed student attendance goals established by the State Board of Education. For these reasons, the Knox County Board of Education has adopted the following policy regarding student absences.

The attendance supervisor/designee shall oversee the entire attendance program which shall include the following:¹

1. Adhering to all accounting and reporting procedures and their dissemination;
2. Providing alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school-age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/guardians(s).³

Absences shall be classified as either excused or unexcused as determined by the school leader or his/her designee. Excused absences shall include:⁴

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;

4. Extreme weather conditions;
5. Religious observances;⁵
6. College visits;
7. Pregnancy;
8. School sponsored or school endorsed activities;⁶
9. Military active duty/deployment (as outlined below);⁷
 - a) An excused absence for one (1) day when the member is deployed;
 - b) An excused absence for one (1) day when the service member returns from deployment; and
 - c) Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country.
10. Summons, subpoena, or court order; or
11. Circumstances which in the judgment of the school leader create emergencies over which the student has no control.

Any absence not complying with the above reasons for excused absences will be considered as unexcused. Examples of unexcused absences are (a) family vacations taken during the school year and (b) Senior Skip Day.

The principal or designee shall be responsible for ensuring that:⁸

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign-in/sign-out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. If necessary, verification is required from an official or other source to justify absences;
6. System-wide procedures for accounting and reporting are to be followed;
7. Out-of-school suspensions (OSS) are not reported as an unexcused absence and are not a chargeable offense for truancy in Juvenile Court; and
8. Students in a homebound program are not marked absent from school. Attendance for homebound students is recorded by the homebound teacher.

GRADES K-12

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes.⁹ If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.¹⁰

Excuses for absences must be made in writing to the principal or administrative designee by a parent or guardian and must be submitted within five (5) days of the student's return to school. All absences, and/or corrections to absences must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period.

APPEAL PROCESS¹¹

The parent(s)/guardian(s) of a student with excessive (more than five (5) unexcused absences) or those in danger of credit/promotion denial shall have the opportunity to appeal absences. Whenever possible attendance issues should be resolved at the school level. Parents/guardians who wish to appeal a student's excessive (more than five (5) absences), shall communicate their appeal to the school principal. At the appeal, the principal will provide the parent/guardian written notice of the unexcused absences and the parent/guardian will have the opportunity to be heard. The burden of proof rests on the student or the parent/guardian. The parent will receive written notification of any action taken regarding the excessive unexcused absences.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

PROGRESSIVE TRUANCY INTERVENTION PLAN¹²

Parent or guardian shall be notified each time a student has five (5) days (aggregate) of unexcused absences and that attendance at school is required. Additional notices shall be sent after each successive accumulation of five (5) unexcused absences.¹³

If a parent does not provide documentation within five (5) days of the student's return to school excusing those absences, or request an appeal hearing with the principal, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Students with ten (10) unexcused absences shall be subject to the Progressive Truancy Intervention framework outlined below:

Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference between school officials, the student, and the student's parent/guardian;
2. An attendance contract, signed by the student, the parent/guardian, and social worker. The contract shall include the following:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is in effect;
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

1. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school and, if necessary, referral of the child to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems.

Tier III

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful.

Referral to an off-campus conference between school officials, the student, and the student's parent/guardian in an external truancy review or problem-solving process.

PROMOTING SCHOOL ATTENDANCE

Faculties shall encourage student attendance and completion of classroom assignments according to the following guidelines:

1. **Assuring quality classroom experience.** Maximum effort shall be made in all classroom settings to provide a quality learning experience for each individual and to ensure that each day's class time is important.
2. **Emphasizing regular attendance.** Teachers shall inform students that time on task is essential to learning, that instruction loses context with lapse of time, and that, if students are absent from class, work that has to be made up outside of the regular classroom environment does not provide the same opportunity for learning as the regular class time.

3. **Making-up assignments.** If a student must be absent from school for any reason, excused or unexcused up to ten (10) days, upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. The student must request make-up assignments within **three (3) days** after returning. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment.

Students who are suspended or expelled from school for more than ten (10) days shall be offered placement in the Alternative School Program for the duration of the suspension or expulsion, unless the student is considered to be a danger to the school community.

Students who refuse Alternative School placement, or are dismissed from the Alternative School Program early for any reason, or have been considered a danger to the school community shall not be given the opportunity to request make-up assignments.

Students who are denied the opportunity to receive make-up assignments may appeal to the School Attendance Review Committee, then to the Director of Schools and Board. The Director of Schools will establish an administrative procedure to govern this appeal process.

PRE-KINDERGARTEN

In order to be counted present on any and all accounting attendance records, students in grade Pre-K shall attend school for a time period of at least 50% of their scheduled day. Students who attend less than 50% of their scheduled school day shall be recorded and reported as absent on any and all attendance records.

STATE-MANDATED ASSESSMENT

Students who have an excused absence the day of scheduled End of Course (EOC) exams will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹⁴ If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due processes are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION¹⁵

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

Legal References:

1. TRR/MS 0520-01-03-.08(1)(a); T.C.A. § 49-1-3006.
2. T.C.A. § 49-6-3017(c).
3. T.C.A. § 10-7-504; 20 U.S.C. § 1232g.
4. TRR/MS 0520-01-02-.17(1)(c).
5. TRR/MS 0520-01-03-.03(15); T.C.A. § 49-6-2904(b)(5).
6. T.C.A. § 49-6-3019.
7. T.C.A. § 49-6-3007; T.C.A. § 49-6-3009.
8. TN Department of Education, Student Membership and Attendance Procedures Manual (2017).
9. TN Department of Education, Student Membership and Attendance Procedures Manual (2017); T.C.A. § 49-6-3007, T.C.A. § 49-6-3009.
10. TN Department of Education, Student Membership and Attendance Procedures Manual (2017).
11. TRR/MS 0520-01-02-.17.
12. T.C.A. § 49-6-3201.
13. T.C.A. § 49-6-3007.
14. T.C.A. § 49-2-203(b)(7).
15. T.C.A. § 49-6-3017(c).

NOTE: This policy was suspended on May 13, 2020 for the 2019-2020 school year in response to the current state of emergency caused by the coronavirus (COVID-19) pandemic.

Approved as to Legal Form 2/27/2019
 By Knox County Law Director
 /Gary T. Dupler/Deputy Law Director

<p>Section J:</p> <p>Students</p>	<p>Knox County Board of Education Policy</p>		
	<p>Descriptor Term:</p> <p>Harassment, Intimidation and Bullying or Cyber-Bullying</p>	<p>Descriptor Code:</p> <p>J-211</p> <p>Reviewed:</p> <p>6/17</p>	<p>Issued:</p> <p>6/05</p> <p>Revised:</p> <p>8/17</p>

GENERAL

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.^{1, 2} A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices;

"Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance; and:

(A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- (i) Physically harming a student or damaging a student's property;
- (ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- (iii) Causing emotional distress to a student or students; or
- (iv) Creating a hostile educational environment; or

(B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

All students are expected to refrain from acts of harassment, intimidation and bullying or cyber-bullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board policy J-191 will be utilized for the unacceptable behavior described above.

PREVENTION AND TRAINING

At the beginning of each school year, principals will provide this policy to parents and ensure that students are aware of the expectations for their behavior under this policy. This policy shall also be posted in the Board of Education policy page of the Knox County Schools website.

To promote and foster intergroup awareness, appreciation and understanding by students and staff of the diverse ethnic, racial, and cultural groups represented in the school district, United States, and the world, the Knox County Schools shall:

1. Provide on-going professional development for staff to prevent harassment, intimidation and bullying.
2. Implement practices to achieve safer and less violent schools for students, teachers and administrators through Restorative Practices, Positive Behavior Intervention Support, and professional development regarding implicit biases. Unless the schedule is modified, training is expected to continue through 2019.
3. Endeavor to ensure that the curriculum does not promote stereotypical views of any group and recognizes the accomplishments and contributions of all peoples.
4. Provide a comprehensive digital citizenship training program at all levels.

REPORTING AND RESPONSE

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.

All school employees are required to report alleged violations of this policy to the principal or the principal's designee for investigation and appropriate action. Submission of a written incident report to the principal is required by all district employees. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Once a report is received, the principal or his or her designee must initiate an investigation within forty-eight (48) hours for student well-being unless the need for additional time is appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar days from the receipt of the report unless the need for more time is appropriately documented.² Parents of all students must be immediately informed if their student is involved in an act of harassment, intimidation, bullying or cyber-bullying. Restorative practices will be used to the extent practicable in those schools where training has been completed.

A school employee, student or volunteer who possesses reliable information that a student has electronically transmitted a credible threat to cause bodily injury or death to another student or school employee shall report such information to the Principal or other school administrator. The Principal shall, in consultation with the appropriate district administrative personnel, make a determination regarding the disposition of the report with respect to appropriate investigations and disciplinary actions.³

Failure to report reliable information about an electronically transmitted credible threat to a student or employee may result in disciplinary action for the student or employee withholding the information. If a volunteer fails to report such information, the volunteer may be restricted from volunteering at any further school related activities.

A school employee, student or volunteer may not engage in reprisal or retaliation against a victim of, witness to, or person with reliable information about an act of harassment, intimidation, bullying or cyber-bullying.⁴

No student shall be the subject of reprisal for any report of bullying, harassment and intimidation. Students found to have perpetrated acts of reprisal shall be subject to appropriate disciplinary action as described in Board Policy J-191.^{4, 5}

Consequences for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from behavioral interventions up to and including suspension or expulsion, as permitted under Board Policy J-191.

The following factors will be considered in determining the appropriate response to students who commit one or more acts of harassment, intimidation, bullying or cyber-bullying:

1. The developmental level and maturity levels of the parties involved;
2. The levels of harm as determined by the student's ability to be educated in a safe and orderly environment;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.
8. The efficacy of restorative practices with the students involved.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board policy, case law, and federal and state statutes.

Legal References:

1. If this concerns possible or alleged civil rights violations, please refer to Board Policy J-210. Tennessee Code Annotated § 49-6-4501.
2. T.C.A. § 49-6-4503.
3. T.C.A. § 49-6-4504.
4. T.C.A. § 49-6-4505(a).
5. T.C.A. § 49-6-4216(a)(2)(C) and § 49-6-4505(d).

Approved as to Legal Form

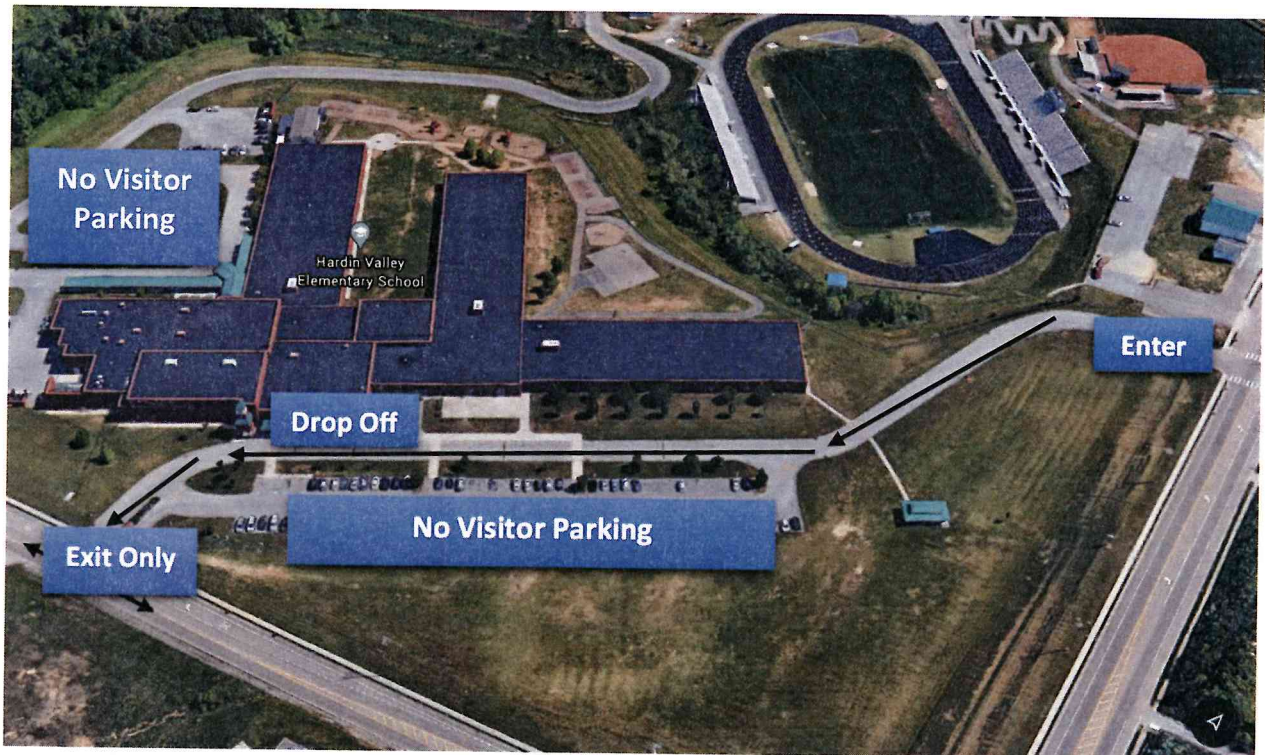
By Knox County Law Director 6/7/2017

/Gary T. Dupler/Deputy Law Director

HVES Traffic Pattern (Covid-19 Update)

Arrival 7:00-7:45

Dismissal 2:30-3:00



1. Riding the bus is the preferred option if you qualify. You will miss traffic altogether!
2. Enter the drop off line at Hardin Valley Road only
3. Exit via Steele Road. There will be an officer directing traffic. Please use caution, pay attention, and follow all of the officer's directions. This is for your safety, your children's safety, and the officer's safety.
4. Parking lots are for STAFF ONLY. Visitor parking is only allowed with an appointment at this time.