

South Knoxville Elementary School

Family Handbook

2025-2026



Mission Statement

To challenge and empower our exceptional students to become self-sustaining learners and compassionate global citizens.

Dr. Sherrie Fairchild-Keyes, Principal
Mr. Reggie Mosley, Assistant Principal
Mrs. Paula Stand, PTO President

South Knoxville Elementary School is a Title I School. We receive federal funds through Title I, Part A of the Every Student Succeeds Act (ESSA) to provide additional academic support and resources for our students. These funds are designed to help all children meet challenging state academic standards. This handbook, developed with our stakeholders, is a vital part of our commitment to a strong school-family partnership. We believe that a child's success is a shared responsibility, and your involvement is crucial.

Dear SKE Families,

The faculty and staff at South Knoxville Elementary School wish to welcome you to a new school year! South Knox Elementary has been recognized as a progressive learning community that encourages and welcomes family and community involvement. Thank you for entrusting your student's care to us. We aim to provide the highest quality education possible.

We are fortunate to be one of Knox County Schools Community schools. We continue to work to provide resources and services for our SKE families. Ms. Anne Marie Ullman leads the Community School initiative and is invaluable to our school focus. She can help with simple items such as shoes but may also be able to provide resources specific for your family's needs. Contact the school office for further information.

We also are incredibly excited to continue our partnership with the Boys and Girls Club. Mr. Chris Galacia leads a wonderful afterschool and summer program that emphasizes each child as an individual.

We also have an active PTO leading the way and helping us work to make our school and community a better place. Mrs. Paula Stand is our PTO President. We encourage you to become part of this group of caring members who meet monthly to address the needs of our school.

Inside this handbook we hope you find the answers to many of the questions you may have from time to time. While we follow all policies and procedures set forth by the Board of Education for Knox County Schools, there are a few things that are unique to South Knoxville Elementary School that we want to be sure you are aware of.

Families, please review the information in this handbook and discuss the importance of the items so that your student(s) understands the expectations of the school, classroom, and community. **When you have finished reading the handbook, sign the sheet on the last page and return it to school.** You may keep the handbook as a reference. Thank you for your support and partnership in your student's education.

Our office hours are Monday-Friday from 7:30 a.m. until 3:30 p.m. After you read this handbook, if you have any further questions, be sure to give us a call!

Sincerely,

Sherrie Fairchild-Keyes
Principal

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SECTION I: ABOUT SOUTH KNOX

South Knox Staff

Office Staff

Principal

Sherrie Fairchild-Keyes

Assistant Principal

Reggie Mosley

Admin Assist/ Bookkeeper

Vicky Llewellyn

Instructional Coach

Jessica Maynard

Admin Assist/ Registrar

Waneisha Walker

School Security Officer

Joseph Odom

School Nurse

Cindy Westbrooks

Community Schools Coordinator

Anne Marie Ullman

Classroom Teachers

Preschool

Usha O'Connor-Salvemini

Kindergarten

Nilda Carrasquillo

Isaac Payton

1st grade

Kaylee Anderson

Jessica Smith

2nd grade

Nidhi Barot

Jennifer Ramsey

3rd grade

Gabi Loveday

Sophia Topmiller

4th grade

Erin Anderson

Taylor Gmitro

5th grade

Jennifer Bowes

Anne Lefler

2025- 2026

Encore Teachers

Art: Betsy Hobkirk

Library/ STEM: Craig Casteel

Music: Sean Bales

Physical Education: Lisa Loftin

Whole Child Support Staff

School Counselor: Samantha Goins

Social Worker: Johnathan Allen

PAC Teacher: Tab Clouse

McNabb Counselor: Virginia Klemens

Special Education

Occupational Therapy: Jennifer Orlion

Physical Therapy: Layua Beth Blankenship

Resource Teacher: Mary Dalton

School Psychologist: Heather Stewart

Speech/ Language Therapy: Ann Brucker

Shanna Kennedy

Education Assistants

General Education/ PAC: Alli Hollomon

Preschool: Sharon Loveday

Special Education: Felicia Venable

Custodians

Alan Garner

Marc Dunn

Darlene Freeman

Cafeteria Staff

Jo Brooks

Kanisha Bridges

In compliance with the Title 1, No Child Left Behind Act, all of South Knox Elementary teaching and instructional support staff are highly qualified. Parents may request information about the qualifications of teachers and teacher assistants.

SKE Mission:

To challenge and empower our exceptional students to become self-sustaining learners and compassionate global citizens.

SKE Early Literacy Vision:

At South Knox Elementary, we believe that literacy is a deserved right, and our goal is that ALL students will become proficient readers by the end of second grade. We will achieve this goal by providing *equitable* learning opportunities as well as *equipping* students and stakeholders with the *skills* and resources they need to be successful. We accept the *responsibility* of supporting students' literacy growth and development by *ensuring* that each student receives *high-quality, aligned instruction* that is anchored in the *science of reading*.

SKE Mathematics Vision:

At South Knox Elementary, we believe that ALL students have the right to build *confidence* and *competence* in mathematics. We will achieve this goal by providing *explicit, systematic instruction* that strengthens *conceptual understanding, procedural understanding, and application*. We accept the responsibility of *supporting students' mathematical growth* by ensuring they engage in meaningful *mathematical discourse* and *productive struggle*, supported by *high-quality instruction and data-informed teaching*.

SKE PLC Vision:

At South Knox Elementary, we believe that high quality instruction is a *deserved* right for ALL students. To achieve our goal of academic proficiency for all students, we will set aside time for *consistent, on-going collaborative planning* throughout the year. During this time our teams will build their *collective efficacy* through *internalizing lessons, analyzing student data, and making instructional decisions* centering on priority students, anchored in data as well as our ELA and Mathematics visions.

Important Dates and Times

Daily School Hours**Monday- Friday:**

Preschool: 7:45 a.m.- 1:15 p.m.

Kindergarten- 5th grade: 7:45 a.m.- 2:45 p.m.

The school office is open weekdays, 7:30 a.m. to 3:30 p.m.

If your child arrives to school after 7:45 a.m., he/she is tardy. Parents will need to come into the school office to sign their student(s) in.

Parents arriving after 3:00 p.m. to pick up their student from school will need to come into the school office to sign their student(s) out.

Early Release Days:

K-5 Students Dismissed at 11:15 a.m.

Preschool dismisses at 10:15 a.m.

August 7, 2025

September 17, 2025

November 19, 2025

December 19, 2025

January 28, 2026

March 25, 2026

KCS Inservice Days: No school for students

November 4, 2025

January 2, 2026

February 16, 2026

May 5, 2026

KCS Closed:

Labor Day Holiday: September 1, 2025

Fall Break: October 6-10, 2025

Thanksgiving Holiday: November 26-28, 2025

Winter Break: December 22, 2025- January 2, 2026

Martin Luther King, Jr. Holiday: January 19, 2026

Spring Break: March 9- 13, 2026

Holiday: April 3, 2026

If you have a question/ concern, what should you do?

- First, contact your student's teacher. If your question/concern involves your student's classroom, you need to contact his/her teacher first. He/she will be better equipped to give you input and answers than anyone else in the building. Keep in mind that many questions/concerns come from miscommunication. Simply talking with the teacher can usually take care of most situations.
- If you still have a question or concern after you have spoken with the teacher, please call Dr. Fairchild or Mr. Mosley (865-579-2100). Both will be happy to speak with you and/or meet with you.

SECTION II: DAILY ROUTINES

STUDENT ARRIVAL AND DISMISSAL

The two most vulnerable times for student safety during the school day are arrival and dismissal. During these two times we have more student movement, more people and more vehicles on campus than any other time of the day. These two times get extra attention from us. Safety is always our first concern. We have specific policies and procedures in place to keep arrival and dismissal as safe as we possibly can. Please adhere to the following:

Car Rider Drop Off and Pick Up Traffic Flow:

Our car drop-off/pick-up area is the drive through in the back-parking lot. You will enter this route via Davenport Rd. and drop off or pick-up at the end door next to the cafeteria. This door will stay opened each morning (7:15- 7:45 a.m.). After 7:45 a.m., the front office door will be the only door that staff and students can enter/ exit. The drop-off/pick-up point will be monitored by staff, School Security Officer, and Student Ambassadors.

To expedite the afternoon dismissal process, ensure your student's 2025-2026 car tag is displayed on your dashboard (passenger side) or hanging on the rearview mirror. It is critical that a 2025-2026 car tag be displayed in your car every day. This process will help ensure that we do not allow your child to leave school with an unauthorized person. If you need additional car tags for other adults who occasionally pick-up your child, we will be glad to provide these.

Student Arrival:

Students are welcome to enter the building beginning at 7:15 a.m. Students may not be dropped off at school prior to that time. There is no supervision prior to 7:15 a.m. Upon arrival, students report to the cafeteria for breakfast and will be dismissed to their classrooms at 7:35 a.m. Students arriving between 7:35- 7:45 a.m. will take their breakfast to the classroom.

Instruction begins promptly at 7:45 a.m. A student is considered tardy if they are not in their classroom and ready to learn at 7:45 a.m.

Student Dismissal:

We observe a quiet dismissal procedure—this means students limit their talking during dismissal. This is to ensure that every child gets to where he or she needs to go and can hear all directions. Parents must indicate how their student is to go home at the beginning of the school year. There are five options for dismissal:

- **Car Rider** - Your student will only be released to adults in possession of the 2025-2026 car tag with your student's name on it. You may obtain car tags from the front office any time before 3:30 p.m. Please bring identification when requesting a car tag. If a car tag is lost or not in possession of the person who is picking your student up on a given day, you/they will have to check him/her out through the front office. Please make sure your list of adults approved to pick-up/check-out your student is up to date. Per school board policy, we will only release your student to adults you have listed, in writing, as having permission to check-out your student.
- **Walker** - Students who are listed as "walkers" will be escorted across Sevier Avenue and released at the corner of Sevier Avenue and Barber Street. Walkers are welcome; however,

please keep in mind that once a student leaves the SKE school campus, the school is no longer responsible for his/her supervision.

- **Bus Rider** - Bus transportation is provided for students who live one mile or more from school. This is the policy of the Knox County Board of Education. If your child is a new bus rider, please be sure to submit a **request for bus service** (<https://www.knoxschools.org/studentsfamilies/transportation>). If there have been no changes to your address or pick-up/drop-off location, you do not need to complete a new form. Routes and stops are arranged by the Supervisor of Transportation and may not be changed by parents, drivers, or the school principal. Requests for changes in bus stops may be made on a special form available in the school office. Bus routes and stops can be found on the KCS Transportation webpage- listed above.
- **Boys and Girls Club (BGC)**- Students who are registered for BGC will be released at 2:43 p.m. to meet the BGC staff.
- **Off-site Childcare**- Students who attend off-site childcare facilities will wait in the front lobby for their transportation to arrive. Once the childcare facility bus/ van arrives, students will be escorted to the childcare facility bus/ van. These vehicles should pull in front of the main entrance on Barber Street for loading and unloading students.

Changes in dismissal/ transportation: If a change needs to be made in afternoon transportation, a written note to the homeroom teacher is required. This needs to be done before your student comes to school. Do not call the school to make a dismissal/ transportation change unless it is an emergency. If an emergency arises that requires a change in transportation for your student, please call the front office before 1:30 p.m. so we can communicate the change to the homeroom teacher. After 1:30 p.m., we cannot guarantee dismissal changes will be communicated to the homeroom teacher prior to dismissal.

Please be on time to pick up your child. School dismisses at 2:45 p.m. and the office closes at 4:00 p.m. If an emergency arises and you will be later than 3:30 p.m., you must call the front office. The authorities may be contacted for students who are left after school hours without parental contact.

Authorization to Release

On the Emergency Card parents are given to complete, during registration at the beginning of the school year, please note the usual way your student(s) will be dismissed in the afternoons. When completing this form, please list the names of adults who have permission to pick up your student(s) from school. The dismissal option you list on the Emergency Card is the method by which your student(s) will be dismissed unless a written request to change afternoon transportation plan is received. We will not take phone calls to change authorization. If your student is going home with another student, your student must have a note giving permission for the other student's family to pick up your student. Please keep your student's Emergency Card and Authorization to Release Information current throughout the year. Notify the school immediately if any personal contact information needs to be changed or updated. We do check ID for everyone before we release a student, per KCS policy.

STUDENT ATTENDANCE

Good attendance is essential to student learning- we want students present, on time, and prepared for school each day. Parents have both a legal obligation and a moral responsibility to see that students are present every day that school is in session. However, there are times when attendance is not possible or desirable. Acceptable (excusable) conditions for students being absent from school include:

1. Personal illness;
2. Illness in the family, temporarily requiring help from the child;
3. Death in the family;
4. Recognized religious holidays regularly observed by persons of the student's faith;
5. Verifiable family emergency

Any absence not complying with the above reasons will be considered unexcused.

The Knox County Board of Education Attendance Policy is as follows:

Students are considered present when they have been at school for more than half the school day. Students must be present a minimum of three hours and fifteen minutes.

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; (b) an absence not followed by a written note from the parent/guardian or doctor's excuse. If parents want to appeal an unexcused absence, they should communicate with the principal.

The principal's decision will be final at the school level.

For each absence from school, a written note stating the reason for the absence must be sent to school within five days of the child's return to school. After five days, the absence will be unexcused. Each student is allocated up to ten school days that will be excused by a parent note. After being absent from school due to illness, a doctor's note will be required for each additional absence.

Knox County has in place a truancy initiative in cooperation with the Knox County Court System. When a student accrues five unexcused absences from school, a truancy report is filed. Dr. Fairchild-Keyes, Mr. Mosely, and/or Mr. Allen will contact you to discuss truancy and solutions to obstacles creating attendance issues. If a student accumulates additional unexcused absences from school, additional consequences will occur. Truancy is considered a serious matter in the Knox County School System and is monitored closely by the office of the Attorney General.

Please check with Ms. Vicky (morning secretary) if you have any questions regarding KCS Attendance Policy.

Early Checkouts

From time-to-time parents need to make outside appointments for their students that conflict with school hours. We understand that early check-out may be necessary when there is an appointment with a dentist or a doctor. While we would prefer that appointments be scheduled outside of school hours, we do know

that is not always possible. If you have an appointment with a doctor or a dentist, please send the doctor's or dentist's note to school the next morning with your child.

To be excused, a written excuse must be submitted upon return the next day.

All student check-outs must be done through the office by parents (or approved adults listed on your student's Emergency Card). For the safety of your child, and others, a parent is not allowed to go to the classroom to remove a student from school. Please make sure your list of adults approved to pick-up/check-out your student is up to date. Per KCS policy, we will only release your student to adults you have listed, in writing, as having permission to check-out your student.

In order to maintain a safe and organized dismissal procedure, no early check-outs are permitted after 2:15 p.m. If your student has an appointment and needs to leave school before 2:45 p.m., please make arrangements to check them out before 2:15 p.m. This allows plenty of time before the dismissal process begins for the office staff to locate your student, call him/her to the front office, and get you out the door without getting caught in dismissal traffic.

Avoid scheduling appointment during State Assessments- once testing begins in the morning, we do not interrupt testing rooms for any reason.

Early checkouts fall under the attendance policy. Tardies and early check-outs both impact perfect attendance. Be sure to bring an appointment excuse so an early checkout will be recorded as excused.

SECTION III: STUDENT SAFETY

EMERGENCY CARDS/ ASPEN

The emergency cards kept on file in the office are our link to you in case of emergency. The Student Enrollment/Emergency Information Sheet will be issued to students the first day of the school year and should be returned the next day. It is vital that we always have correct phone numbers for parents/guardians, both at home and at work. The information is also put into ASPEN which pulls your email address, phone number for district and school wide communication. It is critical to list the phone numbers of relatives, friends, and/or neighbors so we have a contact person if we are unable to reach you. **ONLY THE PEOPLE NAMED ON THE EMERGENCY CARDS ARE APPROVED TO PICK UP YOUR STUDENT FROM SCHOOL.** The names listed on the Emergency Card are the only ones who may have any contact with your child at school. It is important to update these cards when there are changes. Do not be afraid to give us unlisted numbers. We regard all phone numbers and addresses as private information and do not give out this sort of information. You may add someone to the card IN PERSON. Please do not call the day of the event (like Grandparent's Day) and ask to add someone.

Please make sure that these forms are updated as changes occur. The school is always happy to send another form home should you need to make changes.

CLOSING OF SCHOOL IN EMERGENCIES

Decisions to close school because of inclement weather or disaster are made by personnel at the Central Office of the Knox County School System, not by the individual schools. Please do not call school to find out if school is to be closed or dismissed early. This ties up our phones and prevents us from making necessary calls. Local television and radio stations will broadcast school closings or early dismissal just as soon as the decisions are made at the Central Office. Please listen to the news media for information concerning school closings. Generally, a parent communication will go out via Parent Square as well. You can also find this information on-line at <http://www.knoxschools.org>. Your plans for early dismissal should be listed on the bottom of the Emergency Card.

INCLEMENT WEATHER

Weather in East Tennessee can get severe from time to time. In the event of snow or severe weather- or even the threat of severe weather, tune into the local news or radio stations for the latest updates. If there is a delay or school closure, all families will also receive notification through ParentSquare. Be sure your phone number and email address are always current with the school office so that you receive these notifications.

- Do not call the school asking if we are in session—if there is bad weather, we need to have the phone lines available for emergency information.
- If you are new to East Tennessee, you need to know that school can be called off simply for the threat of bad weather. If you arrive at school in the morning and it does not look like anyone is there, do not drop your child off and pull away because school could be closed.
- If we are at school and schools are closed early, be sure your child knows how he/she is to get home. Be sure to have anyone that may pick up your child in this type of emergency listed as “authorized to release” on your Emergency Card/ Aspen.

- If school closes for inclement weather, so does Boys and Girls Club. Do not plan for your child to go to BGC if schools are closed due to inclement weather.

Delay in student dismissal:

If inclement weather occurs during dismissal, students may be held inside the building until it is safe to load them onto buses or send them out of the building as walkers and car riders. An example of when we would implement this procedure is in the event of severe thunderstorm conditions. When lightning has been detected nearby, it is not safe to allow students outside the building. Holding them inside until the storm passes or lightning occurrences move further away from our campus will ensure students are safely dismissed from school.

EMERGENCY DRILLS

Educating students in a safe environment is our number one priority. As a staff, we continue to review our policies and procedures for safety to ensure our knowledge in the event of an emergency. Routinely we practice a variety of drills with the children, including evacuations, lock downs, natural disasters, severe weather and fire. If we ever had to fully evacuate, here are a few things you, as parents, would need to know:

- The SKE staff will take students to a secure location off the property - we have arrangements with several churches, businesses and schools within walking distance of South Knox ES in which to take our students.
- Once at the new location, procedures will be put into place for parental pick up. Students will not be released until they are all accounted for after the re-location.
- Parents will be notified via ParentSquare and the media as to where to be reunited with their student(s). While this would be a very stressful time, parents need to follow the procedures for picking up their student(s) and not add to the stress by trying to go to an undesignated location.
- A media location will be set up at a separate location by a member of our Safety Response Team to keep the media up to date with information.
- If injuries occurred, members of our Safety Response Team will set up a triage site.

CLINIC/ MEDICATION

In special circumstances, we understand that medications need to be administered at school. If this is the case with your child, a Medical Information Form may be obtained by parents or guardians from the school office. Once completed, the form should be returned to the school office and arrangements will be made to administer the indicated medication.

- South Knox ES has a full time, Licensed Practical Nurse (LPN) on staff. Any questions or concerns regarding medical issues need to be brought to his/her attention.
- If a child needs to take medicine at school on a regular basis, parents must obtain a medical form from the nurse. This form must be filled out by both the parent/ guardian and physician prescribing the medication for the child. No medication can be dispensed at school without a medical form on file. This includes both prescription and over-the-counter (OTC) medications. Each medication requires a separate medical form to be completed and signed.

- When medication has been approved for administration at school, it must be brought to the office by the parent or guardian and will be administered according to the instructions on the medication form. The medication must be brought to school in the container and/or box received from the pharmacy.
- Knox County Board Policy forbids students to be in possession of any form of medication. Students may NOT transport any medications at any time. The only exception would be students needing inhalers and/or epi pens. A doctor's note and principal permission are required in order for a student to carry their inhaler and/or epi pen on their person. Parents must bring and sign in any medications that the school needs to dispense.
- Students must be fever free up for 24 hours without the aid of medication, before returning to school from an illness.
- Likewise, students should remain at home until they have not experienced vomiting and/or diarrhea for 24 hours.
- If your child has an allergy or a medical diagnosis of any kind, please let the school nurse know at the beginning of the year.

ALLERGIES

Some of our students have very serious allergies. To be sure they are safe and healthy in our school, we do have a few rules that must be observed:

- Some students have severe food allergies. Nut allergies can be very serious. If you are providing snacks/treats for your child's class, be sure to check with your child's teacher ahead of time.
- Some of our students and staff are allergic to animals. Animals are NOT allowed in the building. Service dogs are the exception due to prior written consent.
- Parents may bring outside food for their own child only.
- Food is not to be shared between students in the cafeteria.

MEDIA RELEASE

In compliance with the federal Family Educational Rights and Privacy Act (FERPA), Knox County Schools notifies parents annually about release of student information. The following applies to release of information to the media or other publicly available information sources:

- **General Media Release:** The school or district may feature my child's likeness (photography, video, etc.) and/or work on KCS' online resources, in publications or other public media. No last names or other personal demographic information will appear with any student likeness or work except as set forth below.
- **Parental/Guardian Approval for Unique Situations:** Should the school or school district wish to use a student's name, image or work for purposes other than as noted above, school officials will seek parental approval in advance.
- Should a parent or guardian wish to withdraw consent or restrict use of a student's first name, image or work, please contact the school and the KCS Office of Public Affairs (865-594-1905).

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Schools are successful when they help students grow academically, socially, and emotionally. For this to happen it is imperative that we have a safe environment which is supportive and conducive for growth.

By setting forth clear social and behavioral expectations and directly teaching students about those expectations, it is our goal to create a positive atmosphere for optimal learning. To help us meet this goal, South Knox ES staff have implemented a school-wide student behavior program called Positive Behavior Intervention and Supports (PBIS).

Our desire is for students to be responsible for their own behavior and respectful of themselves and others. We believe that every student has a right to learn and every teacher has a right and responsibility to teach. Therefore, it is important that we establish expectations that support an organized and positive learning environment that is preventive rather than reactive. PBIS is a shift from a punishment-based and reactive system of "discipline" to one that actively teaches and promotes student engagement in desired behavior.

PBIS promotes a safe, effective, and positive learning environment for every child by teaching behavioral expectations throughout the building using positive rewards and direct instruction of appropriate student behaviors. Research has proven over and over that schools are successful when they help students grow academically, socially, and emotionally. PBIS sets forth clear social and behavioral expectations that hold students accountable for the school-wide expectations. Ultimately, the goal of PBIS is to increase student learning and decrease classroom disruptions.

Our school's expectations are: Be Respectful, Be Responsible, and Be Safe. These expectations will be intertwined throughout our everyday school expectations. PBIS utilizes a behavior matrix that clearly establishes expectations for all areas of the building. It also provides a detailed explanation of what is considered minor and major infractions that could occur within our school. These expectations adhere to Knox County Discipline Policy and will mirror those expectations.

Each classroom has its own set of established rules and procedures that reflect the school wide plan, so we are all speaking the same language. A student will be referred to the office if there is a persistent problem with self-control or if the student is involved in an incident that is critical to other students feeling emotionally or physically safe at school. For students who continue to be referred to the office, consequences include a phone call to the parents/guardians or time away from class in the Personal Accountability Class (PAC). More severe discipline problems will be handled accordingly and could result in suspension from school, but this should be a rare occurrence. Striking another student or making threatening comments will result in a referral to the office, a call to the parent, and possibly suspension.

Bullying behavior will not be tolerated. If you feel that your child is the victim of bullying, please report this to the child's teacher or to the principal as soon as your child has reported the incident to you. There is a form that will be available for you to write your formal complaint regarding your specific concern. In all matters of misbehaviors, Knox County Board of Education Policies and Procedures will be followed.

BUS TRANSPORTATION

School bus transportation is a privilege. Per KCS policy, Bus transportation is provided for students who live

one mile or more from school. Routes and stops are arranged by the Supervisor of Transportation and may not be changed by parents, drivers, or the school principal. Requests for changes in bus stops may be made on a special form available in the school office.

To find your bus route or stop, contact the transportation department or check your route online on Knox County Schools web-site: <http://www.knoxschools.org>.

Expectations for bus behavior are listed below. Students violating bus rules and policies are subject to school discipline, including loss of the privilege to ride the bus. Bus behavior is taken very seriously at South Knox Elementary. It is simply too dangerous for a child to not follow the bus rules. Students are expected to follow all rules and behave at all times to ensure a safe ride to and from school.

Bus Expectations

We are Responsible.	We are Respectful.	We are Safe.
Stay in supervised area.	Use kind words.	Face forward with your bottom on the seat.
Stop, Walk, Talk (Bully Prevention)	Only touch your own belongings.	Talk quietly to the person in your seat.
Keep objects inside the bus and out of the bus windows.	Keep hands, feet, and body parts to yourself.	Walk in front of the bus when getting on or off.
		Stay in assigned seat if you have been given one.
		Follow bus driver's directions.
		Stay in bus stop areas.

NOTE: Parents will be financially responsible for any act of vandalism

VISITORS

All exterior doors around the building are locked. Everyone coming into our school must enter via the front doors and must obtain a visitor's sticker before leaving the lobby. Visitors should also check out when leaving the property. In the event of an emergency, we need to account for everyone in the building.

All visitors must wear a South Knox ES visitor sticker. If a visitor is in our building without a sticker, he/she will be stopped and asked to return to the front counter to get a sticker.

No one is allowed to go to classrooms without a prior appointment with the teacher or without notification of the classroom teacher. If you come to pick up your child, drop something off for your child, or have lunch with your child, you must wait in the lobby while the child is called to come to the front desk.

SMOKE-FREE CAMPUS

Smoking (including use of e-cigarettes) is not allowed on any Knox County School property. This includes our parking lots.

SECTION IV: STUDENT AFFAIRS

FOOD SERVICE

Breakfast and lunch programs are offered to all students at South Knox Elementary School at NO COST to our students. Prices for visitor/ adult lunches are listed below. Students are welcome to bring their lunch from home; glass containers are not recommended.

On Fridays, students have the opportunity to purchase an ice cream treat for \$1.00. We encourage the parents and guardians to add money to each student's account on a weekly or monthly basis for ice cream. Money **for** students' cafeteria accounts may be added in the cafeteria or electronically by visiting the link, on <http://www.knoxschools.org>.

Breakfast service begins at 7:15 a.m. and closes at 7:45a.m. If you plan for your child to participate in the breakfast program, please plan your arrival prior to the closing of breakfast service.

Adult Breakfast Cost: \$3.00
Adult Lunch Cost: \$5.00
Extra Fruit/ Vegetable: \$0.75
Extra Milk: \$0.75

MONEY

On a daily basis, students do not need to have more than one dollar for purchasing ice cream in the cafeteria. Please do not send your child with large amounts of money. Our cafeteria and/or office is not equipped to make change, and students have the potential to lose extra money.

If a child needs to bring money to pay for a field trip, we suggest you put the money in an envelope and clearly mark your child's name on the front.

Students are NOT allowed to give/accept money from other students.

When paying for field trips, lost or damaged library books, class pictures, or other school expenses with cash, please send the exact amount requested. The bookkeeper does not always have the money available to make change.

BIRTHDAYS

Birthdays are a big deal for our students. Many parents want to involve the classroom in some way to help celebrate. While having birthday recognition is up to each parent, if you choose to involve the class, please keep the following in mind:

- Contact the teacher prior to bringing goodies or planning a treat for the class to find out his/her preference in where the treat will be distributed. Some teachers will allow a limited amount of class

time to have the treat, while other teachers prefer the treat to be enjoyed at lunchtime. Also, check with your teacher regarding any student food allergies.

- An alternative to sending in treats, some parents choose to purchase ice cream from the cafeteria for the entire class, during their lunchtime birthday celebration.
- If sending a pre-arranged treat, be sure to send all supplies needed (i.e., paper plates, forks, napkins, etc.). Remember to keep it simple.
- Do not send treat bags.
- No balloons or flowers are to be delivered to students, per KCS policy.
- The teacher will only distribute birthday party invitations if every child in the class is invited. If you do not intend to invite every child in the class to the party, the invitations are not to come to school. They may be mailed or distributed in some other fashion outside of school. If you wish to have a class list of names, contact your child's teacher. Due to FERPA regulations, we do not provide student addresses or phone numbers.

SCHOOL PICTURES

At South Knoxville Elementary, we offer Fall, Individual, Class, and Spring pictures at a nominal price for our wonderful families. These serve as a fundraiser for our school and we encourage our families to take advantage of these photo opportunities.

ELEMENTARY DRESS CODE

The Knox County School System has a system-wide dress code designed to reduce distraction and enhance classroom safety and security. The dress code is different at the elementary school and the middle and high school levels. Copies of the code may be obtained at any school and on the KCS website. Per KCS Policy J-260:

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.

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

- *Pants must not sag below the waist and must be at a safe length.*
- *Head apparel, except for religious or medical reasons, must not be worn inside the school building.*
- *Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.*
- *Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.*
- *For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper coverage are inappropriate attire.*

- *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 waist band of pants, shorts, or skirts with no midriff visible. Skin-tight outer materials are prohibited without appropriate coverage.*

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 judgement 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.

TECHNOLOGY: Use of Personal Communication Devices in School

Per KCS policy (<https://www.knoxschools.org/about/board-of-education/cellphonepolicy>), students are not allowed to use cell phones or other wireless communication devices during the school day unless:

- A teacher is authorized to allow use for explicit educational purposes.
- A student needs the device for an emergency or to manage a health condition.
- A student is authorized through an IEP or 504 plan.

If a student has his/her cell phone out for others to see or if it is not in the off mode, it will be confiscated and returned to the student at the end of the day. If there is another violation to this policy, the device shall be confiscated until it can be released to the student's parent/ guardian. Students will not be allowed to use cell phones to send text messages or take pictures at school.

Students may continue to use their district-issued Chromebook for instructional purposes, when applicable.

In the event of emergency, schools will contact families directly using ParentSquare.

LOST AND FOUND

Items that have been left unattended around the school are collected and placed in our Lost and Found. Items left in Lost and Found are bagged up on the last day of each quarter and taken to a local charity for donation. If your child has missing items, have them check Lost and Found before the end of each quarter.

FIELD TRIPS

From time to time, students from South Knoxville Elementary will have opportunities to participate in field trips as an extension of the curriculum and opportunity for real world learning experiences. It is our desire that all students take part in these valuable learning opportunities. Safety always comes first. For a student to be eligible for a field trip:

- **He/she must have good classroom behavior.** If a child is struggling with his/her behavior while at school, we will not take that child into a less structured environment like a field trip where there is a safety risk. If a child's behavior has been a classroom concern, prior to the trip the classroom teacher and/or school administrator will notify parents as to whether or not the child will be attending the field trip. The teacher may request a parent to accompany a child on the trip in order for the child to participate. Children may be ineligible for a field trip if:
 - he/she is on a bus suspension when the trip is scheduled.
 - a student has had an out of school suspension, he/she is not eligible for any field trip for six weeks from the date of return from the suspension
 - a student exhibits unsafe behavior such as being out of assigned area, fighting, or gross insubordination within three weeks of a field trip
 - if a student has been placed in PAC three times, he/she is not eligible for a field trip for six weeks from the date of the third PAC assignment
 - if a field trip extends beyond school hours and the parent was more than 20 minutes late picking the child up from the trip, the student will not be eligible for the next after school field trip
- **The parent or legal guardian must sign permission slips for a field trip by the deadline date set by the classroom teacher.** A signature is required; we will not take verbal permission over the phone or via ParentSquare.
- **Each teacher will set a deadline date for money to be turned in for the trip.** All monies must be turned in by 11:30 a.m. the day before the field trip so that the bookkeeper can write the appropriate checks and make the appropriate deposits. As with school fees, we encourage families to pay for field trips via the Givebacks App, but cash (exact change) and check are also accepted payments.
- **Chaperoning a school field trip:** Sometimes, teachers request parent volunteers to assist with the field trip. Parents volunteering for the trip must submit a Volunteer Agreement Form and be approved. On the day of the field trip, volunteers need to be on time, know which children they are responsible for, be sure they know the daily schedule of events and adhere to the schedule, stay with the children at all times, not talk on the cell phone, and know the expectations of the teacher for the trip. Siblings are not allowed to accompany parents chaperoning school field trips. Some trips do not require outside chaperones. While we welcome our parents on field trips when possible, keep in mind that school field trips are not designed to be family outings.
- **Transportation:** When taking field trips, we generally contract with KCS Transportation Services. If parents are attending the trip and wish to transport their own child, they must sign the child out with the teacher before leaving the school and sign the child back in with the teacher upon arrival at the destination. If the parent plans to transport the child for the ride home, again, the parent must sign the child out with the teacher before leaving the field trip. A parent may not transport any other child than his/her own on school field trips without appropriate insurance and prior approval from the principal.

Field Trip Expectations

We are Responsible.	We are Respectful.	We are Safe.
We represent our families, teacher and school honorably.	We listen to others until it is our turn to talk.	We stay with our assigned adult at all times.
We clean up after ourselves	We follow directions without argument.	We keep our hands, feet, body parts and property to ourselves.
We follow the expectations of the field trip locations	We use a quiet voice with people who are close to us (at appropriate talking times such as lunch)	We follow all bus expectations when we are on the bus.

TELEPHONE CALLS TO THE SCHOOL

Messages cannot be relayed to students except for an emergency. In most cases, students cannot be called to the telephone. It is important to teach our students to become responsible persons. Consequently, we ask our students not to form the habit of repeatedly calling home **for** lunch money, forgotten assignments, or other items.

PERSONAL BELONGINGS

Toys, electronic games, and other personal items such as these are not considered tools for learning and should not be brought to school. If students bring such items to school, the items will be taken and stored in the office. The student's parent may pick up the item from the office.

SCHOOL FEES

Our elementary school fee is \$25.00 and is used to cover instructional supplies required for all students, such as student folders and agendas, workbooks, and Weekly Readers. You can pay this via check made out to the school **or** cash.

AFTER SCHOOL PROGRAMS

South Knox Elementary School is the recipient of a 21st Century Community Learning Centers (CCLC) Grant through our partnership with Boys and Girls Club. The 21st CCLC grant provides opportunities for student enrichment programs. Some programs are teacher recommended, and some are student/parent elected. After school programs are at no cost to our students. If your student is chosen for the Afterschool Program, he/she must remain in good standing to participate.

TRANSFERS AND SCHOOL ZONES

According to Knox County Schools policy, students must attend school at their zoned school unless a transfer request has been completed and approved. Children are in zone only if their custodial parent/ guardian resides in our school zone. No other addresses will be accepted. When a proof of address is required, the following are acceptable proofs: KUB bill, rental agreement, mortgage lease,

telephone bill (not cellular), verification of Social Services, or Internal Revenue Service W-2. If your family resides with another family, a notarized letter from the legal resident of the address is required. Additionally, if you are using a notarized letter stating that you are residing with a family in the school zone, you must provide one of the above-mentioned proofs for the address in the name of the person who is the legal resident.

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 the Tennessee Code Annotated 40-38-11(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 Justin Grubb, Enrollment Administrator, at 865-594-1502.

SECTION V: Family Engagement

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are an important part of student achievement. Along with weekly reports, the Interim Report, and the 9-week report card, parent-teacher conferences provide an opportunity for communication about your child's progress. To arrange a conference, you should call the school office, email the teacher, or write a note to the teacher. Conferences should not be held without an appointment as learning time cannot be interrupted to talk with a teacher.

Parent Conferences are scheduled by classroom teachers in both the Fall and Spring semesters (3:00-5:30 p.m.). We encourage parents to take advantage of these opportunities to learn more about student strengths and goals for academic and behavioral growth.

VISITING SCHOOL

South Knoxville Elementary welcomes parents and guardians to visit with their children. Involved parents are critical for the success of a school and a child's education. In order to provide a safe environment for students, all visitors are required to sign in at the front office, including when visiting the building prior to the start of the school day or after students have been dismissed. Staff members are trained to alert the school office when someone is in the halls without a visitor badge. Please help us to maintain a safe environment for your child by signing in each time you visit the building. Be sure to bring ID, as it is required to obtain a visitor sticker.

In order to maintain a climate conducive to learning, we ask that you respect each day's instructional time. This means that classroom teachers will not be able to meet with you during school hours unless you have a scheduled appointment. To obtain an appointment, please call the school office at 579-2100.

VOLUNTEERING AT SKE

We welcome and encourage volunteers at SKE! If you are interested in volunteering you need to speak to our librarian, Craig Casteel who can give you more information about the process for becoming a volunteer. There are different tiers/levels depending on how much you would like to work with our school. For example, if you wish to go on field trips, it would be a higher level of volunteer status than coming in to read with a class. Some ways you can help us include:

- Field trip chaperones
- Assist in library
- Room parent/ Classroom volunteers
- Read with classes
- Field Day help
- Water Day/special event help
- Set up/Clean up after events
- Campus Clean Up Days
- Gardening/ Campus Beautification
- Food Drive Help
- Assist in cafeteria
- Assist in office

- Coupon Book Sales
- PTO

PARENT TEACHER ORGANIZATION - PTO

Parents and teachers at South Knoxville Elementary are involved in many cooperative activities organized through Parent Teacher Organization. All parents and teachers are urged to join and to participate for the improved welfare of our students. The main purpose is to strengthen the relationship between home and the school. Mrs. Paula Stand is our PTO President for the 2025-2026 school year.

You are encouraged to become an active member of the PTO and South Knoxville Elementary. For more information please contact: Southknoxpto@gmail.com

SKE FAMILY ENGAGEMENT PLAN

2025- 2026

Our family-school connection makes South Knox Elementary a very special place! A strong home and school connection is essential to provide the very best program we can for your child. There are several ways that you can be involved at the school:

I. OPPORTUNITIES TO BE INVOLVED

- A. **Join us for special events!** We honor our families with these special occasions each year:
1. **Thanksgiving Lunch:** We invite all family members to come and have Thanksgiving Lunch with their child. This is one of our favorite days of the year! A reservation form will go home with every child with the cost of lunch and the number of tickets each family would like to reserve.
 2. **Loved Ones Luncheon:** Help us celebrate Valentine's Day by joining us for lunch! A reservation form will go home with every child with the cost of lunch and the number of tickets each family would like to reserve.
 3. **Family Night Events:** Join us for all or some of the events we host to bring families together for entertainment and learning. Examples of Family Night Events include our Spooky Streets, Family Literacy Night, Family Math Night, Family STEM night, Field Day, Water Day, as well as student musical performances and art shows. These are just a few of the events we have throughout the year.

- B. **Join our Parent-Teacher Organization (PTO):** Our PTO does many wonderful things for our school. There is always a place to serve and make a difference with the PTO!

The PTO officers for 2025-2026 include:

President: Paula Stand

Vice President: Laura Aguirres

Secretary: Khann Chov

Treasurer: Jamie Smith

Staff Representative: Anne Lefler

- C. **Serve on the Community Schools Site Steering Committee:** The Site Steering Committee is made up of staff, parents and community stakeholders with a common goal of improving and sustaining our SKE village. We use the data gathered from our caregiver surveys, and feedback from programs and events, to set priorities and systematize improvements to enhance the school experience for students, families and staff. Contact our Community Schools Coordinator, Anne Marie Ullman (annemarie.ullman@knoxschools.org) to join this committee.
- D. **Parent Volunteers:** All volunteers must sign a KCS Confidentiality Agreement.
- a. **Classroom Helpers (Level 2 Volunteer; no background check required, but must be under the supervision of SKE teacher(s) at all times):** Many classrooms welcome volunteers. Parent Volunteers are given a specific duty/job and a designated time to come. If you sign up to be a classroom volunteer, be sure to know the expected job and what time you are to work. If you are not able to make your designated time, be sure to

- call. ALL volunteers must complete a volunteer application form, sign in through the front office each time they enter the building, and wear their volunteer name badge.
- b. **Field Trip Chaperones (Level 3 Volunteer; background check required):** Parent chaperones are invited on some, but not all, field trips. To be pre-approved to serve as a chaperone for field trips, parents should contact Mr. Craig Casteel (craig.casteel@knoxschools.org) to arrange for a background check.
 - c. **Special Project Volunteers (Level 2, no background check needed):** Parents are invited to volunteer for special projects such as campus beautification with our Garden Coalition, event planning, and teacher appreciation.
- E. **Serve on our School Advisory Board:** to help make school improvement, curriculum, and instruction decisions.

II. HOME/SCHOOL COMMUNICATION

We have a variety of ways we try to keep our parents informed of all the wonderful things we have going on at South Knox Elementary as well as a variety of ways for you to communicate with us:

- A. **Open House:** An Open House is held at the beginning of each year. Not only will you have the opportunity to speak with your student's teacher, other school staff, such as special area teachers, and special education teachers are available to answer your questions.
- B. **Newsletters:**
 - 1. The South Knox PTO maintains a Facebook page.
 - 2. Classroom teachers and/or grade level teams publish a weekly/monthly newsletter via ParentSquare.
 - 3. School Website:
 - 4. The school website is an excellent source of current information for Important reminders, special events, and news items. Bookmark the site and check it out often: <https://tn01917079.schoolwires.net/Domain/51>
 - 5. Parent Square is utilized by teachers and school administrators to communicate with parents regarding general announcements regarding the focus for student learning, special events, and general reminders. This platform is also utilized by staff to contact parents individually about their student's academic and behavioral progress.
- C. **Communication Folders:** Most South Knox ES teachers send home a daily communication folder. The folder is used to hold important papers, notes, announcements, etc. that need to go home. Most teachers have a daily/weekly behavior report that is included in the folder. If your child uses a folder system for communication, be sure you know how the folder is to be used to get the greatest use possible from it.
- D. **ParentSquare:** Parent Square is the Knox County School District's emergency phone service. Through this service, families will receive a text and/or email message regarding all important information, including announcements from the principal, classroom teachers, and school closings for inclement weather. Be sure your phone number and email address are kept up-to-date in the front office so you receive all pertinent announcements.

E. **Parent Conferences:**

1. Any parent wishing to meet with their student’s teacher may request a conference with the teacher by contacting the teacher directly. An administrator may attend parent conferences at the request of teacher and/or parent.
2. The school will initiate two parent conferences during the year—one in the fall semester and one in the spring semester. Teachers will set specific conference times with families on those days. The dates scheduled for parent conferences for this school year will be communicated through ParentSquare and on our school website.

F. **Communicating with two-home families:** Several of our children have two homes. It is our desire that both parents be involved as much as possible in their child’s education. Upon request, we will provide copies of report cards and standardized test scores to both households. If those need to be mailed, parents must provide us with self-addressed, stamped envelopes. Other communications, notices, classroom reports, etc. will be sent to the primary home of the child. It is the responsibility of the household receiving the information via the child to communicate with the other household.

G. **Contacting your student’s teacher:**

1. Two options for contacting your student’s teacher include:
 - a. Option 1: Call the SKE Front Office at **865-579-2100** and leave a message.
 - b. Option 2: Send a message to your student’s teacher via ParentSquare.

It is school policy that SKE staff return messages within 24 hours (or by the end of the following business day).

III. CURRICULUM

- A. Parents can find information about school curricula through the Knox County School District’s website and through the Tennessee Department of Education’s website. We also share information and answer questions about school curricula at Open House, parent workshops, and parent conferences.
- B. Assessment results are discussed with parents at parent conferences. State assessment results are sent home with each student in grades 3, 4, and 5. School data is posted on the KCS website as well as the Tennessee Department of Education’s website. Assessment results are also analyzed by the school improvement planning team (which includes a cross-section of school staff and parents) and used to set annual school improvement goals.

VI. RESOURCES AVAILABLE TO PARENTS:

At South Knox we care as much for our families as we do for our students. We know that if things are a challenge for our families, it can create stress for our students. There are several resources we have available at South Knox Elementary to help our families:

- A. **Community Schools Coordinator:** Anne Marie Ullman
 - a. (annemarie.ullmam@knoxschools.org)
 - b. 865-579-2100 ext.

- B. **School Counselor:** Samantha Goins
a. (samantha.goins@knoxschools.org)
b. 865-579-2100 ext.
- C. **School Social Worker:** Johnathan Allen
a. (johnathan.allen@knoxschools.org)

WAYS TO HELP ENSURE STUDENT SUCCESS:

As parents, we all desire for our students to succeed in school. Providing them with an education is the best gift we can give our children. Here are a few tips that can help your student be successful at school:

- **Communication:** Stay in contact with the school and the teacher.
- **Be involved:** Whether it is volunteering to come to the classroom, having lunch with your child, or making sure your child's homework is complete and their backpack is ready to go each morning...find ways to stay involved.
- **Go through backpacks/folders each evening:** Simply going through your child's school "stuff" each evening can tell you a lot about how the child spent his/her day and it helps to keep you current on what is going on in the classroom.
- **Know due dates:** Be aware of days/events that require your child to turn in a permission slip, money, book, have a sack lunch, etc. Students get anxious when deadlines are approaching and they know they have not taken care of things.
- **Prepare for the morning the night before:** Mornings can be hectic. Take care of all paper signing, supply gathering, money giving, etc. before bedtime so your child is ready to go in the morning. Ensure that your child maintains a consistent and appropriate bedtime.
- **Start the day positive:** If mornings have been difficult at home, children tend to come to school in a bad mood. A hug, a smile, a kind word each morning can make a day's worth of difference for a child.
- **Interact when your child comes home:** When you first see your child after school, try to give him/her your full attention. Hang up cell phones, turn off radios or TV's, pause the Internet, etc. A quick first five minutes lets your child know you are interested in what happened to him/her throughout the day.
- **Limit video games, computer time, iPods and T.V. during the school week:** Establish routines and good study habits. This lets children know education is important to you.
- **Healthy Habits:** A healthy body makes for a healthy mind. For the brain to be at its best, it needs plenty of exercise, water and healthy food.



**South Knoxville Elementary
School/Family/Student Compact
2025-2026**



South Knoxville Elementary Mission Statement

*To challenge and **empower our** exceptional students to **become self-sustaining learners** and **compassionate** global citizens.*

South Knoxville Elementary School Staff, along with the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

Please read this compact with your student(s). Please sign to indicate that you have read and understand the compact. Please return the signed compact to school by August 29, 2025.

The School’s Promise: We promise to

- Provide a safe, caring, and respectful environment where all students are expected and encouraged to learn.
- Provide high quality instruction for all students.
- Provide grade-level specific information about the academic content we are focusing on each grading period.
- Support the mission of the school.
- Keep parents informed of school events through ParentSquare, classroom and school newsletters, flyers, phone calls, text, and emails.
- Keep parents informed of the student’s progress at a minimum of every 9 weeks.
- Hold parent-teacher conferences at least twice per year.
- Set clear expectations.
- Demonstrate fair and consistent discipline.

Teacher Signature

Principal Signature

Date

The Family’s Promise: I/ We promise to

- Ensure that my child arrives on time for school and is picked up on time for dismissal each day.
- Ensure my child attends school every day unless they are sick.
- Support a safe, responsible, and respectful climate by reviewing Positive Behavior Expectations with my student, and partner with South Knoxville Elementary staff to hold him/her accountable for meeting these expectations.
- Read with my child regularly (K-2: at least 20 minutes per day; 3-5: at least 30 minutes per day).
- Make sure that homework is complete.

- Participate in parent-teacher conferences.
- Return permission slips by due date.
- Provide proper rest and nutrition for my child.
- Be involved in school activities whenever possible.
- Keep my contact information updated to ensure timely and responsive two-way communication between home and school.
 - Maintain communication through ParentSquare, notes, phone calls, texts, and emails.
 - Communicate changes in dismissal in writing.
- Ensure my child is dressed according to the school dress code.
- Sign and return report cards and daily behavior reports.
- Support the classroom and teacher.
- Know and support the mission of the school.

Parent Signature

Date

The Student's Promise: I promise to

- Attend school every day unless I am sick.
- Listen and follow directions.
- Participate and do my best in all activities.
- Try to complete my classroom and homework assignments.
- Treat everyone in a respectful and helpful way.
- Take responsibility for my actions.
- Help keep everyone safe at school.
- Keep school and personal materials safe.

Student Name (Print) _____

Student Signature

Date

**South Knox Elementary School
Parent Handbook
Acknowledgement**

I have received a copy of the South Knoxville Elementary Family Handbook. I have read, or had explained to me, its contents. My student and I have reviewed these guidelines. In an effort to ensure a safe, secure, and productive learning environment free from disruptions we will cooperate with the teachers and administration. My child and I fully understand the expectations and the consequences for his/her behavior.

Parent Signature

Date

Student Signature (grades 1-5)

Date

Please sign, date, and return to the SKE Front Office by November 3, 2025.