

Mooreland Heights Parent-Student Handbook 2026-2027

Together, We Can Achieve Great Things!



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VISION

The vision at Mooreland Heights Elementary School is to prepare and motivate our students for a rapidly changing world by instilling critical thinking skills, a diverse perspective, and a respect for core values of honesty, dedication, perseverance, and compassion. Students will have success today to be prepared for tomorrow.



MISSION

Mooreland Heights Elementary School's staff, parents, and community are dedicated to the intellectual, personal, social, and physical growth of students. Our highly qualified staff recognizes the value of professional development so that they can rigorously challenge students. Our teaching practices are both reflective and responsive to the needs of our students through diversified experiences. In a safe and caring environment, our students discover their potential and achieve readiness for career empowerment and preparation.

Mooreland Heights Elementary

HANDBOOK FOR PARENTS AND STUDENTS

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SCHOOL ENTRANCE REQUIREMENTS

1. Children must be five years of age by August 15 in order to be eligible for kindergarten.
2. Children must be six years of age by August 15 and must have completed a year of accredited Kindergarten to be eligible for First Grade.
3. Before any child may enter school in Knox County, the school office must receive an official record of immunizations, including the dates of all required shots, combined with the record of a medical examination by a licensed physician. This information must be recorded on the official form required by the State of Tennessee, and a licensed physician must sign the form.
4. A photocopied document verifying date of birth must be provided at the time of registration. Parents are requested to provide Social Security Numbers and a copy of the Social Security card.
5. All students must reside within the Mooreland Heights zone. A proof of residency is required. Transfer requests are managed through the transfer office at the A.J. Building on Gay Street.

TRANSFER QUESTIONS

Please contact Justin Grubb, Enrollment Administrator, at (865) 594-1502 or <https://www.knoxschools.org/studentsfamilies/transfers> for transfer questions.

SCHOOL HOURS

1. Regular school hours are 7:45 AM - 2:45 PM for all students in Grades K-5. PreK hours are from 7:45-1:15.
2. School doors remain locked until 7:10 a.m. No students will be admitted prior to that time.
3. Students begin dismissal to the buses at 2:40. Car riders begin dismissal after the buses have loaded and left the parking lot.
4. Monday, August 26th, is the first FULL day for Kindergarten and PreK following the “staggered enrollment.”

SCHOOL CLOSING OR EARLY RELEASE/DISMISSAL

The decision to close schools due to weather conditions is made by the Superintendent of the Knox County Schools, not by individual schools. Parents will be notified by the district messenger system regarding any changes to a normal school day. Local TV and radio will broadcast such information as well.

For the 2026-2027 School Year, there will be seven student half days which are:

8/10/26, 9/16/26, 11/18/26, 12/18/26, 1/27/27, 3/24/27, 5/26/27..

On these specific days, Pre-K students will be dismissed at 10:15 a.m., K-5 students will be dismissed at 11:15 a.m. Lunch will not be served.

ARRIVAL/DISMISSAL PROCEDURES

Between the hours of 7:10-7:45 AM and 2:30-3:00 PM, the back driveway to our school is **reserved for school buses, daycare vans, and after school pick ups only**. During these times, all cars must refrain from trying to go around the school building and passing the other vehicle in line. This access is prohibited unless told otherwise by administration or the school Resource Officer..

- **ARRIVAL:**

The school building will open at 7:10. All buses and cars will unload using the gym entrance at the back of the building. Students in grades 1-5 will go to a designated area in the school until 7:30. Kindergarten students will be in the cafeteria. All children need to be in their classroom by 7:45. If students plan to eat breakfast at school, they should try to arrive by 7:30. If your child arrives after 7:45, they need to be signed in with the office staff at the front door and receive a tardy slip before going to class.

- **AFTER-SCHOOL DISMISSAL:**

The dismissal begins each day at 2:45 PM. Only after all students have boarded all buses are the buses permitted to leave. Furthermore, buses cannot leave the campus earlier than 2:45.

Car Riders, daycare students, and students who walk to their homes are dismissed immediately following the bus riders. Car riders will be brought to the gym, and then called by name, where faculty members will assist in loading. Parents must remain in their cars. We will load students into cars only at the head of the line. No passing is permitted. Please be patient. Children left after 3:00 will be brought to the office.

- **PreK Arrival & Dismissal:**

PreK classes open at 7:10. All cars will unload PreK students using the bottom entry at the back of the building. PreK students must be signed in daily by an adult during arrival. PreK dismissal takes place in the same location at the back of the building at 1:15.

If you check your child out of school before the dismissal time, you must park, come to the school office, and sign your child out of school. We do not allow signing out between 2:15 and 2:45 unless approved by administration.

SCHOOL BUS TRANSPORTATION

For all eligible children, school bus routes have been established and are posted at school. As the community continues to grow, bus routes are subject to revision. Parents and students will be

notified of any changes, which may occur during the school year. State law does not require bus transportation, but it is a privilege extended to eligible students by our Board of Education. Misconduct on the bus endangers safety and may result in a loss of this privilege.

At the beginning of the school year, the principal will meet with students that ride the bus and review the Knox County Bus Rules and the School Bus Disciplinary Code. These rules are strictly enforced in order to promote safety for all students. Both parents and students must understand that the bus driver is in full charge of the bus and the students, and any student who is reported by the bus driver for a safety rule violation will definitely be subject to disciplinary action. If you have bus concerns, please call transportation at 594-1550. Please know that the bus stop is considered an extension of the school and students are expected to maintain school appropriate behavior while waiting or leaving the bus stop area.

The following bus rules must be followed:

1. Obey the driver and bus aide at all times including seat assignments.
2. Refrain from making excessive noise.
3. Keep hands, feet, and head inside the bus.
4. If riding a different bus or getting off at a different stop, give a note signed by parent or guardian to the office.
5. Be on time.
6. Walk on the left side of the road facing traffic.
7. Never stand in the road while waiting for the bus.
8. Observe the same conduct rules as in school.
9. Keep the bus clean and in good condition.
10. Stay in your seat while the bus is in motion.
11. Do not leave the bus without the driver's or bus aide's consent.
12. Report to the driver at once any damage to the bus.
13. A student's phone must be kept in the backpack while on the bus at all times.

These rules are strictly enforced in order to promote safety for all students. Both parents and students must understand that the bus driver and bus assistant is in full charge of the bus and the students, and any student who is reported by the bus driver for a safety rule violation will definitely be subject to disciplinary action.

CHANGES IN STUDENTS' TRANSPORTATION

Any time a child goes home from school in a manner that differs from his or her "regular" way, **the parent must provide a note. Parents cannot make requests attempting to change a child's method of transportation at the end of the day. This is for the safety and protection of your child. We understand emergencies can occur and in this event, the main office will need to be called to address a change in transportation over the phone.**

TARDINESS

All children should be in their classrooms by 7:45 AM. If your child arrives after 7:45 and/or leaves early, they will be counted “tardy.” You must accompany your child to the office to sign them in as tardy. **As with absences,** tardies are classified as excused or unexcused. **Chronic tardiness creates severe difficulties for children and violates state laws.**

SCHOOL ATTENDANCE POLICIES

All students, K – 5th grade, must attend at least three hours and sixteen minutes per day in order to be counted present. **Any child not present for these minimum times must be counted as absent for the full day.**

The Knox County Board of Education requires that excuses for absences be presented to the homeroom teacher upon the child’s return to school. All absences are considered unexcused until documentation is provided. All notes should be paper notes, emails are not accepted. If notes are not sent to school within five (5) school days, the absences will remain unexcused. Notes signed by anyone other than the parent/guardian will not be accepted. Acceptable (excusable) conditions for students being absent from school include the following:

1. Personal illness – **a student may be absent, due to illness, no more than ten (10) days per school year supported by parent notes. Any illness that results in an absence beyond the 10 days requires a doctor’s note.**
2. Illness in the family temporarily requiring help from the child (documentation is required)
3. Death in the family (obituary is required)
4. Recognized religious holidays regularly observed by persons of the student’s faith
5. Verifiable family emergency (documentation is required)

Any absence not complying with the above reasons for excused absences will be considered as unexcused. Examples of unexcused absences are family vacations taken during the school year, missing the bus, oversleeping, etc.

IF YOUR CHILD BECOMES ILL AT SCHOOL:

Mooreland Heights Elementary has a nurse on call and she will be here most school hours. If your child becomes ill or is injured at school, **the clinic will attempt to contact you. If we are unable to reach you, we will contact the emergency numbers listed on the Emergency Card filled out at the beginning of the year. If your address or home or work numbers change during the school year, please notify your child’s teacher so that this information can be updated. The school treats this information as confidential.**

Knox County Policy states any child suspected of having a contagious or communicable medical problem cannot remain at school. This includes such common conditions as “pinkeye,” nausea, vomiting, diarrhea, undiagnosed rash, or an elevated temperature. It is Knox County School policy that a child be fever free without medication for 24 hours prior to coming to school. A child must also have not vomited within 24 hours of returning to school.

If your child has been diagnosed as having a significant medical condition, such as diabetes, epilepsy, or severe allergies, it is imperative that you notify your child’s teacher and office staff.

MEDICATION AT SCHOOL

No medication of any kind shall be self-administered by students, even with assistance from school personnel, except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Medications such as Tylenol, aspirin, and other over-the-counter (O.T.C.) medications are included in these regulations.

Any student who is required to take medication during the regular school day must comply with the medication policy. These regulations must include the following:

1. Written orders by a physician, dentist, nurse practitioner or D.O. (health care provider), who has the legal right to write a prescription, must be provided. The orders should include the name of the drug, dosage, and time interval medication to be taken by the student. **Only one medication per Physician Form is allowed and must be renewed each school year.**
2. A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
3. A responsible adult (parent/guardian) must bring the medication to the school. **Students will not be allowed to transport medication to or from school.**
4. Any medication prescribed for a student must be in an **unopened original container with the label listing the ingredients** and must be **labeled** with the student's name.
5. **The school system retains the right to reject requests for administering medications.**
6. The Parent/Guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be destroyed as per Knox County policy.
7. Please visit the Knox County Schools website for more information pertaining to the medication policy.

Many medications administered at school are considered Schedule #2 drugs and require special handling.

VISITORS

Parents, volunteers, and other visitors are always welcome at Mooreland Heights. For the safety

of our students, all visitors, including parents, must observe the following guidelines:

1. All visitors must first go to the office to show proof of identification (ID) and the reason for their visit. Each visitor will receive an adhesive “Visitor” sticker, to be worn throughout the visit upon approval.
2. While visiting, we ask that you not bring infants or any pre-school children into the school during school hours. If you have to bring your younger child, please supervise your preschool child closely.
3. Do not enter any classroom in which the teacher is not present or not at a scheduled time. This includes before and after school hours.
4. Please...No unscheduled “drop in” conferences with teachers.
5. If you wish to join your child for lunch, please sign in and wait for your child’s class on the bench outside the office. If you bring lunch for your child, please refrain from sharing with other students. Visitors will be required to sit with their student away from other students.
6. Volunteers in the building must follow Knox County Policies and Procedures. Volunteers who are working within the school under the supervision of a Knox County Employee must sign a Volunteer Confidentiality Form **annually** to protect the rights of students and parents (located in the office).

Civility Policy

It is the intent of Mooreland Heights Elementary to promote mutual respect, civility, and orderly conduct among employees, parents, and the public. The policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility.

It is not the intent of the Board of Education to deprive any person of his or her right to freedom of expression. Any individual who: (1) disrupts, threatens or attempts to do or does physical harm to school personnel, students, others lawfully on school premises; (2) intentionally causes damage to school property;(3) uses loud, vulgar, obscene, or offensive language; or enters a part of the school not open to the public, may be directed to leave the school property by the school administrator or designee. If the person refuses to leave the premises as directed, the administrator or designee shall seek the assistance of law enforcement and request that law enforcement take action as necessary. If the offender threatens personal harm, the administrator or designee shall contact law enforcement officers. If any school employee receives written communication, an email, or a voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the email or return the telephone call

SCHOOL DRESS STANDARDS

The Knox County Board of Education has adopted system-wide student dress codes for all students.

The current Knox County Schools Elementary Dress Code is as follows:

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 display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire.
6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.
7. Blankets are not to be used as a jacket, however, use within the classroom is at the discretion of the teacher. The school will work to provide a jacket for students as needed or requested by the student.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Administration may allow exceptions for school-wide events or special classroom activities.

The teachers and the principal will administer consequences for policy infractions as follows:

First Offense: The teacher will discuss the policy with the student. If flagrant enough, the student will be sent to the office for a change of clothes.

Second Offense: The principal will communicate with the parent(s) and will send a copy of the dress policy. Parents will be responsible for bringing in a change of clothes.

ELECTRONICS

CELL PHONES/APPLE WATCHES, SMART WATCHES, TABLETS, MP3 PLAYERS, & OTHER ELECTRONIC DEVICES:

According to Board Policy J-240, elementary students may possess an electronic device at school, but it must be in the OFF mode and stored in a backpack or purse at all times. Devices may not be used during school hours. If students break this policy, parents may be requested to come to school to retrieve the device from the front office. Other disciplinary actions may occur.

For the 2026-2027 school year, Chromebooks will not go home with the students unless otherwise specified by administration.

ILLEGAL OR INAPPROPRIATE ITEMS

Students must not bring to school any items that violate laws, safety rules, or disrupt the learning process.

Parents and students are especially reminded that no weapons of any kind may be in any student's possession at school. This includes guns (including "toys" or "water guns"), knives, or any items used to hurt or threaten others. The Knox County Schools practice strict "no tolerance" procedures with regard to students' possession of weapons of any type, and students - including elementary students - who violate these rules will be subject to severe disciplinary action, including the possibility of long-term suspension from school.

As noted earlier, no student may possess any medication or drugs of any kind. Other prohibited items include alcoholic beverages, any tobacco products, beverages in glass bottles, radios or similar items, electronic games, toys (unless pre-arranged with teachers), firecrackers, or any other items that threaten safety or produce distractions. Such items will be confiscated and students will be subject to immediate and serious disciplinary consequences.

No live animals may be brought to school without prior consent of the teacher and the school office. If an animal visit is approved, the animal must remain in a cage and will not be handled by the children. H.A.B.I.T. Dogs can be approved with permission of principal and consent letter of approval by a parent.

REPORT CARDS

They are issued to students every nine weeks. However, there will be an interim report card going home in the middle of each nine-week grading period. Parents or guardians should sign the Report Cards and promptly return them to the classroom teacher. These reports and any benchmark assessment data will be included in your child's data folder.

FIELD TRIPS

Field Trips are offered to students in K-5 as a means of enhancing the instructional program. In all cases, children must have **written parental consent** (no last-minute permission by phone) in order to participate in any field trips. **Students who exhibit severe or persistent misconduct, or who exhibit chronic problems with poor work habits, can lose the privilege of participating in field trips.** All participating children must use the transportation provided by the school. Parents who are designated by the teacher as chaperones cannot bring a pre-school child or younger siblings with them. A form will be signed by the parent prior to being identified as a chaperone to acknowledge agreement with responsibilities and expectations of the role. Some field trips may require a background check, and the Volunteer Agreement form will need to be assigned annually. For a parent or guardian to assume responsibility for their child at the conclusion of a field trip instead of returning to school, a request in writing to the school's front office 24 hours in advance is required. This will give the school time to verify the request and ensure everything is in order.

CHROMEBOOKS, TEXTBOOKS, LIBRARY BOOKS, AND SCHOOL SUPPLIES

A fee of **\$50.00 per student**, used to purchase art supplies, worksheets, and other consumable items, is **requested** as the school year begins.

The taxpayers of our state provide Chromebooks, textbooks, and library books. Students are responsible for Chromebooks, textbooks, and library books issued for their use. **All lost or irreparably damaged Chromebooks, textbooks, or library books will result in payment to the school system by the parent.**

Chromebook Insurance:

Chromebook insurance is not provided by the school. Parents/Guardians are being given the option to pay a non-refundable, annual fee for device insurance this year. There is no fee waiver for free and reduced students. **The deadline to purchase this insurance on School Cash Online is September 30, 2026.**

SPECIAL EDUCATION SERVICES

They are available to all students who meet eligibility standards, based on both state and federal criteria, through the IEP-Team process. Either the teacher or the parent may refer a child for assessment with regard to any suspected handicapping conditions. If such assessment indicates that the student meets eligibility standards and requires support services, the IEP-Team (which includes the parent or legal guardian) will determine the appropriate form of special services.

SCHOOL DISCIPLINE POLICIES

In order to maintain the excellent learning atmosphere of our school, the administration and faculty of Mooreland Heights Elementary School will continue to uphold high standards for the behavior of our students. We believe that no student has the right to prevent any teacher from teaching, or to prevent any other student from learning.

Mooreland Heights is implementing a PBIS (Positive Behavior Intervention System) program to promote exceptional student behavior and work habits. Our STAR school-wide expectations allow for consistent expectations throughout the school building. Additional information about our PBIS system will be sent home at the beginning of the year. Each teacher uses the school-wide expectations to establish their own procedures and expectations along with specific rewards and consequences. All teachers will inform parents regarding the rules and consequences established for their classes.

If a child exhibits **severe or persistent misconduct**, he or she will be subject to disciplinary actions that may include time within the PBIS classroom or in extreme cases out of school suspension. The type and length of suspension will vary in accordance with the nature of the specific misbehavior. If a child is suspended, the parent will receive verbal and/or written notification in accordance with policies of the Knox County Board of Education.

Harassment, Intimidation, Bullying or Cyber-Bullying:

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

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

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

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

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

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

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

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

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

RESOLVING COMPLAINTS AND PARENTAL CONCERNS

Our teachers strongly desire to work closely and cooperatively with parents. If you have questions or concerns regarding your child, please convey such concerns directly to the teacher through a note, phone call, or scheduled parent-teacher conference. This will lead to a positive resolution of most concerns.

If you wish to discuss a concern regarding your child's teacher with the principal, please call the school office to request a conference. **The principal will make the decision if the teacher is to be included in such conferences**, since the resolution of any concern requires the teacher's full participation. **Anonymous concerns do not merit or receive consideration of any kind.** The principal will discuss such concerns only in conferences, not on the telephone.

CONFERENCES AT SCHOOL

All parent-teacher conferences must be scheduled in advance. Please do not "drop by" the school to informally visit with a teacher, especially in the morning before school begins and at the end of school. If you wish to meet with a teacher, please send a note, email, or call the school and arrange a time with that teacher.

CALLS TO THE SCHOOL

Teachers will not be called from their classroom duties to speak with parents on the phone. If you wish to speak with a teacher, please place your request through the school office. The teacher will return your call when he or she is not responsible for instructing or supervising children; such time is very limited during the school day. As noted earlier, for safety reasons, **please call the main office to change your child's transportation due to an emergency.**

SCHOOL MEALS PROGRAM

Mooreland Heights will be taking part in the Community Eligibility Program that will offer both breakfast and lunch meals at no charge, regardless of eligibility status.

School Meals for Parents and Visitors: Parents, grandparents, and other visitors are welcome to eat lunch at school, at a cost of \$5.00 (Breakfast-\$3.00). Please remember that our cafeteria is crowded during lunch and we are feeding students on a very tight schedule. If you bring younger students into the cafeteria, it is the parent/guardian's responsibility to monitor the child and make sure they are following cafeteria expectations.

MOORELAND HEIGHTS ROCKET FOUNDATION (Parent, Teacher Association)

The Rocket Foundation has been officially recognized in our school as the parent group that works for the betterment of our students and supports the teachers throughout the year.

The Rocket Foundation is the primary channel for parent involvement in a host of school programs and activities. We greatly value the work of the foundation and know it serves as a key role in the success of our school. **We encourage you to join the Rocket Foundation in helping to support the**

wonderful things happening at Mooreland Heights! Please reach out to the main office for more details. 865-579-2105

SCHOOL AND DISTRICT COMMUNICATION

Parents and guardians will receive Monthly Rocket Updates from the principal sharing information about what is happening in the school. These messages will come through the district messenger program called Parent Square. This uses the contact information found in Aspen for your child. ParentSquare can be used on any device. You can download the free mobile app for iOS or Android or use the desktop version at www.parentsquare.com. Our goal is for every family to join ParentSquare and engage with our school community.

With ParentSquare you'll be able to:

- Receive all district, school and classroom communication via email, text, or app
- View the school and classroom calendar and RSVP for events
- Easily sign up to volunteer and/or bring items
- Securely receive report cards, IEPs and other important student documents

Visit <https://www.knoxschools.org/studentsfamilies/ithelpdesk> for ParentSquare information and tech support.

Please make sure the school is notified of any contact information changes that occur after the initial start of the year updates that happen. The district uses this same platform to share information with parents and guardians as needed.