

KES Handbook 2023-2024

Daily Schedule

- The school day begins promptly at 7:15 a.m.
- Students may begin arriving as early as 6:45 a.m.
- Do not leave a student at the building before 6:45.
- Any student arriving after 7:15 will be considered tardy. If a child is tardy, an adult must park in a parking space and escort the child into the office to sign in.
- The school day ends at 2:15 p.m.
- Announcements will begin in the classroom promptly at 7:15.

Transportation

- As we begin the school year, it is time to set your student's daily transportation expectations. If your child is to be a bus rider daily, the teacher needs to know the bus number of your student. Likewise, if your child is to be a daily car rider, the teacher must also know who will pick them up.
- If your child is to be dismissed in a manner different from his/her normal routine, a note signed and dated by the parent/guardian must be sent stating the change.
- **Transportation changes will not be made over the phone as this is a safety issue.**
- This policy applies to a student who is a bus rider that will be a car rider for the day or a car rider who is to ride a bus for the day. If no note is sent, the student will be sent home by his/her normal dismissal transportation.
- If two or more students are being dismissed together, the parents/guardians of each student must send a note stating this transportation change. This policy is for your child's safety. We cannot make exceptions to this policy and appreciate your cooperation in communicating transportation changes promptly to the school. No students can be dismissed through the office after 1:40 due to dismissal procedures.

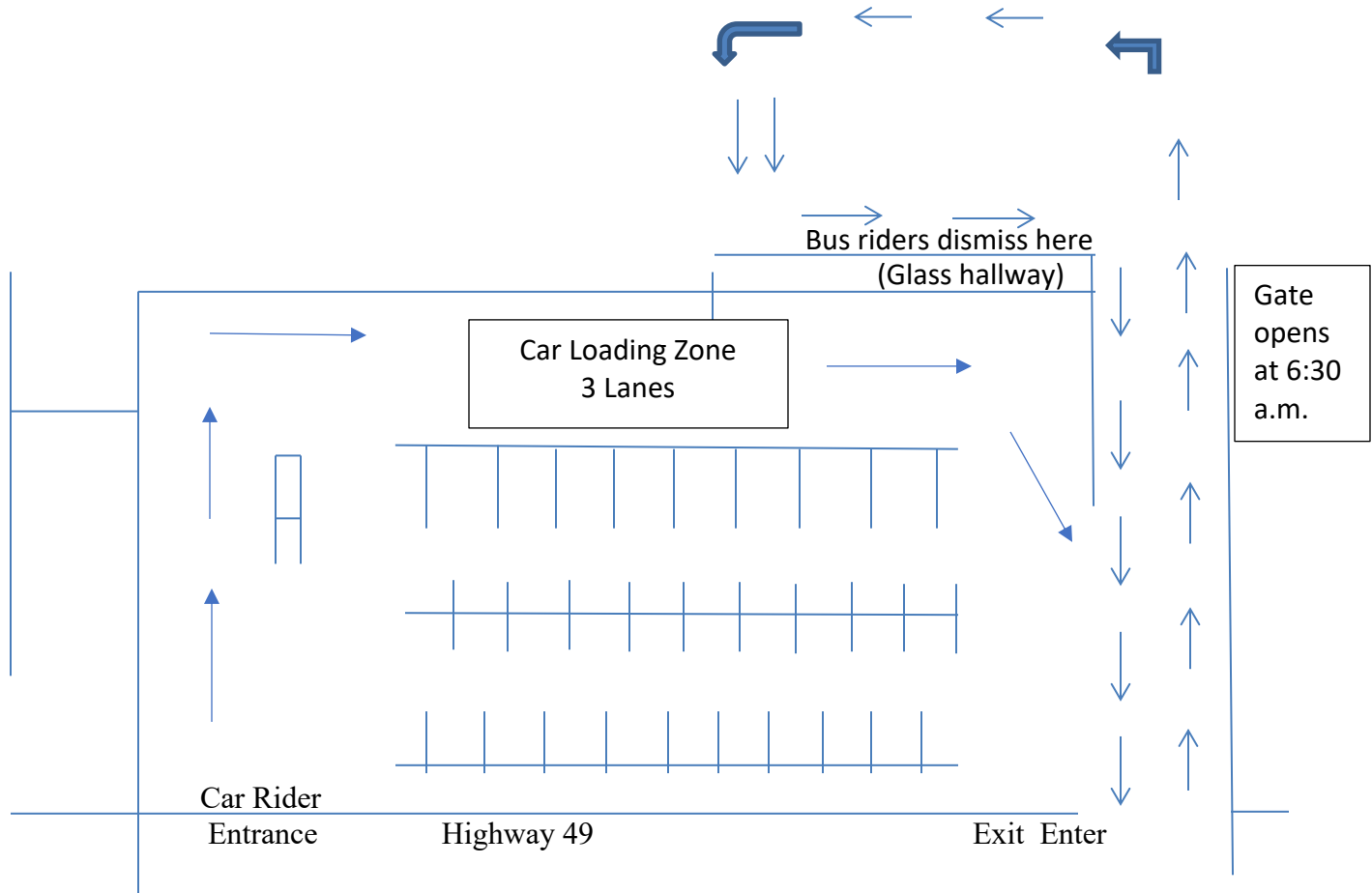
Car Riders

- In the afternoon, car riders must be picked up in the designated area in the back of the building. Please follow the direction of the staff in charge of dismissal for a safe and prompt dismissal experience. We appreciate your patience as we all work to dismiss children efficiently.
- **Please remember that by law, no smoking is allowed on school property.**
- Each student will be assigned a car rider display tag during Open House. Parents/guardians are asked to display this tag when entering the parking lot so staff may view the information during dismissal.
- You will need to continue to display your car rider tag throughout the school year. If a parent/guardian does not have a tag after we have issued them, they will be required to go to the front office to pick up their student. Identification will be required before a child is dismissed to anyone without a car tag.
- A varied traffic route will be in effect from 1:55– 2:20 each school day, during dismissal time. The map on this page illustrates this route. Because traffic will flow in and out through this area, please stay to the right to enter. The left lane when you enter will be for exiting traffic. After entering, we ask that you drive in a single lane to the back-parking lot.

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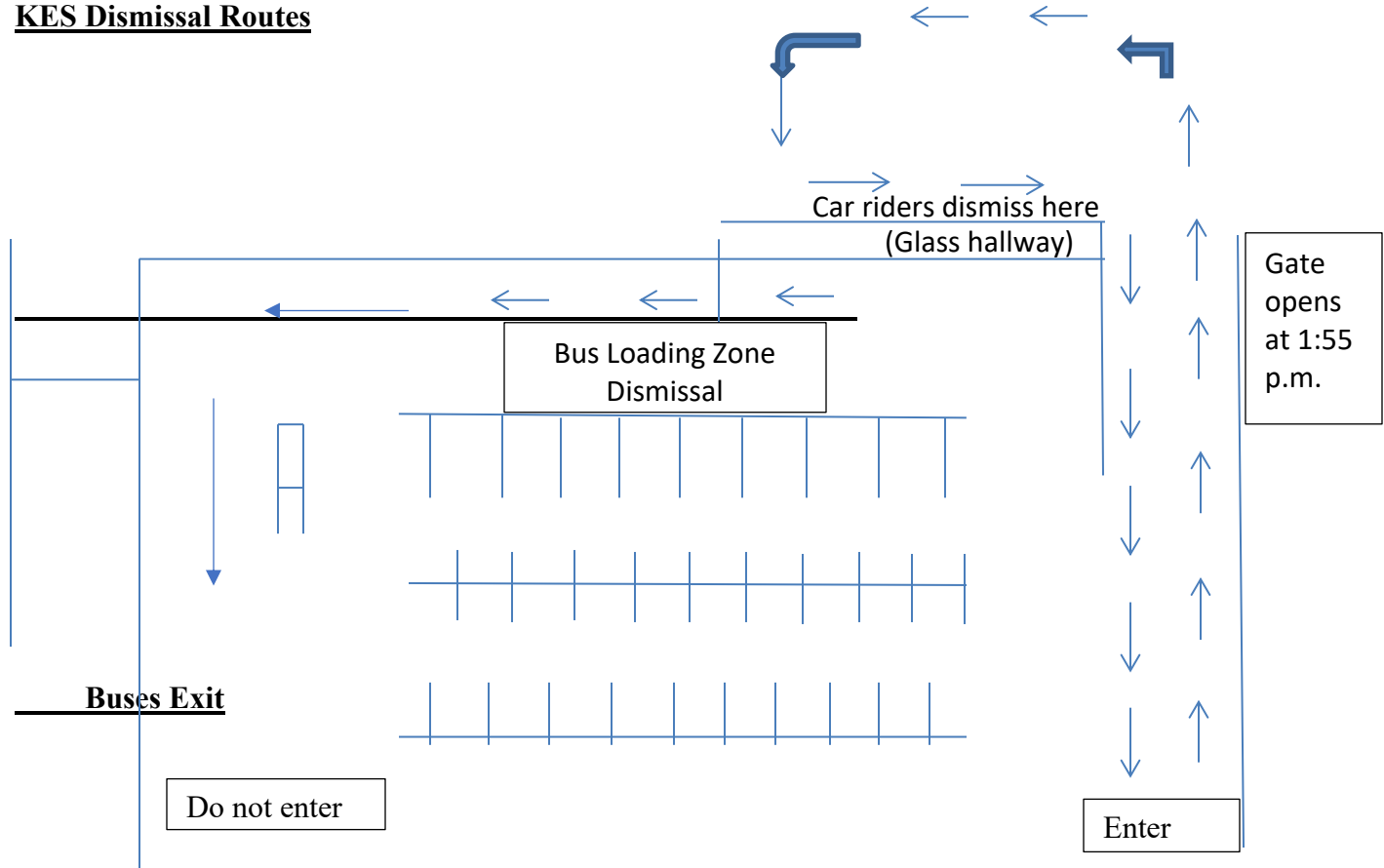
- The gate will open at 2:00 for cars to begin filing in. Please look carefully to note which lanes will handle a single lane and double lane of traffic.
- It is important that all parents stay in their cars and be ready to pull forward when a staff member signals.
- CARS ARE NOT TO MOVE UNTIL A STAFF MEMBER MOTIONS THEM ON.

KES Arrival Routes



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KES Dismissal Routes



Attendance

- We believe that education is the foundation of our students' future and attendance is the cornerstone of that foundation. We want your child to prepare for the future by regularly attending school.
- By law, every parent, guardian, or other legal custodian residing within Tennessee having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend public or non-public school, and in the event of failure to do so, shall be subject to penalties.
- Each student should return from an absence with a note stating the reason for the absence. All absences without a note will be considered unexcused. This applies even if you call the office or email the teacher to inform us that your student will be out. It is a requirement for us to have written documentation of absences.
- Students will be allowed to make up work missed during an absence. They will be allotted the number of days missed plus one to complete and turn in make-up work.

*We reserve the right to require official verification of any appointment prior to excusing the absence. We further reserve the right to limit the excused absences for appointments.

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Unexcused absences shall include, but not be limited to:

1. Car trouble
 2. Cleaning house
 3. Shopping
 4. Baby-sitting
 5. Personal business
 6. Tractor pulls, implement shows, etc.
 7. Hair appointments, errands, etc.
 8. Working
- **When a student accumulates 5 unexcused absences, a truancy letter will be sent home to parents. A school-based attendance meeting will be held to create a plan for improvement of attendance.**
 - **Students who continue to accumulate unexcused absences may be referred to Student Services at the Board of Education for truancy. This could also result in a juvenile court referral. Also, please be mindful that excessive unexcused tardies and early dismissals will roll over into unexcused days.**

Early Dismissal

- If a student is to leave school for illness, doctor's appointments, or emergencies during the school day, the parent is to come to the school office with ID and sign the dismissal log. The office staff will then have the student sent to the office. If someone other than the parent/guardian is to pick up your student, it is required you contact the school first in writing. **WE WILL NOT RELEASE STUDENTS TO UNAUTHORIZED PERSONS.** Early dismissals will be recorded as attendance events and likewise count toward the student's total attendance. Students who are dismissed before 10:50 will be counted as absent for the entire day.

Illness at School

- A student who becomes ill at school must not leave the campus without permission from the office. The parent/guardian, or approved designee, must sign the student out in the office. School officials are not permitted to administer any medication without permission in writing from the parent/guardian.
- All medications must be brought by an adult to the office. Students cannot bring medications to school. In order for a student to take medications at school, the parent/guardian must complete a form that will be kept on file. Krisle has a full-time nurse.

Behavioral Expectations

- Our schools agreed upon behavioral expectations are operationally defined with **examples** of what the expected behavior looks like in each location. This will improve clarity and consistency of what is expected throughout the school. Our three primary expectations have not changed at Krisle.

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The expectation is:

1. Be Safe
2. Be Respectful
3. Responsible

Behavioral Expectation Matrix

	Expectations		
	Be Safe	Be Respectful	Be Responsible
Arrival/Departure	-Walk at all times while on school grounds	-Follow directions of teachers -Wait in the gym and read a book	-Be on time -Go directly to your destination
Classroom	-Keep hands, feet, and objects to self -Walk	-Listen to teacher -Wait your turn	-Follow class rules at all times -Finish work
Halls	-Stay in line -Walk -Pay attention to where you are walking	-Keeps hands off walls -Be quiet in halls and common areas of school	-Go directly to where you need to go -Look to your teacher for directions
Restroom	-Use soap and water for washing hands	-Honor privacy -Wait patiently for your turn	-Flush toilet after use
Cafeteria	-Hold tray with both hands -Keep food to self without sharing	-Use an inside talking voice -Use a napkin to clean self and spills	-After getting lunch and utensils, choose a seat and stay there -Put tray in trash -Pick up any remaining trash on table or floor
Recess	-Use equipment appropriately -Keep hands and feet to self	-Practice good sportsmanship -Take turns and share equipment	-Line up when the whistle is blown -Put equipment away where it belongs
Gym/PE	-Use equipment appropriately -Keep hands and feet to self	-Follow teacher directions	-Put equipment away where it belongs
Bus	-Stay in seat -Keep hands, feet, and objects to self	-Use a quiet voice -Follow bus driver directions	-Get to bus on time -Walk on and off quickly
Assemblies/Special Events	-Sit correctly on floor (crisscross applesauce) -Keep hands and feet to self	-Sit quietly -Listen to speaker	-Be attentive to speaker and applaud when appropriate

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Class Dojo

- All teachers will use ClassDojo in the classroom this year which will be the way student behavior is communicated to parents. Parents will receive information from the teacher on how to set this free app up on your electronic device. ClassDojo also serves as another way parents and teachers can communicate back and forth. Teachers may send out classroom information on ClassDojo.
- All parents will need to download this app and set up notifications to help you stay in touch with what is going on in your child's classroom. Each grade level will send additional information about Class Dojo and grade level expectations.

Care of Personal Property

- Each student is responsible for his/her own personal property, including cell phones. If a student loses a personal item, that student should check to see if it has been turned in to lost and found. The school is not liable for replacement of items lost.

Bus Conduct

- Students who ride a Robertson County School bus are expected to follow the rules of the bus and respect the authority of the bus driver and bus monitor. Bus rules are included in the Robertson County Schools Handbook.
- Any student who does not follow the rules may receive a bus referral. The principal will administer consequences as appropriate for bus misbehavior. Consequences may include warnings, conferences, seat reassignment, ISS, OSS, or a suspension from the bus for a designated amount of time. Riding the bus is a privilege. If behavior continues to be a problem after repeated attempts to correct the behavior a child may not be allowed to continue to use transportation services.

Student Dress Code

- The Robertson County Board of Education's Dress Code Policy will be strictly enforced. School dress codes must include, but are not limited to, the following areas:
- The building principal shall be responsible for enforcing a student dress code. Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

School dress codes must include, but are not limited to, the following areas:

- 1.No head coverings, except for religious head coverings
- 2.No bare midriffs, revealing necklines
- 3.Appropriate length of shorts and skirts
- 4.No tube, tank, see through tops
- 5.No sagging pants
- 6.No attire promoting alcohol, tobacco, or drugs
- 7.No dusters or trench coats

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- 8.No clothing containing advertising for objectionable causes or offensive language
- 9.No facial jewelry other than earrings
10. No gang related clothing
11. Shoes/sandals must be worn at all times (tied/fastened)
12. Outer clothing which resembles lounge wear, pajamas, or underwear is prohibited
13. No spikes, chains or other items that cause a safety concern

- All faculty and staff share a responsibility to enforce the school dress code policy.
- When a student is attired in a manner that violates the school dress code or is likely to cause disruption or interference with the operation of the school, the teacher and/or principal shall take appropriate action.
- The first offense violations of the dress code policy shall be treated as Level I under Disciplinary Procedures, Policy 6.313. Repeated violations of the dress code shall be treated as Level II. Continued violations shall be treated as Level III.

Field Trips

- We welcome parents to attend field trips whenever possible. In some instances, teachers may not be able to take parents or may need to limit the number of parents who attend the event.
- Due to the nature of field trips, siblings are not permitted to attend. You will be asked to leave if a sibling is in attendance.
- Parents are not encouraged to ride the buses with classes unless permission is previously granted by the teacher and school administration because of certain circumstances warranting the request. If more than one bus is taken for the trip, all cars must follow behind the last bus.
- If a parent would like to sign their child out while on a field trip, you must make arrangements prior to the day of the trip. We will only allow the parent/guardian to sign a student out from a field trip. This will also be considered an unexcused early dismissal.

Visitors/ Parties and Special Events in the Classroom

- We will have a plan for family engagement activities throughout this school year.
- For the safety of all students, we ask that any cupcakes/snacks brought into school are store bought.
- Parents/Guardians will drop off items for birthday celebrations to the office. Items will be delivered to the student's class and distributed at the teachers' discretion.
- More information will be provided when parties or activities are planned. We ask for your cooperation and understanding as we implement these nutritional standards in all areas of our school.