

# HES STUDENT/ FAMILY HANDBOOK



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August 8, 2025

Dear Families and Students,

**Welcome to Halls Elementary School!!!**

On behalf of the faculty and staff of Halls Elementary, we would like to warmly welcome you to a FABULOUS new school year!



This school handbook is intended as an introduction to the programs, policies, and procedures of our school. Everything we do is designed to ensure the safety and protect the learning environment for every student. Please review it with your child and sign and return the attached signature page.

We look forward to a year of working together for our children.

*The Halls Elementary Faculty & Staff*

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**HES Community Mission Statement**

The mission of the Halls Schools is to provide a safe learning environment that provides students diverse opportunities to grow and achieve at high levels. We partner with our community and families, inspiring students to uphold high character, take ownership of their learning, and serve others. Our goal is to develop future-focused learners who are dedicated to excellence.

**HES Student Motto**

Today it is up to me to be the BEST that I can be!

**Halls Elementary Vision**

Our vision at HES is to work collaboratively with the staff, parents and the community to inspire learners who are dedicated to excellence.

**School Colors:** Red and White

**School Mascot:** Hound Dog

**Beliefs**

- Our primary focus is the academic growth and development of the whole child.
- We provide a safe, caring environment.
- A variety of instructional strategies are used to reach all learners.
- Responsibility for educating our children lies with the learners, their parents, the HES staff, and the community.
- Shared decision-making by staff and administrators, in conjunction with Knox County Policy, promotes student achievement.
- We believe in teaching children to be responsible, respectful members of the school and community.

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**School Hours**

School begins at 7:45 each morning for children in grades K-5. Dismissal is at 2:45 for all students. No students can be checked out after 2:15. Dismissal on half days will be 11:15.

Pre-K drop off will begin at 7:50. Dismissal for Pre-K will be 1:50.

## **ParentSquare**

All families should register to receive Parent Square updates. This is the main form of communication from the principals for school wide information including texts, emails and voicemails. Please visit <https://www.knoxschools.org/students-families/ithelpdesk> for more detailed information on Parent Square.

## **Attendance**

Regular attendance is essential to success in school. A student not only misses the work on the day of the absence but also, because of missed instruction, will be unprepared for the next day. By State Board of Education ruling, students are required to be at school for 3 hours and 16 minutes to be counted present for the day. If your child leaves school before 11:15 a.m. or arrives after 11:15 a.m., he/she will be counted as absent for the entire day.

A student can be absent due to illness for 10 days for the entire year with a written statement from the parent (guardian) for each excused absence. Beyond 10 days, a medical statement is required.

If absences without a doctor's statement become excessive (beyond 10), the child will be referred to the social worker. Absences will be determined to be 'unexcused' if they fail to meet one of the following criteria: Personal illness, Illness of immediate family member, Death in the family, Extreme weather conditions, Religious observances, Military active duty/deployment (as outlined below), Summons, subpoena, or court order. Circumstances which in the judgment of the school leader create emergencies over which the student has no control.

Military Absence Guidelines:

- 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.

ALL family trips are unexcused absences.

**Parent and medical notes must be submitted to the school within five business days of the absences. If they are received later than 5 business days upon their return, the absence(s) will be unexcused.**

Additional information regarding absences can be found in the policies section of the KCS Board of Education tab at [www.knoxschools.org](http://www.knoxschools.org)

While attendance is very important, we ask that students are fever and/or vomit free for 24 hours without medication before returning to school.

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## **Behavior/PBIS**

Our school-wide positive behavior intervention and support (PBIS) policies are designed to provide a quality-learning environment for all students. We call these policies our **Paw Pride Plan**. Each student is expected to exemplify the four **Paw Pride** expectations. HES students will...

1. Be Respectful
2. Be Responsible

3. Be Safe

4. Be Ready to Learn

To help clarify these expectations, we have developed a set of expectations for each area that students encounter during the school day:

<b>I Am</b>	<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
Arrival/Dismissal	<ul style="list-style-type: none"><li>● Follow adults' first request</li><li>● Use appropriate voice level</li></ul>	<ul style="list-style-type: none"><li>● Stay in designated area</li><li>● Clean up after yourself</li><li>● Be ready and on time</li></ul>	<ul style="list-style-type: none"><li>● Walking Feet</li><li>● Keeps hands, feet, and other objects to yourself</li></ul>
Hallway	<ul style="list-style-type: none"><li>● Stay to the right</li><li>● Use appropriate voice level</li><li>● Be polite</li></ul>	<ul style="list-style-type: none"><li>● Stay in line and with your group</li></ul>	<ul style="list-style-type: none"><li>● Walking Feet</li><li>● Keeps hands and feet to yourself</li></ul>
Bathroom	<ul style="list-style-type: none"><li>● Wait your turn</li><li>● Use appropriate voice level</li><li>● Be polite</li></ul>	<ul style="list-style-type: none"><li>● Get in, get out</li><li>● Clean it up</li><li>● Use bathrooms correctly</li></ul>	<ul style="list-style-type: none"><li>● Wash your hands</li><li>● Keep area dry and clean</li><li>● Report unsafe situations to an adult</li><li>● Keep hands and feet to yourself</li></ul>
Cafeteria	<ul style="list-style-type: none"><li>● Follow adults' first request</li><li>● Raise your hand if you need something</li><li>● Use table manners</li><li>● Use appropriate voice level</li></ul>	<ul style="list-style-type: none"><li>● Get everything you need before you sit down</li><li>● Clean up after yourself</li></ul>	<ul style="list-style-type: none"><li>● Keep hands and feet to yourself</li><li>● Walking Feet</li><li>● Line up correctly</li></ul>
Classroom	<ul style="list-style-type: none"><li>● Follow classroom rules</li></ul>	<ul style="list-style-type: none"><li>● Know the learning goal</li><li>● Engage in learning</li><li>● Reflect on learning</li><li>● Persist to learn</li></ul>	<ul style="list-style-type: none"><li>● Follow classroom rules</li></ul>
Bus	<ul style="list-style-type: none"><li>● Be polite</li><li>● Use appropriate voice level</li></ul>	<ul style="list-style-type: none"><li>● Keep personal belongings to self</li></ul>	<ul style="list-style-type: none"><li>● Sit quickly and quietly</li><li>● Stay in one seat</li><li>● Report unsafe situations to an adult</li><li>● Remain seated until the bus stops completely</li></ul>

Each classroom teacher will provide the students and their parents with the specific classroom rules, as well as the consequences and rewards associated with those rules.

We all make a poor choice from time to time or need to be redirected toward a more desirable behavior.

Minor violations will be taken care of by the classroom teacher unless they become regular, at which point they will turn into a major offense. Major offenses will be handled through the administration. This provides an opportunity for the parent to assist the child in improving his/her behavior. The principals will consider the following:

1. the nature of the misconduct,
2. any unusual circumstances,
3. the number of times the child has been sent to the office,
4. and the repetition of the misconduct.

The principals' actions may include restorative discipline, counseling, a firm reprimand, loss of privileges, assignment to the Personal Accountability Class (PAC), time in the office, or other appropriate actions. In extreme cases, a child may be placed in out-of-school suspension.

Violence is not tolerated at Halls Elementary School. Any student committing a potentially dangerous or destructive act will be disciplined in accordance with the nature of the occurrence. Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(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 the Knox County Schools Transfer Office at (865)594-1502.

We work to ensure that each child learns in a safe and orderly environment. **Halls Elementary School does not tolerate bullying, harassment, or intimidation. Students or parents should report any concerns to your child's teacher, guidance counselor, or other school staff.** We believe that consistent equitable enforcement of school-wide and classroom rules will help us provide a positive learning atmosphere for all of our children.

The following chart may be used during conferences with students to identify types of conflict between students and aid in developing a plan moving forward.

<p><b><u>Teasing/Making fun of/Roasting/Mocking:</u></b> - Everyone is participating</p> <ul style="list-style-type: none"><li>- No one is getting hurt</li><li>- Those involved were at some point during their interaction having fun</li></ul>	<p><b><u>Peer Conflict:</u></b></p> <ul style="list-style-type: none"><li>- The group is not having fun</li><li>- There is a disagreement</li><li>- Everyone is upset</li></ul>
<p><b><u>Rude/Disrespectful/Hateful/Mean:</u></b></p> <ul style="list-style-type: none"><li>- Someone is emotionally, physically, or socially hurt on purpose</li></ul>	<p><b><u>Bullying:</u></b></p> <ul style="list-style-type: none"><li>- Someone is emotionally, physically, socially attacked multiple times over a short period of time</li></ul>

<ul style="list-style-type: none"> <li>- Feelings and reactions are very high or strong towards one another</li> <li>- Happened once or has happened a couple of times over a long period of time</li> <li>- The person being hurt has been hurt on purpose</li> </ul>	<ul style="list-style-type: none"> <li>- The person doing the hurting continues even after being asked to stop and/or when the person being hurt has shown to be upset</li> <li>- The person being hurt has been hurt on purpose - The person doing the hurting has power over the person being hurt</li> </ul>
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**Birthdays**

Birthdays are a special time for our children (and adults). We will announce your child’s birthday on the Morning Announcements. The children may also be recognized in their class. Due to allergies and health concerns, we ask that you clear through the teacher all plans before you send treats or other items for your child’s birthday. You may choose to purchase ice cream for the class through our cafeteria.

We don’t want a child to have hurt feelings or feel left out, so we also ask you not to send birthday invitations to school unless you have enough for the entire class. Please do not send balloons, flowers, etc. to children. They will not be delivered to the classroom on birthdays or other holidays.

**Bus**

School bus service is provided for students who live more than one mile from our school. The privilege of riding the bus is based on the appropriate behavior of the student both on the bus and at the bus stop. The principals may issue a warning in writing or suspend the student from the bus for inappropriate bus/bus stop behavior. Parents are responsible for transportation if a student is suspended from the bus.

**Cafeteria**

**Meal Prices and Other School Nutrition Information**

Breakfast and lunch are served regularly through the school year. Menus and current meal prices can be found at <https://www.knoxschools.org/students-families/nutrition>

Students each have a special code and an individual account with the cafeteria. Families can send in money for their child’s cafeteria account for any amount they choose. You may also put money into your child’s account at <https://linqconnect.com/>

Applications for free and reduced price lunches can be made at <https://linqconnect.com/>. Paper copies of the application are also available upon request from the school office. If you have questions about the free and reduced price lunch application process, please contact the school office or the KCS Food Service Department at 594-9563.

**Food Allergies:** Students who are allergic to milk will be given juice when they provide a written statement from their doctor. Our cafeteria manager does a great job of working with our children who have special medical needs. You can obtain the required form by contacting the school office or by visiting [https://help.knoxschools.org/en\\_US/school-nutrition/allergen-protocol](https://help.knoxschools.org/en_US/school-nutrition/allergen-protocol).

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Lunch should be a pleasant time for students. They are allowed to talk quietly and eat in their assigned area during their thirty-minute lunch monitored by our instructional assistants. With approximately 180 students eating together, cooperation and good table manners are essential to create a happy, safe cafeteria.

## **Cafeteria Visitation**

Only persons on a student's emergency card can sign-in for lunch with a student. Due to our high enrollment numbers and as our school continues to increase in enrollment, especially in 3rd-5th grades, visitor seating is extremely limited. **Please plan lunch visits only around special occasions due to lack of seating.** When an adult visits a child, ONLY that child is permitted to sit with those visitors.

## **Cell Phones/Smartwatches/Personal Electronic Devices**

Cell phones/smart watches and other personal electronic devices are required to be OFF and in student backpacks at all times during the school day. The school is not responsible for lost or stolen devices. Please do not call/text/message your child during the school day on personal devices.

Since we are trying to provide our students with a peaceful environment conducive to learning, we ask that visiting parents turn off or silence their cell phones upon entering the building. Thanks!!

## **Clinic & Medications**

Halls Elementary is staffed with a full-time nurse. If your child is sick or has a visible injury, we will contact you. If we cannot reach you, we will use the emergency contacts on your child's Aspen profile. **Please be sure to keep this information updated with current information. You may call the office to make changes.**

Medications (prescription or over the counter) will not be given under any circumstances unless the necessary forms are completed. Medication MUST be brought to school by an ADULT in the medicine bottle labeled by the pharmacy. For the safety of all of our children, NEVER send medication to school with your child.

In order to administer any medication, we must adhere to the following Knox County Board Policies: 1.

Written orders must be received by the school from the physician. You can get the special form from the office or by contacting our school nurse.

2. Written permission is granted by the parent on the above form.

3. Medication must be received in the following manner:

a. In single dose amounts (for liquids) or pill form.

b. The original medicine bottle should be labeled with the name of the medication, the name of the child, the time to be administered, and the dosage.

c. The container should be a pharmacy bottle that can be sealed securely.

4. All medicines must be maintained by school personnel. Students are NOT allowed to carry prescription or over the counter medication of any type (some exceptions apply).

We appreciate your cooperation in complying with this important Knox County School Board policy.

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## **Communication/Teacher Conferences**

Communication is an essential part of the educational program. We feel it is important for parents to keep in close contact with your child's teacher concerning his/her progress.

If you have any questions or concerns, please feel free to send a note with your child, email your child's teacher, or call the office to leave a message on your teacher's voice mail. ParentSquare may also be used to contact school staff. These are the best ways to schedule a conference time.

Each teacher will share any additional methods of communication.

Morning arrival times and lunchtimes are not the best time to ask the teacher even quick questions. Likewise, we teach throughout the day, so calls made during student hours will be put to the teacher's voicemail, so that instructional time is not interrupted. Our teachers like to do a good job of communicating information about your child, and an uninterrupted, private conference is the best time for this.

All families should register to receive Parent Square updates. This is the main form of communication from the district and principals for school wide information including texts, emails and voicemails. Please visit <https://www.knoxschools.org/students-families/ithelpdesk> for more information on ParentSquare.

## **Dress Code Policy for Knox County Elementary Schools**

### ELEMENTARY SCHOOL DRESS CODE

The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided.

To help create the best learning environment for elementary students, the following standards for student dress must be observed 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 create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper coverage 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. 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 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.

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The most important thing to consider is **MODESTY**. We are active learners at HES, and children need clothes that allow them to focus on instruction as well as move freely.

### **Early Dismissal**

**For the protection of the children, parents must check out ALL children from the office, not the classroom. This will give our office staff an opportunity to check your picture ID and for you to sign your child's card. We have these procedures for the safety of our children. Early check out will not be permitted after 2:10 so that we can ensure safe dismissal of all of our students. Any person checking out a child after 2:10 will be asked to wait until the 2:45 dismissal time.**

Please try to arrange doctor and dentist appointments on non-school days or during non-school hours to avoid early checkouts. All instructional time is important!!!

## **Encore Classes**

Our special classes (PE, Music, Art, Computer Lab, and Library) are called Encore classes. The children will rotate through the encore classes throughout the year.

**Art**—We are pleased to have a fantastic art teacher at Halls Elementary who presents the elements of art to the children and gives them opportunities to experience many different art materials.

**Music**—Our music program focuses on skill development and the joys of vocal music and keyboard skills.

**P.E.**—Our students in P.E. not only have fun but also work on building skills in areas such as soccer, gymnastics, dance, jump rope, track, and tennis...to name a few. If a medical reason prohibits participation in P.E., please be sure that we have a statement from your physician. For safety reasons, we ask our children to wear rubber sole shoes to the gym and simple, comfortable play clothes.

**STEM**—The STEM class will cover topics such as digital citizenship, and project-based learning.

**Library**—The main goals of the Library Media center are: to foster a love of reading and to ensure that our students develop the skills they will need to be lifelong learners in our information rich world. We use a combination of quality children's literature and computer technology to accomplish these goals. Students become independent library users in kindergarten through our open book checkout times each day. They continue to develop their independent use of the library as they progress through the grades participating in activities such as Accelerated Reader, research times, and computer projects. Our library is a busy, productive part of our school. We believe that READERS ARE WINNERS!!!

## **Encore Grading:**

Encore teachers (Art, Music and PE) will enter grades during a nine-week grading period for students. The number of grades and the time they are entered will vary, depending on the teacher and the number of times students attend Encore classes. Other factors that may impact the number of grades entered are snow days, longer-term projects and school events that may adjust the Encore schedule. Encore teachers use assessments regularly to check for student mastery of objectives and progress throughout the nine-week grading period.

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## **Fees**

School Fees are \$25.00. These fees are used to pay for some of the day-to-day teaching materials, art supplies, and hands-on materials that your child will use. Please return the school fees during the first two weeks of the school year. For your convenience you can pay via cash, check or online through Givebacks. Information regarding Givebacks will be given at the beginning of the year or you can reach out to the school office for assistance.

## **Field Trips**

Our teachers plan field trips that support the learning in your child's classroom. To promote this important goal, and for the safety of all of our children, we ask you to help us with the following field trip guidelines:

1. **Permission & Money** You will receive a letter before the field trip stating the purpose of the trip and the plans for the trip. We ask that you sign the permission form and return it to school within the requested time frame. We are finding that many of our field trip sites require exact reservation numbers and sometimes deposits or prepayment. This makes late student

payments unacceptable.

2. Chaperones: We depend on the kindness of parent volunteers to help chaperone our field trips. For each field trip, the teacher will ask for a limited number of chaperones. This number depends on the number needed for safe student supervision and the number required by the field trip site. At the start of all field trips, each prearranged parent volunteer will be assigned to chaperone a specified group of students or will be given a specific task. Because we take that task so seriously, we do not allow the chaperone to bring younger or older children who might take away from the important task of keeping our students safe. Whenever possible (based on the availability of space on the bus) we may ask the chaperones to ride the bus with our children. If car transportation is necessary for chaperones, we ask that cars never drive between two buses and that the car keeps a safe distance behind the bus. Knox County assumes no responsibility for the car transportation. Certain field trips require chaperones to undergo a background check performed by Knox County Schools at no cost to the chaperone.
3. Cost: Most field trip costs include costs for bus transportation and the entrance fee. When we plan field trips, the cost is based on full participation. Therefore, with fixed costs, most field trip money is not refundable.
4. Behavior: We expect appropriate behavior in all school areas as a prerequisite for a child to be allowed to go on a field trip.
5. Parent/Guardian picking up a student from a field trip:

Knox County Schools understands that parents/guardians may choose to assume responsibility of their students at the conclusion of a field trip as opposed to having them return to the school under the supervision of a Knox County Schools employee. This practice is allowable as long as there is adherence to the following:

- The parent/guardian must submit a request in writing to the school's front office at a minimum of 24 hours prior to the field trip. (This will give the school time to verify the request and ensure everything is in order.)
- The KCS employee in charge of the field trip will check with the front office prior to leaving for the trip to verify the list of students who are approved to be picked up at the field trip rather than return to the school.

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- The KCS employee in charge of the field trip will verify the parent/guardian's identity at the field trip site (parent must present valid ID) and have him/her sign a sign-out sheet turning over responsibility to the parent/guardian.
- The parent/ guardian may only assume responsibility of the student(s) for which he/she has legal custody.
- A parent/guardian who is serving as a chaperone may not leave the field trip to take his/her personal student home, since it may compromise the adult to student ratios that must be maintained at the number below.
- The Knox County School employee in charge of the field trip has discretion and reserves the right to deny the request of the parent/guardian if the previous steps were not followed or if he/she feels the student's safety may be in jeopardy.

Field trips are a wonderful way to enrich our curriculum. We ask that you help us with these guidelines that allow good learning and safety for all of our children.

### **Make-up work**

Our classrooms are different than they were 10 years ago. Our children have the advantage of many hands-on, participatory lessons to help them learn. Because of this student involvement and teacher-directed instruction, it is very difficult for children to miss school and make up the same amount

and type of work. We would ask families to please plan vacations around the school holidays. If a child misses school for a vacation, most work will need to be made up as soon as possible AFTER he/she returns. The teacher will not assemble work before a trip. Please call by 10:00 A.M. to arrange after school pick-up of assignments when your child is sick. This gives us time to gather the missed work for after school pick-up in the office.

### **Newsletter - Hound's Howl**

Our office staff creates a weekly newsletter to send our Halls families news about school events, school information and announcements, school celebrations, and our school calendar. Look for the "Hound's Howl" each week through Parent Square.

### **Peanut Allergies**

We are trying to raise our HES community's awareness of the peanut allergies of several of our students. Out of care for them, we are *discouraging* peanut products but *not banning* them.

We are encouraging students who have a peanut butter product for lunch to respectfully check that they are not sitting next to a child who is allergic. On the other hand, we are also asking the allergic child to check with the kiddo sitting next to them to be sure that they are peanut free.

If your child has any allergies, please notify your teacher immediately.

### **Personal Items/Toys**

We ask students not to bring toys, trading cards, athletic items, electronic equipment, or any nonessential personal items to school unless authorized by a staff member. If your child brings items for an afterschool activity, the item should remain in his/her backpack. Halls Elementary is not responsible for lost or stolen items. No pets, other than HABIT approved animals, are allowed in the school or on the school bus.

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### **Photography/Social Media**

While on school property, you are prohibited from photographing or videoing other children.

Because of potential security concerns for our students (foster care, custody concerns, adoption, other security risks), we ask that no one post pictures or videos of other children on any social media platform. This is very important for the safety of our children. Be extremely careful as you take group shots and videos of performances, field trips, class parties, and field day as these will potentially contain other children. All concerns will be addressed by the administrative team.

### **Pick-Up and Drop-Off**

#### **Mornings**

- Buses will drop off students in the morning at the side door of the school by the baseball field. You can see bus schedules at the "Bus Stop Locator" under the "Families" tab at the KCS Website.
- Cars dropping off students should enter the middle driveway. The cars will then remain in the right lane of the driveway, turn left past the office and drive past the gym to the cul-de-sac behind the building. There, the cars will circle back around, keeping to the right, drive back by the gym, and drop off students in the front of the building.
- Students should arrive at school NO EARLIER THAN 7:05 A.M. It is important that our children are

well supervised at all times so we ask that students remain in their car until the doors open at 7:05 A.M. Students cannot gather under the awning prior to this time..

- Cars will proceed to the furthest cone down the sidewalk (toward the tennis courts). An adult will motion your child to exit the car. **DO NOT ALLOW YOUR CHILD TO EXIT UNTIL THEY HAVE BEEN DIRECTED TO DO SO.** Adults will be available to provide assistance due to child safety door locks.
- Cars should then proceed through the far north exit onto Andersonville Pike.
- Parents needing to come into the building should park in a parking space between the tennis courts and the baseball field. You will enter (from Andersonville Pike) through the middle entrance. Please note: The parking area is NOT a safe student drop-off spot. Parent and child should walk along the front sidewalk and enter the front doors so the parent can sign in. Please do not park in any area that is not a marked space, as this would severely hinder traffic flow.
- Parents will not be able to go to the classrooms unless they have a scheduled appointment/activity with the teacher(s). Our students enter the classroom at 7:30, and our teachers need to devote their attention to students. Additionally, it is a safety concern to have adults in the hallways and classrooms without prior approval.
- The back parking lot by the flattops is very small and is only for cafeteria workers and custodians. We must leave room for the deliveries that occur throughout the day. Therefore, please be sure to use the parking lot between the tennis courts and the baseball fields.

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- The outside lane (closest to the road) of the front driveway can be used for short term parking from **8:00 A.M. until 2:00 P.M.** (This would be used when you need to run into the school to pick up a sick child, drop off a forgotten item in the office, etc.) If you will be at school after 2:00, you must park in the main parking lot (between the tennis courts and the baseball field) so we have room for our school buses.

#### **Afternoons**

During dismissal, vehicles will line up along the front driveway with

- daycare vans lined up first,
- the yellow school buses second
- the cars third - cars will line up at the gate directly across from the gym.

The p.m. car line will follow the same pattern as the morning drop-off. As the traffic begins to move, please drive to the last available cone (closest to the tennis court) to pick up your child. (We use a cordless microphone system to call your child to the cone.)

- All vehicles will need to display a car tag with the student's name written in large, dark print. The tags will be sent home at the beginning of school and more are available in the office. If you have more than one person who picks up your student, please ensure that each person has a car tag. Request additional tags from your teacher/office.
- Please note that if your child is going home a way other than their usual method, you will need to send a **written note** with your child. **Please refrain from changing your child's dismissal method during the school day unless there is an extreme emergency. With almost 800 students in the building this can cause confusion and jeopardize the safety of our students. In the event of an emergency dismissal change made during the school day, you must call the office.**

- **Early check out will not be permitted after 2:15 so that we can ensure safe dismissal of all of our students.** Any person checking out a child after 2:15 will be asked to wait until 2:45.
- **Important Instructions for Car Riders**
  - If your child will be a car rider in the afternoons, please display the provided nameplate in your car. (Parents tell us that pant hangers with clips hanging from the rearview mirror work well.) **Cars without the nameplate will be asked to proceed to a parking space between the tennis court and baseball field, come into the office with a photo ID, and check out the child.**
  - Additional car tags will be available. A request form for additional tags will be sent at the beginning of school. Please be sure to provide everyone picking up your child(ren) with a car tag. Anyone not displaying the Halls Elementary car tag will have to park, come into the building, and show a photo ID to check the child out in the front office.

The **ONLY** people allowed to pick up students are those with the written permission from the legal parent or guardian. Therefore, please be sure to include any person who might pick up your child on the emergency contact section of the information in the back-to-school packet. Only people listed in the emergency contact section of your child's emergency card will be allowed to pick up your child.

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Please remember that anyone coming to pick up a child must show a photo ID in order to check them out.

[\*\(Click here for an aerial view of the pick up/drop off procedures listed above.\)\*](#)

### **PTO Parent Teacher Organization**

The Halls Elementary School PTO is an active, contributing group of energetic parents and friends. We encourage you to join and participate in this vital organization. Membership forms and volunteer opportunities will be sent home with your child at the beginning of the school year. General Parent Meetings will be announced in the Halls Elementary School Student Newsletter "The Hound's Howl" and online. You can email our PTO for more information at [\*hallselempto@gmail.com\*](mailto:hallselempto@gmail.com).

Volunteers should always check into the office and get an identification badge.

### **Report Cards**

Report cards will be distributed each nine weeks during the school year with an interim report that is distributed at the 4 ½ week midpoint of each period. Students are recognized for academic successes and for excellent effort.

Grades will also be viewable throughout the school year through the Aspen Family Portal. If you need help accessing Aspen, call the school at 922-7445 or email [helpdesk@knoxschools.org](mailto:helpdesk@knoxschools.org). Additional information can be accessed [here](#).

### **Snow Days and Early Dismissal**

If school is dismissed early due to snow or weather conditions, we will follow the directions that you indicated on your child's Inclement Weather Dismissal Form. Please discuss this plan with your child.

PLEASE do not call the school to ask if school is going to be dismissed early or with last-minute directions for your child. The radio and television stations will have the information as soon as we do. We need to keep the phone line open for information from our Central Office. On unscheduled early dismissals,

teachers are not in their classrooms and are unable to receive last minute phone instructions.

## **Student Class Work**

Each student will regularly bring home his/her work from class. Please take a moment to look at this work with your child. This will provide an opportunity for you to review some activities with your youngster and to reward and/or encourage schoolwork in a positive way. With our emphasis on hands-on learning, a skill may be introduced or practiced in a way other than by completing a worksheet. If you don't see a large pile of worksheets each day, don't be worried that learning is not occurring. If you have questions or are rarely seeing any schoolwork, please talk to your child's teacher.

We urge parents to help students develop responsible behavior by returning items such as progress folders, agendas, weekly class folders, report cards, permission letters, library books, etc. in a timely fashion.

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## **Tardies**

***Students who arrive at school after the 7:45 bell MUST report to the office with a guardian to sign him/her in school.*** Any student not out of the car at 7:45 will be counted tardy. In order for a tardy to be marked as 'Excused,' the student must turn in a doctor's note with the reason for the tardy. If a doctor's note is not provided, then the tardy will be **UNEXCUSED**. Students who arrive at school after 7:45 a.m. must report to the front doors **with a parent** to obtain a tardy slip and have their names removed from the absence list.

Being on time each day is EXTREMELY important for children in every grade, including Kindergarten. No one likes to start the day feeling ten steps behind. Promptness gives the child time to get supplies and assignments organized so the student is ready for those initial morning instructions.

Excessive unexcused tardies will result in a warning letter. If the problem continues, the student will be referred to the school social worker.

**Please see that your child is at school by 7:35 so he/she has time to comfortably get settled into class before the 7:45 bell.** (Traffic lines are not long from 7:05 - 7:30!)

## **Technology**

Our district is able to provide every student with a Chromebook. Students are expected to follow safety and acceptable usage guidelines. Board of Education policies and Knox County Schools procedures that are relevant to the use of technology devices include but are not limited to the following: • Internet Safety Policy

- Harassment, Intimidation and Bullying or Cyber-bullying
- Access to Electronic Media Form
- Guidelines for Acceptable Use of Electronic Media Form

All policies are located [www.knoxschools.org](http://www.knoxschools.org) (Board of Education tab).

## **Telephone**

The telephone in the office is to be used by students only with permission from the staff. We ask that students not make after-school social plans on the phone. Please do not ask our office personnel to relay messages to children except in the case of an emergency. It is easy for phone messages to be confused and miscommunicated, and we don't want classroom instruction to be interrupted. Students will not be

called to the telephone except in extreme emergencies.

## **Testing**

Halls Elementary School will participate in the state-mandated and district-wide assessments for the 2025-2026 school year. The TCAP tests are state-mandated summative assessments that will guide instruction for students as well as give an indicator of the successes that the student had over the course of the school year. Students will also participate in a district-wide universal screener, which will be used to monitor student progress throughout the school year. Additionally each classroom will conduct formative assessments throughout the year.

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## **Videos**

On occasion, a teacher may choose to use an educationally relevant video from one of our streaming services such as Brain Pop, the library, or public television programming. If you would like to opt your child out of the viewing of these educationally relevant videos, please provide a written statement to your child's teacher and an alternate assignment will be given to your child during these activities.

## **Visitors**

**In order to keep our students as safe as possible, all visitors must sign in at the front office. The office staff will check a photo ID for anyone wishing to visit our school. In order to visit a child, a person must be listed on that child's emergency card. If they are not listed on the emergency card, they will not be allowed entry. If an out-of-town guest wants to visit for lunch, please send a written note to your child's teacher. They will not be allowed on campus without your written permission. Visitors will not be permitted to go to classrooms without prior arrangements made through the teacher.**

Most of our visitors come for lunch with their child. Lunch visitors are asked to proceed to the cafeteria. Following the lunch time, the visitor should return directly to the office to check out. Visitors may not walk with their child to the classroom.

On the rare occasion that a parent/guardian would like to observe their child in the classroom, observations will be limited to a scheduled 30 minute time with prior approval from administration. To protect the privacy of others, a signed confidentiality agreement will be required.

## **Volunteers**

Halls Elementary School is a special place because of the FABULOUS help from our parent and grandparent volunteers. We have regular volunteers in the cafeteria, the library, and many of our classrooms. And, last but certainly not least, we have a huge group of parents who come to the rescue and help us for the many big and small projects that provide the extra special activities for your child. We need your time, talents, and donated items.

Volunteers should always check into the office and get an identification badge. Parents volunteering in the school are requested to make arrangements for pre-school youngsters to prevent academic interruptions in the classroom.

All volunteers (including room parents, field trip chaperones, lunch helpers, etc.) **must sign a Volunteer Confidentiality Agreement to volunteer in our school.** Please contact your child's teacher or the office for the agreement. Depending on the nature of the volunteer work, a background check may be required. Come and be involved in YOUR school. We have a project that is just the right size for the time that you have to share! It will be important to your child and all of our children!

## **Playground/Recess**

We want our recess time to be an enjoyable time for our students. Students will participate in recess daily as weather permits, but will not go to recess when the temperature is below 32°F.

Please be sure your child is dressed appropriately for safe and comfortable play at recess. It is

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recommended that your child wear tennis shoes daily. Our school schedule is very structured and there is no time for students to change shoes between activities. Teachers will not leave a student alone in the room to change for recess as this too is a safety concern.

Our playground is open to the public after school and on the weekends. This will remain as long as our community takes care of the playground. Halls Elementary reserves the right to limit public access after school hours.

**Playground Rules:**

**SWINGS**

1. Do not walk in front of the swings.
2. Hold on the swings with both hands.
3. Do not jump out of the swings.
4. Sit on swings only.
5. Do not twist, flip, or swing sideways on the swings.

**SLIDES**

1. Slide feet first only.
2. Do not slide until the person in front of you is out of the way.
3. Do not stand in front of the slide.
4. Do not put rocks on the slide.
5. Do not climb up or jump off the slide.

**CLIMBING EQUIPMENT**

1. Only one person on the climbing equipment at a time.
2. No hanging upside down on the playground.
3. Do not sit on top of the climbing equipment.
4. If you can't reach it, don't do it.

**GENERAL**

1. Stay where your teacher can see you at all times.
2. No chase games or running in the rocks.
3. Do not climb or pick the leaves off the trees.
4. Do not throw rocks.
5. When moving around the playground, be aware of others.
6. Do not climb on the soccer goal.
7. Keep all body parts to yourself.
8. Be kind and respectful to classmates and teachers.

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# Technology Device Procedures and Expectations



Updated Summer 2020

### **DISTRICT POLICIES AND PROCEDURES**

Board of Education policies and Knox County Schools procedures that are relevant to the use of technology devices include but are not limited to the following:

I-222- Internet Safety Policy

J-211- Harassment, Intimidation and Bullying or Cyber-bullying

MC-107- Access to Electronic Media Form

MC-108- Guidelines for Acceptable Use of Electronic Media Form

All policies are located [www.knoxschools.org](http://www.knoxschools.org) (Board of Education tab).

### **EXPECTATIONS**

#### **RECEIVING a Technology Device:**

- Parent/guardian and student must sign and return the Knox County Schools Technology Device Agreement before the device can be issued to the student.
- All previous fines must be paid in order to receive the technology device or the student will remain a day user until the fines are reconciled.
- Students will use technology devices in a manner consistent with All Board of Education policies and district procedures and school rules.
- Students will not receive their technology devices until their parent/guardians have cleared any technology fines and signed the appropriate paperwork.

#### **RETURNING a Technology Device:**

- The individual's school technology device and accessories (technology device and charger, as well as any additional protective covering provided by the school) must be returned to the school at the end of each year.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school technology device on the date of termination.
- If a student fails to return the technology device at the end of the school year or upon termination of enrollment, that student/parent/guardian will be subject to a **student fine** for the replacement cost of the device per the KCS scale (KCS Board Policy- J-560- Student Fees and Fines). The technology devices are property of Knox County Schools.
- The student will be responsible for any damage to the technology device, charger, or protective covering. The student will be charged for any needed repairs, not to exceed the replacement cost of the technology device.

Throughout the remainder of this document, the term **Technology Device** includes the device, charger, warranty, and any protective covering if provided.

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### **Technology Device Use**

- The care of the district technology device is the student's responsibility. Students should not lend their technology device to another person. Each technology device is assigned to an individual student and the responsibility for the care of the technology device rests solely with that student.
- Students should never leave the technology device unattended. When not in a student's possession, the technology device should be in a secure, locked environment (For example, students are strongly encouraged to have locks on their school lockers).
- Students need to charge their technology device each night at home so that it is fully charged when they arrive to school each day.
- Failure to bring the district issued technology device (no personal home device) or other class materials does not release a student from his/her classwork responsibilities. If a student repeatedly fails to bring materials to class, including the technology device, progressive discipline procedures will be followed.
- **The technology device is the property of the Knox County Schools and may be collected and inspected at any time. Students have no right to privacy for any material on a district technology device.**
- Each technology device has a unique serial number and asset tag. Students should not modify or remove the tag. *Students should not write on, draw on, or add stickers or labels directly to the technology device.* No form of tampering will be permitted.
- **It is the student's responsibility to back up projects and content.** Students may want to purchase a flash drive for this task or plan to store their materials in "the cloud."
- If a student's technology device is not working or is damaged, students should report the problem immediately to the OSTR (On Site Tech Resource) at the school.
- If a student's technology device is lost or stolen at school, the student should report the loss immediately to the school administration. If a student's technology device is lost or stolen outside of school, parents/guardians should report the loss immediately to the local police and obtain a police report (see page 10 for protocol).
- Students are responsible for using the technology device according to school and district policies and procedures.

## **TECHNOLOGY DEVICE GUIDELINES AND EXPECTATIONS**

### **Care & Maintenance**

- ❖ Devices should NEVER be picked up by the lid. Students should close the technology device before it is picked up.
- ❖ Students will use the school issued protective covering if provided.
- ❖ When carrying the device to and from school campus, it is expected that the device will be placed in a backpack, bag, or other carrying case.
- ❖ It is recommended that if students use a backpack, the technology device should always be placed in the backpack with the port-side facing up to keep pencil lead and other debris from jamming the ports.
- ❖ Technology devices should be kept at room temperature and should NOT be exposed to extremes of hot or cold. Students should **NOT LEAVE their technology device IN AN AUTOMOBILE. Students should not leave their technology device outside.**
- ❖ Liquids and food should not be used/consumed in the vicinity of the technology device.
- ❖ Cleaners, sprays, alcohol, ammonia or abrasives should not be on the technology device. Devices should be cleaned with a soft, lint-free cloth.
- ❖ The device should remain in the protective cover when not in use. Device should not be in a place where someone could accidentally sit or step on it.

### **Technology Device Parent/Guardian Guide**

**Additional resources can be found at [www.common sense media.org](http://www.common sense media.org)**

- ❖ Monitor your child's home use of the Internet with the technology device.
- ❖ Provide a place in an open area of your home, such as the kitchen or family room, where the technology device will be used.
- ❖ Use the Internet with your child to help develop safe Internet habits.
- ❖ Frequently ask to see your child's technology device and ask how it is being used.
- ❖ Review with your child the programs used on the technology device and ask them what each program does.
- ❖ Do not hesitate to contact your school if you have any questions or concerns about the technology device.

### **Maximize Battery Life**

Students should use the technology device in a way that maximizes its battery life.

- **Brightness:** Students should dim the screen to the lowest comfortable level to achieve maximum battery life. For instance, when watching a video in a dark room, you may not need full brightness.

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## **REPAIR AND REPLACEMENT GUIDELINES**

The following is designed to be a guide and reference for dealing with issues related to student technology device damage with the understanding that the goal is for every student to have an operational device. Typically, issues will arise over one of the following: Theft, Non-preventable Damage, Preventable Damage/Negligence, and Willful Damage/Recklessness.

### ***Theft***

- Administrator will meet with student and parent/guardian to investigate the theft.
- A police report is required to document a theft.
- After a police report is submitted, the student will be a day user during the time of the investigation. Upon finalizing the report, a student should be issued a new device.

***Non-preventable Damage*** (these are rare, but examples might include, but are not limited to: auto accident, house fire, etc.)

- Administrator will meet with student to investigate the incident and discuss with parent/guardian as necessary.
- Upon determination of a verifiable accident, the student will be issued another device.

### ***Preventable Damage/Negligence or Willful Damage/Recklessness***

- The parent/guardian and student who have refused insurance have accepted responsibility for the technology device and therefore are liable for the cost of the repair or device (a cost scale available with KCS).
- Administrator will meet with student to investigate the incident and discuss with parent/guardian as necessary.
  
- The cost of repair will be to the student who caused harm.

The cost of repairs will be assessed for each reported incident. Multiple offenses should be handled appropriately and in consultation with the district office if necessary.

**Additional Responsible Use Guidelines**

**A. GUIDELINES FOR USE OF TECHNOLOGICAL RESOURCES**

- Users may not intentionally or negligently damage devices, technology device systems, electronic devices, software, system networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
- Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network.
- Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the network to gain or attempt to gain unauthorized or unlawful access to other computers or devices, computer systems or accounts.
- Users are prohibited from using another individual’s ID or password for any technological resource without permission from the individual, the teacher or other school official.
- Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner’s express prior permission.
- Users shall not use passwords or user IDs for any data system (e.g., Active Directory, Canvas, etc.), for an unauthorized or improper purpose.
- If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
- Views expressed on the Internet or other technological resources as representing the view of the school district or part of the school district may only occur with prior approval by the superintendent or designee.
- Without permission, users may not connect any personal technologies such as technology devices and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network.
- Those who use district owned technology devices will have access to the Internet while at the school. It is not necessary to have Internet access at home. If a family chooses to have Internet service at home, they are responsible for both the cost and configuration of this service.

**B. RESTRICTED MATERIAL ON THE INTERNET**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. It is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school district personnel will endeavor to take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose.

If content, which might be considered sensitive, is used during a course, teacher will review the materials according to KCS Board Policy- I-211- Selection of Instructional Materials (Other than Textbooks).

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**KCS Board Policy- I-211- Selecting Instructional Materials Other than Textbooks**

*Any instructional materials that include content which might be considered sensitive by parents/guardians or students (for example, materials that might contain coarse language, graphic violence, explicit sexual content, illegal use of drugs or alcohol, acutely illicit activity, malicious denigration of religious beliefs, and/or extremist inducements) must be assessed and approved at the school level using the Instructional Materials Assessment (IMA) process prior to being assigned. For instructional materials that include potentially sensitive content, the IMA documentation must be reviewed and approved by the school principal prior to their assignment. If such instructional materials are assessed and reviewed at the school level and it is determined that their literary and/or educational value greatly outweighs the concerns over the sensitive material, then the materials may be utilized, but only if clear, timely, and detailed notification is made to students and parent/guardians about the sensitive content, and alternative materials are offered and communicated at the time of the assignment.*

**C. PARENT/GUARDIAN CONSENT**

We recognize that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent/guardian must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent/guardian and student must consent to the student's independent access to the Internet (MC-107 to withhold permission) and to monitoring of the student's communication by school personnel.

**D. PRIVACY**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual devices will be private. School district administrators or individuals designated by the superintendent may review files, observe screen activity, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel will endeavor to monitor on-line activities of individuals who access the Internet via a school-owned device. Under certain circumstances, the school may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit.

**E. SECURITY/CARE OF PROPERTY**

Security on any technology device system is a high priority, especially when the system involves many users. Users are responsible for reporting information security violations to appropriate personnel. Users should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system device on the network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for devices while under their control. The school district is responsible for any routine maintenance or standard repairs to school system technology devices.

### **Protocol for Stolen Student Devices while On Campus**

The student's only obligation in the event of a theft is to report it directly to a school administrator. The remaining steps in the process will occur in collaboration with the parent, school administration, technical team, and school security.

#### **If the device is stolen Off Campus**

The student and parent are responsible for contacting law enforcement as soon as possible, getting a police report, then following the on campus protocol on the next business day.

#### **If the device is found**

The device should be returned to the Administration/School Security Officer to determine if it should be

- 1) "Wiped" and Re-imaged to return to the student OR
- 2) The device should be handled as evidence and given to law enforcement.