

Bonny Kate Elementary School Parent / Student Handbook 2025 - 2026



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Knoxville, TN 37920
865-579-2108

<http://bonnykatees.knoxschools.org/>

*Principal: Mr. Bill Baldwin
Assistant Principal: Mrs. Donya Hickey
Superintendent: Dr. Jon Rysewyk*

Administration

Mr. Bill Baldwin
Principal

Mrs. Donya Hickey
Assistant Principal

KCS BOE Policies

The following information provides a general outline of the policies and procedures that Knox County Schools has adopted for students and parents. Families may also reference the complete Knox County Board of Education Policies found at [KCS BOE Policies](#).

Bonny Kate Elementary Mission Statement

A collective school community (Faculty, Staff, Administration, Parents, Volunteers, and Community Supporters) providing the foundation and opportunity for continuous and relentless student ownership and growth.

School Motto

Who are you? BKU

School Mascot

Wildcats

School Colors

Blue, Yellow

School Hours

7:45 a.m. to 2:45 p.m.
(Front Door opens at 7:15am)

Absences

All absences are initially marked “unexcused”. It is the parent's responsibility to provide appropriate documentation regarding absences to the classroom teacher within three (3) days upon returning to school. A written note is always required for the status of an absence to be changed to “excused”. These can be sent via ParentSquare to your child’s teacher or to kelly.lusby@knoxschools.org. Telephone calls will not substitute for a written note. After five days, Knox County School guidelines require a doctor’s statement for sick days beyond ten (10) per year.

After five unexcused absences, a letter will be sent to the child’s parent from Knox County Schools.

Attendance is an essential element in students' school success. Every student is expected to be present every day of the school year.

Knox County Board of Education policy allows students' absences to be *excused* for such reasons as:

- personal illness
- illness in the family
- death in the family
- recognized religious holidays of the student's faith
- verifiable family emergencies.

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

Although illness is an excused absence, Knox County elementary school guidelines require a statement from a medical provider for illness beyond ten days per school year.

Board policy permits parents to appeal for reconsideration of absence decisions. Such an appeal must be submitted to the principal/assistant principal, using forms available from the office, within five days following the student's return to school, and the principal/assistant principal will determine if the absence was unexcused or if the excused absence requires a medical providers' statement. The decision of the principal/assistant principal is final.

For a student to be counted as present for the full day, a student in grades K-5 must be at school for a minimum of three hours and sixteen minutes. If a child is not present for these minimum times, he or she must be counted as absent for the full school day.

Absence - Prearranged

When a parent or guardian knows ahead of time that a student will miss a day of school, a formal written request will need to be sent to the classroom teacher(s) if student work is needed for those days. Please allow adequate time for teachers to prepare the requested work. The parent/guardian should state the reason for the absence and the exact dates of the absence(s). This will be submitted to the Secretary for documentation in Aspen.

However, we strongly urge you to PLEASE refrain from planning vacations during the school year so student learning and achievement are not impacted.

Aspen Emergency Information

Updated contact information in Aspen is required and needed in case of emergencies. Please provide the school with accurate emergency information and report changes promptly. Correct home and work phone numbers are essential. The main purpose of this information is to help locate a parent or guardian in the event of illness, emergency involving your child, or unexpected early dismissal.

Please list phone numbers of neighbors who will know where you are for emergency calls and who may pick up your child when he/she feels ill and a parent is not available.

Please note the Aspen system only lists 2 parents/guardians as priority contacts. Other parents/guardians may be listed as Emergency Contacts. Any individual picking up a student

must present a photo ID and must be listed in the Aspen system (please list grandparents, nannies, etc).

Behavior Expectations

Children move through the building when transitioning to the playground, cafeteria, bathrooms, breaks, etc., we must maintain an environment that is conducive to learning for all children. Students should follow the school's PBIS expectations at all times.

All students deserve an equal right and opportunity to receive a quality education in a safe and secure environment. Therefore, we expect a school atmosphere that supports teaching and learning. Any behavior that interferes with the teaching and learning of students is not acceptable. Students are expected to conduct themselves in an orderly and courteous manner. Failure to maintain appropriate conduct may result in a referral to the office and/or exclusion from an activity.

Consequences

All students make mistakes and need to be redirected from time to time. Teachers will handle initial violations of classroom or school rules in their classrooms. However, it is sometimes necessary for the principal/assistant principal to provide extra support. If a child is sent to the office, the principal/assistant principal will decide on the appropriate consequence for the misbehavior. A parent/guardian will be notified either by phone, ParentSquare, or personal conference. Consideration will be given to:

- Nature of the misconduct
- Unusual circumstances
- Number of times the child has been sent to the office
- Repetition of the misconduct

The Knox County Board of Education has established a policy (J-211) prohibiting acts of harassment, intimidation, bullying, and/or cyberbullying. We will work with individual students to uphold this policy, and the consequences of misbehavior can be very serious. Please help us help your child to be respectful of everyone and to not harass, intimidate, or bully any student.

Bus

Bus transportation is provided for children who live at least one mile beyond the school - outside of the parent responsibility zone. You must help your child learn his/her correct bus number and route stop. For all eligible children, school bus routes are posted on the Knox County Schools website, or you may inquire at our school's office (865) 579-2108. The KCS Supervisor of Transportation arranges bus routes and stops. Transportation may be reached at (865) 594-1550 for questions about bus routes.

If school is delayed or dismissed early due to inclement weather, buses may follow a prearranged snow route. Transportation may be reached at (865) 594-1550 for questions about bus routes. State law does not require school bus transportation, but is a privilege extended to eligible students by our Board of Education.

Tennessee State Board of Education States:

“A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he/she disobeys state and local rules and regulation pertaining to pupil transportation.”

Misconduct on the bus endangers the safety of others and may result in a loss of bus privileges. Parents and students must understand that the bus driver is in charge of the bus and students, and any student who is reported by the bus driver for a safety rule violation will be subject to disciplinary action. Please go over bus rules with your child.

Knox County's School Bus Rules:

- Obey the bus driver; follow the driver's first request; the driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.
- No eating or drinking allowed; keep the bus clean.
- Keep hands and head inside the bus; no throwing objects in or out of the bus.
- Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.
- Parents will be fiscally responsible for any act of vandalism.

Permission to ride a bus other than the one your child is assigned can only be granted by the principal and approved by the bus driver. The parent must request in the form of a written note. The note must be signed by the principal and presented to the bus driver.

Cafeteria

Breakfast is served daily in the cafeteria from 7:25 am to 8:00 am. (Students will be marked tardy to class if they are not in their classroom BY 7:45) Our meal pricing for 2025-2026 is as follows: FREE!

There is a charge for ice cream (\$1.00) and for additional milk. Students will have 1x per week for which they are allowed to buy ice cream. Children may bring lunches from home. Students are welcome to bring water bottles for use in the cafeteria. Please do not send glass containers or soft drinks.

Lunch is a time for the students to relax and enjoy conversation with their friends. Staff members are on duty full-time to help children with any problems and maintain a pleasant environment. While in the cafeteria, students are expected to use the same mealtime manners they use at home. Parents are encouraged to discuss the importance of good manners with their children. Our staff reserves the right to maintain a calm and quiet environment so that communication and action in an emergency is timely.

Please refer to the Lunch Visitors section and the Half Day section.

The KCS Nutrition Department began using an online payment system for school meals, and website to apply for free / reduced-price meals.

The portal is called LINQ Connect, and users can register for an account at linqconnect.com. Paper applications are also available by calling the KCS Food and Nutrition Services Department at (865) 594-9563.

Please visit the [LINQ Connect FAQ page](#) for details about topics including:

- Creating an account;
- Adding money or making a payment;
- Setting spending limits;
- Reviewing meal purchase transactions;
- Receiving “low-balance” notifications; and
- Applying for free or reduced-price meals.

Car Rider & Walker Pick-Up

Car Tags:

- Students will **not** be allowed to be picked up without a car tag (the official car tag from the office) hanging from the mirror.
- Parents who are picking up their student as a walker must present a car tag to staff.
- Drivers without a car tag, will be asked to visit the front office before the release of the student to ensure student safety.
- If multiple people will be picking up your student and you need additional car tags, please visit the office to pick those up.

Car Rider Loading Procedure (please share this info with all who will be picking up your child):

- Students will be called to cones numbered 1-7 for pick-up.
- There will be two lines of traffic during pick-up:
 - Students waiting on the sidewalk side will be assisted into cars by Safety Patrol students.
 - Students in the far line will be escorted by an adult through the cars to ensure safe entry.
 - If your child requires help getting in or buckling their seatbelt, **do NOT get out of your car in the line to assist**. Please pull to the lower parking lot to assist your student so you are not holding up all traffic.
 - Please pull all the way forward to the next cone, even if your child is standing at a different cone (ie- your child is at cone 4, but you should be pulling to cone 2). We will get your child and bring them to your car.
 - If your child has not made it to their cone by the time we start moving cars, you will be asked to pull to cone 0 and a Safety will walk your child to you. Please do not stop at cone 1.

Pulling Up (Important):

- Even if your student is at a different numbered cone, please pull up fully to the next available spot (1-7) to ensure all students are loaded safely. Do NOT stop beside your student.
- *Important: Do not pull forward once your child is loaded. This practice is essential for maintaining a safe environment. If the person directing traffic has their hand raised in a stop position, you should not drive forward or off!*
- If your child did not come out when called and they are not standing at their cone on time, you will be asked to pull forward to cone zero and a staff member/safety will walk your child to your car.

Traffic Direction:

- A staff member, typically an administrator, will be present to direct traffic and will release lanes once all 14 cars and students are loaded safely and staff members have time to move into a safe space..
- Pulling forward **without explicit direction may endanger students and staff.** Again, if the person directing traffic has his/her hand raised in a stop position, you should not drive forward or off! Please pay attention!

Pick-Up Timing:

- Car rider pick-up begins after the buses leave at approximately 2:45 PM. All parents should be in line to pick up students by this time.
- Once routines are established, all students should be loaded and on their way by 2:55 PM.
- If you have not arrived by 3:00 PM, you are late and you will be contacted to verify your whereabouts or to determine who is picking up the student. You will be added to a late log to determine if a pattern is taking place.

Cell Phones & Other Personal Communication Devices:

To maintain a focused and productive learning environment, the following are the guidelines regarding the use of cell phones and other personal electronic devices during the school day.

General Guidelines:

- Ideally, cell phones & other devices should not be brought to school. However, if it is necessary, they **must be turned off** and stored in the student's backpack during school hours, per board policy.
- This policy also applies to SmartWatches (which should not be in transmit mode), gaming systems, and iPads.

Prohibited Use:

- Students may not use cell phones or other personal electronic devices during the school day without explicit permission from school administration.
- Devices must remain in the off position AND out of sight and stored securely during class time.

Responsibility for Lost or Stolen Items:

- The school is not responsible for any lost, damaged, or stolen cell phones or electronic devices.

Consequences for Misuse:

- First offence, the teacher/staff will give a verbal warning and ask the student to put it away.
- If a student is found using a cell phone or other electronic device during the school day without permission, the device will be collected by the teacher. Parents will be contacted, and the device will be returned to the student at the end of the school day.
- If a student repeatedly misuses their device, it will be turned over to the administration, and a parent or guardian will need to pick it up after school hours.
- Any further offense will result in progressive disciplinary, per KCS policy.

Changes in Transportation

To ensure the safety and security of all students, Bonny Kate requires a formal process for any changes in a student's transportation arrangements.

Notification Required: Written

- Any change in a student's transportation must be submitted in writing.
- Parents or guardians must send this written notice to both the classroom teacher and the school office.

No Phone Requests:

- Changes in transportation will not be accepted over the phone. This policy is in place to protect the safety of all students and ensure proper documentation.

Advance Notice:

- Whenever possible, please provide changes in transportation as early as possible to allow for proper coordination and communication.

Emergency Situations:

- In the event of an emergency, please contact the school office directly. Every effort will be made to accommodate urgent requests, but written confirmation is still preferred.

Child Abuse

Any teacher, nurse, counselor, administrator or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental or emotional abuse/neglect must report this to the county

Department of Social Services or appropriate law enforcement agency following the Child Protection Act of 1977.

Chromebooks

Chromebooks will remain at the school for instruction during the 2025-2026 school year unless otherwise stated. Additionally, should devices be sent home at some point in the school year, a student must have the signed Device Agreement on file. Insurance is optional.

If a student does not use the device appropriately, they may incur disciplinary actions and/or lose the privilege of using the device.

Please do not place stickers on the devices. Please be encouraged to purchase a cover for your child's device. The district will charge for the replacement of the cover if stickers are placed on the device.



Device Agreement QR Code



Insurance QR Code

Clinic / Medication

The clinic is staffed by the Knox County Schools. It is important to make sure your emergency contact information is kept current in the event the nurse needs to contact you about a sick child.

No medication should be sent to school with a child.

Medication must be brought to the school by a responsible ADULT in an appropriate container labeled by the pharmacy or Health Care Provider and cannot be accepted in any other container.

The school is not permitted to administer medication to a child without a signed Medication Authorization Form.

- Children cannot be at school with a fever, vomiting, diarrhea, severe cough or rashes.
- A child should be fever-free for 24 hours before returning to school after an illness.
- You will be notified if your child becomes ill. Children must be picked up when you are called. If we cannot reach you, the emergency contact provided by you on the emergency card will be called.
- Children with a temperature of 100.4 are required to be picked up by a parent or emergency contact within an hour.
- Any child diagnosed as having a contagious or communicable medical problem cannot, by law, be permitted to remain at school.
- Please notify your child's teacher if your child has been diagnosed as having significant medical problems, such as diabetes or epilepsy so that appropriate arrangements can be made if events warrant.

- To comply with Knox County School Board policy, prescription medication will not be given unless the doctor completes the Physician Form for Administration of Medication and Self-Medication. *(This form is available at the school)*

Daycares

Please be aware that daycares are not open when there is an unexpected early dismissal from school for events such as floods. Please be prepared and have other arrangements made in advance. Please make your child's teacher aware of those arrangements in the event this situation were to occur.

Dress Code

The standards for elementary school dress code reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. All students are expected to dress appropriately for an educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Hats are not permitted in school and should be removed when entering the building, unless approved by an administrator.

There is a strong relationship between neat, appropriate attire and a positive learning environment. To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

- Pants must not sag below the waist and must not touch the floor.
- Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff showing.
- Head apparel, except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. Flip-flops and shower-type shoes are examples of inappropriate footwear.
- Clothing or accessories may not display offensive, vulgar language or images, and must not advertise products that students may not legally purchase.
- "Short shorts", mini-skirts, and spandex are deemed inappropriate attire for students in grades 3-5. Good guidance is to have shorts below the fingertips.
- Coats and jackets exceeding fingertip length are not to be worn in the building.
- No hoods will be allowed to be worn in the building.

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

Student Half Days

The Knox County Schools calendar includes early release days throughout the school year.

These dates for the 2025-2026 school are:

November 19, December 19, January 28, March 25

K-5th grade students will be dismissed at 11:15 pm on these days. Pre-K will be released 10:15. Students will eat lunch in their classrooms, Lunch visitors are not allowed on early release as students will be eating in their classrooms, and space is limited.

Emergency Drills

A fire and evacuation plan is posted in each room. Teachers will review the established procedures with students during the first week of school. When the alarm sounds, students will immediately stand and leave the room. Running is not permitted. Students are not permitted to talk during the drill and are to remain at least fifty feet away from the building until the signal is given to reenter. Every drill is to be treated as the "real thing." Fire drills occur monthly throughout the school year.

Emergency drills such as Intruder, AED, Tornado/Inclement Weather and Lockdowns are required by the state and school district during the school year. Staff and students will participate in all emergency drills.

Emergency Communication Policy

During any emergency situation, **parents and guardians should not attempt to contact teachers or school staff via ParentSquare, text message, phone call, or email.**

Our staff's top priority during emergencies is the **safety and well-being of all students.** Additional messages and notifications can create unnecessary distractions and interfere with emergency response efforts.

Official updates and instructions will be communicated directly to families through **ParentSquare** by **school administration** or the **Knox County Schools Communications Department**. Please monitor those channels for timely and accurate information.

We appreciate your cooperation and understanding in helping us keep all students safe.

Emergency School Closings or Delayed Openings

We would like to emphasize the importance of having a contingency plan for unexpected school closures due to weather conditions, such as snow or floods. Determine who will pick up your child if an emergency dismissal occurs.

The Superintendent makes the decision to close school due to weather conditions or emergencies of Knox County Schools. Please remember to listen to radio, television, and social media for information on school closings, early dismissals, or delayed openings due to snow or adverse weather conditions. ParentSquare is Knox County Schools official communication tool. Please make sure you are signed up for it. Please do not call the office to find out if school is dismissing early, as this ties up our telephone lines. Students may not leave school with anyone who is not listed on the emergency card.

NOTE: Students may only be picked up by an adult (18 years of age or older).

All extracurricular activities, interscholastic contests, field trips, daycares, and non-school activities in school buildings will be canceled when schools are closed.

1. Parent Contingency Planning:

- Parents/guardians must ensure their contact information is up to date in the school's records.
- This plan should include arrangements for supervision, transportation, and communication during such events.
- Parents should discuss alternative transportation options with their children, especially for older students, in case regular plans are disrupted.
- Daycares are NOT open on emergency dismissal days. You MUST make other arrangements.

Enrollment Requirements

- Children must be five years of age by August 15th to be eligible for Kindergarten.
- Children must have completed a year of accredited Kindergarten, to be eligible for First Grade.
- Before any child may enter school in Knox County, the school office must receive an official record of the new TN Certificate of Immunizations (April 2010), 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.
- A certified photocopied birth certificate verifying date of birth must be provided at the time of registration.
- All students must reside within the Bonny Kate Elementary zone and proof of residence (original utility bill) must be provided at the time of registration.

Field Trips

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. When an out-of-school field trip is to be taken, your child will bring home a permission form listing the destination and date. All trips are chaperoned by school personnel who will be assisted by approved parent chaperones. Transportation for field trips will be provided by a school bus or other approved/properly insured charter bus. No private vehicles are used for school field trips. Field trips are non-refundable.

Acceptable behavior in the classroom and on previous field trips is necessary to maintain the privilege of field trip eligibility. Students who do not qualify behaviorally for field trips will be given alternative assignments. Permission slips must be submitted by the designated deadline, and permission cannot be granted over the telephone. Deadlines WILL BE strictly maintained due to transportation and bookkeeping requirements. All children must ride the bus to the field trip destination. Volunteers are needed to help provide for the safety and security of the children. Volunteer chaperones may not bring other children/siblings. Parents who are chaperones will not be allowed to check out their student at the field trip location. To ensure compliance with student-to-chaperone ratios, chaperones must stay with their assigned group and follow the buses back to school in their own vehicles. It may be necessary to limit the number of chaperones per trip based on site restrictions. Knox County has established rigid regulations regarding field trips and these must be followed at all times.

Food

- **Celebrations:** Classroom celebrations will be limited to two per year. All food treats should follow the KCS Wellness Food Nutrition Policy (I –440; I-441) and suggested snack items from the USDA Smart Snacks in Schools list. Cupcakes, doughnuts, and cakes will not be permitted in classrooms. These are not aligned with the approved snack list and may result in a student being left out of the celebration (food allergy, etc.). Students should not distribute invitations at school unless every child in the class is included.
- **Birthdays/Wellness:** Treats should not be given to students at lunch in the cafeteria. All food treats should follow the KCS Wellness Food Nutrition Policy (I –440) and the USDA Smart Snacks in Schools list. Cupcakes, doughnuts, and cakes should not be distributed. As a suggestions, if you'd like to celebrate your child's birthday with a treat for the class, ice cream can be bought for all students through the cafeteria on the grade level's ice cream day.

Going Home with Friends

If your child will be going home with a friend or having a friend go home with him/her, a note from each child's parent must be brought to school stating permission. Both children should give their notes to their teacher. In the event buses are at capacity, it may be necessary to restrict students from riding a bus home with a friend. Please arrange for other transportation in advance. Thank you!

Homework

Students are given homework to enrich and/or support classroom instruction. Each teacher will discuss homework expectations with parents at Parent Night. Please ask your child's teacher for more information about homework policies.

Late Arrival Policy

To promote the safety and accountability of all students, Bonny Kate requires that parents or guardians accompany their children to the office if they arrive late to school. Late arrivals begin at 7:45

Late Arrival Protocol:

- If a student arrives after 7:45, a parent or guardian must walk them into the school and report to the office to sign the student(s) in.
- Parents or guardians are required to sign their child in at the school office upon arrival. This ensures that the student is accounted for and allows the school to maintain accurate attendance records.
- Students arriving to class after 7:45 are considered tardy. If students need to eat breakfast, then they need to arrive early enough to eat breakfast and get to their classroom by 7:45.

Breakfast for Late Arrivals: To streamline breakfast service and ensure an orderly start to the school day, the following policy regarding breakfast for students arriving after 8:00 AM.

- Students arriving before 8:00 AM will have access to a hot breakfast served in the cafeteria.
- Students arriving after 8:00 AM will only receive a cold breakfast option or a "take and eat" breakfast.
- Students who arrive after 8:00 AM and receive a cold breakfast will be required to eat in their classroom.
- This policy is intended to minimize disruptions and maintain a focused learning environment.
- It is the responsibility of parents and guardians to ensure students arrive to school on time to enjoy a full breakfast experience.

Safety Considerations:

- This policy is in place to ensure the safety of all students. By having a responsible adult accompany late arrivals, we can better monitor who is on school grounds and ensure that students transition smoothly into their day.

Support for Students:

- If a student is frequently late due to extenuating circumstances, parents are encouraged to reach out to school administration and or School Social Worker for assistance and potential solutions.

Lost and Found & Personal Items

Unidentified articles found in the building are turned in and placed in Lost and Found outside the library entrance. To promote accountability and minimize the loss of personal items, Please ensure all student's items are clearly labeled.

Labeling Personal Items:

- All students are required to have their items, such as lunchboxes, water bottles, hoodies, and coats, labeled with their names written inside.
- Clear labeling helps ensure that items can be easily returned to their owners.

Lost and Found:

- The school maintains a lost and found area for unclaimed items. Students and parents are encouraged to check this area regularly for lost belongings.
- Any items not claimed by the end of each nine-week grading period will be donated to a local charity or community organization.

Lunch Visitors

Parents/Guardians/Visitors (**on the pick-up list ONLY**) are welcome to join their child/ren for lunch (verified with proper ID in the school office).

- seating is limited, therefore younger siblings are not allowed to attend.
- Parents may only eat with their children. Friends are not allowed to join for lunch due to safety concerns and student supervision.
- Visitors may eat in the lunchroom (space is limited) or under the designated outdoor pergola. Other areas are closed for lunch. Students must remain at the picnic area if they choose to eat outside due to playground schedules and safety issues.
- No photos of students, other than you own, are allowed to be taken due to privacy concerns.
- Anyone visiting for lunch must be listed on a child's Aspen page. Please ensure that you list grandparents and other special family members who may wish to visit for lunch without a parent.
- If an individual is not listed in Aspen, they will not be permitted to have lunch with the student

Early Release Days - Lunch visitors are not allowed on these days as students are eating in the classroom and seating is limited.

Missed Assignments

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

Notes Required by Parents

The school requires notes from parents explaining the following:

- Absences
- Requests for early dismissal
- Permission for field trips
- Permission to ride the bus with another student after school
- Permission to go home with another student
- Changes in the usual method of transportation home

Open Door Policy

Parents and the community are encouraged to participate in the education of their children. For your child's protection, school board policy states, "All visitors must report to the school office to identify themselves and state the reason for the visit." Visitors/parents need a photo ID to check in with the school office. The district utilizes a Visitor Management System in which parents/visitors must have a photo ID. A photo identification badge (printed from the system) must be worn at all times.

- Visiting children of any age is not permitted beyond the office area during the instructional day (7:45 am-2:45 pm). Parent volunteers should schedule their volunteer day/time with the teacher in advance.
- Kindergarten Parents are welcome to walk their student in during morning arrival on the student's assigned staggered days.

- All students should be dropped off in the car rider line and allow children to enter the building on their own. K-5th parents should not be walking students to the door unless the student(s) is late. Thank you in advance for your cooperation.
- Pre-K parents must sign in their students with their teacher daily. Drop-off begins at 7:30. No child can be dropped off for Pre-K prior to 7:30.
- Children who attend after-school functions and PTA events must be accompanied and closely supervised by their parents at all times. No student should ever be dropped off.
- Instructional or planning time for teachers may not be interrupted, even briefly.

Parent Concerns

Bonny Kate's teachers and staff work closely and cooperatively with parents. If you have questions or concerns regarding your child, please convey these concerns directly to the teacher through a note, phone call, ParentSquare, or a scheduled parent-teacher conference. This will lead to a positive resolution of concerns.

- If you wish to discuss a concern regarding your child's teacher with the Principal or Assistant Principal, please **call** the school office to request a conference time or request a phone call. The Principal requires that the teacher be included in such a conference since the resolution of any concern requires the teacher's full participation. Anonymous concerns do not merit or receive consideration of any kind.
 - Parents and guardians are kindly requested to schedule meetings with the principal rather than dropping in unannounced; this allows the principal to dedicate appropriate time and attention to your concerns while fulfilling their responsibilities in managing the school.
 - Please understand that the principal may not be immediately available due to other duties and obligations. Scheduling an appointment ensures that your meeting can be productive and focused.

Parent/Teacher Conferences

We strongly encourage communication between school and home. Parent/Teacher conference months are set during the school year. If you would like to request a conference at any point during the school year, please ParentSquare or contact your child's teacher to arrange a meeting.

Parent Portal/Aspen

Knox County Schools has enabled the ability to create Parent Portal accounts electronically. Parents who do not have a Parent Portal account should receive an email with a security code for access to this service. Parent accounts for newly enrolled students will have a Parent Portal security code emailed within one week of registration.

Once you have received your security code, you should be able to follow these instructions, attached to the email, to create your Parent Portal account.

After your account is created:

1. Visit knoxschools.org, and click on "Popular Links" at the top of the page

2. Click on “Parent Portal”
3. Log in using your username and the password that you created.

Parent Portal allows you to see student’s grades and assignments; it is a convenient way to stay up to date with your child’s daily activities and progress.

Parking

Visitor Parking:

- Parking is available for all visitors in the designated area across from the front sidewalk during morning drop-off. Visitors should NOT park in the staff parking lot on the side or the lower lot.
- Parking for Pre-K is on the gym side next to the sidewalk
- These parking spaces are not available during dismissal due to car rider dismissal.

Pre-K Drop-Off:

- Please refrain from parking in the spots beside the gym, as these are reserved for Pre-K morning drop-off.

Faculty and Staff Parking:

- Parking in the lower lot and marked spaces on the side of the school building is reserved for faculty and staff during the school day.
- Visitors should not park in these areas at any time in the morning to ensure staff can access the building promptly.

Evening Activities:

- During evening activities, such as PTA meetings, parents are welcome to use any available parking spaces.
- Please observe all reserved signs.

Parking Restrictions:

- Do not block school or neighbors’ driveways.
- Avoid parking in areas designated as fire lanes or for the handicapped, unless you have the appropriate permit.
- Parking on sidewalks is not allowed at any time.

Interim/Progress Reports

To communicate a student’s academic progress with parents, an interim progress report will be sent home at the midpoint of each nine weeks. Please sign and return this report as soon as possible. A report card will be sent at the end of each nine weeks, which reports a student’s final grade for that quarter; it needs to be signed and returned as well. You may request a conference with your child’s teacher if you have any questions or concerns about your child’s progress. You can see your child’s progress at anytime by logging into your Aspen Parent Portal.

ParentSquare

Knox County Schools uses ParentSquare as the primary communication tool with email, text and app notifications. You can use ParentSquare on any device. You can download the free mobile [app for iOS](#) or [Android](#) or use the desktop version at parentsquare.com.

Every family should join ParentSquare to engage with our school community.

Here is what you can do with ParentSquare:

- Choose to receive information as it comes or all at once with a daily digest at 6pm
- Receive messages from the school via email, text or app notification
- Communicate in your preferred language
- Direct message teachers and staff
- Get notifications for district closings; including emergency closings
- Sign up for parent-teacher conferences



Protecting Instruction

Instructional programming is our priority. In keeping with this, each class will be limited to two class parties during the school day. These will be held in the classrooms with the help of parent volunteers. To prevent interruptions, all messages or materials brought in during the school day should be left in the office and will be sent to the classrooms at an appropriate time.

Pupil/Student Transportation by Car

Staff members are on duty during arrival and dismissal to ensure the safety of all students. Students on Safety Patrol will also be opening and closing car doors in the morning. The school door opens at 7:15am. Do not park in the lower parking lot and have your child walk up. They should be dropped off in the car rider line. Please remain in line and do not drive around other drivers. This endangers the safety of both students and staff.

Students should not be dropped off or left unsupervised before 7:15 am. The front door is closed at 7:45 am (tardy bell) for the start of the school day. Parents will need to come to the office to sign-in students arriving after 7:45 am.

Recess

Students will have recess daily. Due to safety concerns, students are prohibited from playing games involving tackling, fighting, and keeping items away. In addition to recess, each class embeds physical activity during the school day to give students other opportunities for physical engagement (as required by the Tom Cronin Physical Activity Law). Please send coats for cold days.

Routine Dismissal

Car riders are to be picked up at the front of the school. The drive in the front of the building is reserved for cars during student arrival and dismissal periods. KCS buses and daycares pick up at Martin Mill. A student will not be allowed to be picked up without a car tag (the official car) hanging from the mirror. Parents who are picking up their student as a walker must present a car tag to staff. Without a car tag, drivers will be asked to visit the front office before the release of the student to ensure student safety.

School Counseling

The elementary school counseling program is a part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The program encourages students' social, emotional, and personal growth at each stage of their development. The purpose of counseling with students, parents, and teachers is to help students maximize their potential. The elementary school counselor also conducts guidance lessons, consults with parents, teachers, and other professionals, and coordinates student services in the school.

School Fees

A \$25.00 fee for classroom supplies will be requested at the beginning of each school year. Please use School Cash Online to make this payment. Contact the bookkeeper if you would like to make other arrangements (865) 594-1360.

School Supplies

At the beginning of each school year, parents receive a general supply list compiled by the grade-level team. This list can be located on our school website. Students may also receive a request to purchase additional supplies for individual classrooms.

Snacks for the Classroom

All classroom snacks should adhere to the *USDA Smart Snacks in School* list. Cupcakes, cookies, doughnuts, and other treats shall not be sent to the classrooms for snacks, birthdays, etc. We strive to ensure that each child is included in celebrations and activities, and often unapproved snacks (such as those listed above) unintentionally lead to a child not being included. Please review the approved snack list and collaborate with your child's teacher on treats to send to the classroom. (Unapproved snacks will not be sent to the classroom.)

Special Education

Special education services are available to all students who meet eligibility standards, based on both state and federal policies, through the IEP team process. Either teachers or parents may "refer" students to an S-Team (Support Team), which determines whether or not further observation or assessment is required. If the S-Team recommends testing, and the student meets eligibility standards, the IEP Team will determine appropriate programming.

Student Walkers

Student walkers will be dismissed at approx. 2:45 pm each day. If your child walks home, please send written instructions to your child's teacher. Be sure to discuss safety and behavior expectations between home and school with your child. It is the parents' responsibility to get children onto the school campus safely. Please remind your student to only cross streets at designated crosswalks. Walkers are asked to walk on sidewalks and to cross at intersections at the crosswalks. Please note that independent walkers must be students in grades 3-5. Younger walkers must be accompanied by an older sibling or designee to ensure safety.

Tardy/Early Dismissal

Every effort must be made to ensure that students arrive at school on time.

If a student is late to school, a parent/guardian must accompany the child to the main office and sign him/her in for the day, and the student will receive a tardy slip.

Students must be IN CLASS by 7:45. If your student arrives at school and eats breakfast and does not arrive to class by 7:45, he/she will be considered tardy. Class instruction begins promptly at 7:45 so students should arrive a few minutes earlier to ensure they have enough time to walk to class or have time for breakfast.

When a child leaves class early, it is considered an unexcused tardy, unless a medical note is provided upon returning to school. If it is necessary for a child to leave during the school day, anyone picking up the child must present a photo ID and be an approved emergency pickup person.

Due to the dismissal process, students will not be dismissed after 2:20 pm until their designated dismissal time. Thank you for partnering with us to ensure a safe dismissal process.

If a student routinely arrives late or gets picked up early, he or she is missing valuable instruction time and it will hinder their academic progress. Please try to schedule appointments outside of the instructional day.

Textbooks

Textbooks are free of charge to all students. All textbooks are consumable this year. If a student loses a textbook, there will be a charge to replace the book. Textbooks may also be accessed online and are a great resource for homework support. Please visit the Textbook Department link on the Knox County Schools' website for more information.

Transportation Changes

A note to the teacher is required any time a child's transportation method changes (even if the change is for one day only). The teacher and the office should be notified via written communication when the child first arrives at school in the morning or by 8:00 a.m.

If an emergency arises, please send an email to the teacher and front office as soon as possible for approval by Mr. Baldwin or Mrs. Hickey.

Visitor Check-in Badge Policy

To ensure the safety and security of all students and staff, Bonny Kate requires a standardized check-in process for all visitors during school events, such as Field Day and Awards Day.

Identification Requirements:

- All visitors must present a valid driver's license upon arrival at the school for events.
- A visitor's badge will be issued after check-in, which must be worn visibly at all times while on school grounds.
- All visitors must be on the student's check-out sheet to be allowed to attend an event

Security System Registration:

- If a visitor's picture is not already in our security system, they will be required to have their photo taken at check-in for inclusion in the system.
- This measure is in place to enhance the safety and security of our school environment.

Pre-Event Registration:

- Parents/guardians/visitors who wish to expedite the check-in process for events are encouraged to visit the school office at any time before the event.
- During this visit, they can provide their information and have their picture taken in advance, ensuring a quicker check-in on the day of the event.

Visitor Policy for Lunch and School Events

The safety and security of our students are of utmost importance at Bonny Kate. To ensure a safe environment during lunchtime and school events, all individuals who wish to eat lunch with students or attend class parties, field trips, or similar activities must be listed on the child's authorized pick-up sheet.

- Only individuals listed on a student's pick-up sheet will be permitted to join them during lunch or school events.
- This applies to parents, guardians, relatives, or any other adult who wishes to accompany a student during these times.
- This list should be updated regularly and include names, contact information, and the relationship to the student.
- All visitors must present valid identification upon arrival to verify their identity against the authorized pick-up list.
- School staff will cross-reference the visitor's identification with the list provided by the parent or legal guardian.
- Visitors must check in at the school office upon arrival. They will be issued a visitor badge that must be worn visibly while on school grounds.
- Any updates or changes to the policy will be promptly communicated to ensure all parties are aware of current procedures.
- All parents and guardians are required to comply with this policy to maintain a safe and secure environment for our students.

- Please comply with this policy to ensure the individual is allowed access to school premises during lunch or designated events.

Visiting a Classroom

Classroom visits are not permitted as they are distractions to the learning environment. Teachers may request parent volunteers to assist in the classroom.

Volunteers

All volunteers must sign the confidentiality agreement to protect the rights of students and parents. The volunteer levels are based on task and contact with students as follows:

- Level 1: The task takes place under the supervision of an employee of the Knox County Schools and involves little or no student contact. (For example running copies for the teacher)
- Level 2: The task takes place under the supervision of a certified employee in a classroom or other group setting. (For example: working in the classroom)
- Level 3 and level 4 volunteers require a background check. Ms. Ketron will send the link to all parents at the beginning of the school year. Background approvals are good for six years. Background approvals are only for the immediate parent (not grandparents or other family members).
 - Level 3: The task involves direct contact with students under limited supervision by school staff. (For example: working with a student in the hall)
 - Level 4: The task involves unsupervised contact with students on or off campus. (For example: field trip)

Once completed, the form should be sent to the office or the child's teacher and then will be processed by Knox County. Applicants will receive a notification from Knox County. This agreement is good for six years after being approved. If you have any questions, please contact your child's teacher or the school office.

Water Bottles

To promote a safe, clean, and non-distracting learning environment, the following is the established guidelines regarding the use of water bottles on campus. Water bottles must only contain water, no other substances or flavors allowed.

Water Fountain Availability:

- Students have access to water fountains throughout the school, and there is no requirement to bring a water bottle.

Approved Water Bottles:

- If students choose to bring a water bottle, it must meet the following criteria:
 - **Sealability:** The bottle must be a sealable cup that does not leak if tipped over.
 - **Material:** Only plastic bottles are permitted; glass and metal bottles are not allowed.

- **Cap Type:** The bottle must have a screw-on top.
- **Prohibited Designs:** Cups such as Stanley cups or any similar style that does not meet the criteria will not be allowed.

Responsibility:

- Students are responsible for keeping their water bottles clean and ensuring they do not create a mess in classrooms or common areas.

Withdrawals

Please notify the office if you plan to move out of the Bonny Kate Elementary zone. After the office has been notified that the student has enrolled in another school, the student's records will be sent to that school. A student's records will only be forwarded to the new school when all textbooks and library books are returned and all outstanding fees are paid. Please contact the cafeteria manager to close out your child's lunch account.

Thank You for partnering with us to ensure a safe and successful school year!