

Parent & Student Handbook



Kingston
Elementary School

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KINGSTON ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK

Kingston Elementary School Faculty and Staff welcome you to a new school year. We are proud of our school, faculty, students, and staff. You can help us maintain our record of doing our best. We urge you to support the school, teachers, and programs. Your positive attitude and support make a significant difference in your child's happiness and success here at **K.E.S.**

This handbook has been prepared for your convenience and includes information to acquaint the parents and students of Kingston Elementary with various policies, procedures, and regulations. We urge you to read each item. Through an understanding of the regulations and procedures that keep the school functioning efficiently and an awareness of the opportunities offered for growth and development, a firm understanding will be established among us all – administration, staff, parents, and students. This will enable us to better work together to provide the best possible education for all our students.

If English is not your native language, and you would better understand the information in this handbook if it were provided in your native language, please contact the school office. We will provide the handbook to you in your native language at no cost to you.

KES Mission Statement

The Mission of Kingston Elementary is to provide all students with a safe and caring environment in which they can experience success academically and socially in partnership with parents and the community.

Beliefs

We believe:

- * Every child is unique and deserves respect.
- * Every child will respect themselves and appreciate the individual differences of others.
- * Every child deserves a teacher who will provide meaningful and challenging activities that are developmentally appropriate, research based, and data driven.
- * Every child will be given the opportunity to achieve the goals established in the Tennessee Standards for all content areas.

Vision

At Kingston Elementary our vision is to prepare students to become independent, productive citizens.

ABSENCES

Good attendance is necessary for success in school. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee.

ATTENDANCE LAW:

The compulsory Attendance law requires every parent, guardian, other person residing within the state of Tennessee, having control of charge of any child or children between the ages of 6 and 17, both inclusive, shall cause such child or children to attend public or private day school, and in the event of failure to do so shall be subject to the penalties hereinafter provided. (TCA 49-1708)

This law states that parents can be fined \$50.00 or five hours of community service if a student in grades K-6 is absent from school five or more unexcused days.

Excused absences shall include:

1. Personal illness;
2. Illness of immediate family members;
3. Death in the family;
4. Absence approved by Principal in advance;
5. Religious observances;
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

**Students on the Attendance Improvement List must provide official documentation (doctor, court official, or proof of death in the family) in order to be allowed any additional excused absences. Documentation must be provided within three (3) days of returning to school.

**All absences for students on the Attendance Improvement List will be considered “unexcused” until adequate documentation from a doctor, court official, or proof of death in the family is received.

**** SEE STUDENT CONDUCT BOOK FOR MORE INFORMATION** (Roane County Schools has implemented a new attendance policy and notifications will be sent out. If you need to review this information visit <https://www.tn.gov/education/topic/chronic-absenteeism>).

Note: If you plan on taking your child with you after a fieldtrip, you must check the student out in the office prior to leaving the school on the day of the fieldtrip. You will check out with the teacher on the fieldtrip prior to taking the child. But, remember that this is an **unexcused early dismissal**.

Excuses:

1. All excuses **MUST** have the student's complete legal name, parent's signature, date, and reason for the absence.
 2. Excuses **MUST** be turned in within 3 days of the absence.
 3. After 6 absences per semester the student must have a doctor's excuse. If (s)he does not have a doctor's excuse the absence will be unexcused. After 6 unexcused absences, a letter will be sent from the Attendance Supervisor and Director of Schools.
 4. Unexcused absences may result in a grade of zero.
 5. Teachers are not required to accept makeup work for unexcused absences.
- ** In grades K-8, three UNEXCUSED instances of arriving late to school or leaving early will equal one unexcused absence.**

Pre-approved Absences

Absences that required prior principal approval in order to be excused will only be excused if all the following conditions are met:

1. Written request will be made.
2. Request **MUST** be submitted 5 or more school days before the requested dates for the absence.
3. All graded work that is missed for students in grades 2-5 will be made before or after school.
4. All graded work that is missed for students in grades K-1 will be made up at the teacher's discretion.
5. The student must be capable of making up the missed school work without causing a hardship to the student.
6. The student must have prior record of good attendance (no excessive absences or unexcused absences).

KES ATTENDANCE is defined as follows:

Pupils are expected to attend the school to which they are assigned by virtue of their residence. Pupils will enroll in the county school of the appropriate grade nearest their residence and will be provided transportation, without respect to race, color or national origin. However, parents may elect to enroll their children in any school in Roane County provided the parent provides transportation to and from that school and **PROVIDED THAT SUCH CHOICE OF SCHOOL DOES NOT CAUSE OVERCROWDING IN THE SCHOOL CHOSEN.**

ACCELERATED READING PROGRAM (AR)

AR uses trade books and computerized testing to encourage reading. Laura Taylor oversees the AR program. Any questions or concerns need to be addressed with Mrs. Taylor.

ACCREDITATION

Kingston Elementary is accredited by the Southern Association of Colleges and Schools (SACS). KES received initial accreditation in 1995 and a School Improvement Plan (SIP) was developed. The SIP is reviewed on an annual basis and updated, when appropriate, to maintain accreditation. SACS accredited schools reflect a commitment to providing a quality education to all students. This SIP is available for review in the administrative office of the school.

SCHOOL IMPROVEMENT GOALS:

It is our goal at Kingston Elementary to have less than 10% of Kindergarten and 1st grade students considered at risk, and to have 95% of students in grades 3-5 score proficient or higher on state assessment tests (TCAP).

ADMISSIONS

New kindergarten students must be 5 years old on or before August 15th of the school year in which they are enrolling. New first grade students must be 6 years old on or before August 15. A physical examination is required when a student enters school for the first time, and two proofs of residence are required.

It is mandatory that your child have a social security number, birth certificate, Tennessee certification form of immunizations and Health Record on file, along with two proofs of residence consisting of any bill mailed to the address of the legal guardian. Please keep your child's immunization record up-to-date.

ALCOHOL AND DRUGS

The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the school campus or buses, is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies.

ARRIVAL AND DISMISSAL

K.E.S. students should arrive after 7:45 a.m. (A bell rings at 7:45 am for students and visitors to enter the building.)

Students times must be supervised at all times. Students are not to be allowed to enter the building before 7:45 am. The only exception will be those students involved in the Before and After School Program (BASP) or the Excel program classes. Therefore, if students arrive before 7:45 a.m., they will be sent to BAS and there will be a charge. ALL parents are encouraged to enroll their children in the BAS program. (There is no charge unless the service is used.) Students enrolled in BASP are supervised by BASP staff until school begins at 7:45 am.)

Upon arriving, students are to go to their designated area where staff supervision is available. Please say your goodbyes in the car line and allow students to go to their designated areas on their own as follows: Kindergarten and First grade – designated bus room on K-1 hallway. Second grade – Fifth grade will be in the gym.

Tardy and Early Dismissals

Tardy: School begins at 8:25 am. Students arriving after 8:25 am are tardy and are to be checked in through the school office. Parents are responsible for checking their children into school when they are tardy. Do not drop your child off at the door after 8:25. Walk your child into the office and sign him/her in.

NOTE: DO NOT walk your child inside the building. It is safer for everyone if students are dropped off in designated area. Parents are also asked to wait in their cars in the afternoons instead of the lobby or the sidewalk. This is for the safety and security of all KES students. (We have several situations of custodial disputes with children at-risk.) IF you do find it necessary to enter the building in the morning, sign in at the office and get a visitor's sticker. Remember to sign out upon leaving. (There have been occasions visitors have forgotten to sign out and we have had to delay re-entering the building during safety drills while those visitors have been located and called to verify they are no longer on school grounds.) Remember: Parents are also asked to wait in their cars in the afternoons instead of the lobby or sidewalk.

The entrance and exit for Kingston Elementary is at the corner of Bailey Road and Lawnville Road.

1. Please form a **single line** in the morning when dropping your child off. Do not use the bus drop-off lane if you are in a car or drop your child off on the road. This is for safety of all children. (According to state requirements, buses and pedestrians, which include private transportation, are not to use the same loading area.)
2. Please pull up to the loading area to drop off or pick up your child. If you need extra time with your child before he/she gets out of the car, pull over and park in a parking space. This will help the car line move smoother and quicker. Then re-enter the car line to drop off. Please *do not walk your child to the door*.
3. Remind your child to cross in front of cars (not between) when getting in or out of your car.
4. After your child is out of the car, please move on so lines can move faster. Please observe loading and unloading zones.
5. Please DO NOT park and walk your child to the door. If the car rider line has to stop for pedestrian traffic, it makes the line move slower for those parents correctly dropping off. For the safety of everyone, parents should remain in cars during morning drop off.

Dismissal is at 3:20 p.m. for car riders.

1. We ask that you stay in your car in line to pick up your child each day. Please remain in your car and wait patiently for your turn to pick up. If you exit your car you will be asked to return to your vehicle.
2. Students are seated in the gym during dismissal.
3. Parents should not wait outside the classroom or in the lobby. The only parents in the lobby after 3:10 are those who are signing out children on special release.
4. Please form a double line when picking your child up.

* Put your car in park to avoid accidental rolling if your foot should slip off the brake.

5. Please observe stop and go signs.
6. Suggestion: Vans and larger vehicles use outside left lane. This will make it easier for students to see all vehicles in the loading area.
7. For the safety of all our students, please **DO NOT PULL OUT UNTIL A TEACHER MOTIONS FOR YOU TO DO SO**. Several cars will be loaded at once and all will then leave together.
8. Please make sure you use the crosswalks during dismissal times for safety. Crosswalks during dismissal times are located at the stop and go signs. Thank you for your cooperation.
10. You should be issued a visor tag with your child's name by your teacher. Please utilize this tag to expedite the car rider line.
11. Students **cannot be checked out after 3:10**. Please plan ahead and sign your child out before 3:10 if you have an afternoon appointment. If your child has not been properly checked out through the office before 3:10 the child **MUST** remain in the gym while you go through the car rider line for pick up. The only students able to walk out with parents are those who are under special prearranged provisions.

After 3:45

At the conclusion of bus/car duty (approximately 3:45) children will be sent to BASP. -The cost will be the parent's responsibility. ALL parents are encouraged to enroll their children in the BAS program. This is for the safety and security of your child(ren). In the event you are unavoidably detained the BAS program will provide supervision until your arrival (or until 6:00 pm). Please be aware if you do not wish to take advantage of this service and your child has not been picked up by 4 pm, (s) he will become the responsibility of the local law enforcement agency.

Safety Policy: Everyone entering the building will have to report to the office through the front door of the school. Visitors will be asked to state their business or reason for requesting entry. Visitors will also be asked to present identification even if EVERYONE in the school knows the visitor. This is for safety and non-discriminatory situations.

Early Dismissal: Identification **MUST BE PRESENTED** to office staff and the individual who is requesting to take a child **MUST BE LISTED** on students contact form before a student is allowed to leave. There will be **ABSOLUTELY NO EXCEPTIONS. STUDENTS MAY NOT BE SIGNED OUT OF SCHOOL AFTER 3:10 IN THE AFTERNOON.** This is for the safety of all students and as an additional security measure. If you need to check your child out at the very end of the day, PLEASE do so before 3:10 or the child will be required to go through regular dismissal procedures before he/she leaves. Please make sure that you have proper identification in order to check out students. The person picking up your child must be listed on the emergency card. Students will not be released to anyone not on the emergency card, so please remember to keep this information current with the office. Phone calls are not sufficient to update information.

ASBESTOS

This is to inform you of the status of asbestos in Roane County Schools. We are pleased to report that there is no friable asbestos (loose fibers) in our schools. We have completed a considerable amount of work either removing or repairing more serious situations.

We are required by the State to:

1. Have on file in each principal's office, a copy of the Asbestos Management Plan for that school;

2. Perform a 'Periodic Surveillance' inspection every six months;
3. File an annual Progress Report with the State; and
4. File a Re-inspection Report every three (3) years with the State. We will continually strive to place the highest priorities on our students' health and safety. Any questions or concerns about asbestos should be forwarded to Robert Jones, Maintenance Supervisor, LEA Designated Person for Roane County School System at 376-5592.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar and serve dual purposes:

1. Assemblies often provide another way to present curriculum related information and material to students. Assemblies also offer students the opportunity to share their knowledge and talents with others. Some typical assembly themes include Character Counts, athletics, cultural presentations, and professional speakers.
2. Assemblies help students develop and practice important social skills and self-control. Special attention to etiquette and good citizenship is expected of all students.

There is often a significant investment in time and money in preparation for an assembly program. An occasional nominal fee may be charged for such programs.

AWARDS

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Academics, clubs, attendance, good behavior, and cultural achievements are examples of areas of recognition.

BALLOONS & other Special Deliveries for Students

1. Balloons, flowers, and other special deliveries for students at school will not be accepted by the office. Please arrange for these deliveries to come to your home after school hours.

BEFORE AND AFTER SCHOOL CARE PROGRAM (BAS)

We have a BAS Program at our school. There is a small fee for this service. Specific rules and additional information concerning this program are available upon request during operation hours.

Operation Hours

6 am - 7:45 am

3:30 pm - 6 pm

BAS Phone Number: 717-5444

Pre-enrollment of your child(ren) will allow you to use the BAS program services for unexpected or emergency situations. ALL parents are encouraged to enroll their children in the BAS program. This is for the safety and security of your child(ren). In the event you are unavoidably detained the BAS program will provide supervision until your arrival (or until 6:00 pm). You do not have to use BAS services on a regular basis to register your child(ren). Please be aware if you do not wish to take advantage of this service and your child has not been picked up by 4 pm, (s)he will become the responsibility of the local law enforcement agency.

BICYCLES

Students are not allowed to ride bicycles to school. This is for the safety of our children.

BUS RULES

Riding a bus is a privilege, not a right. All students on the bus are under the authority of the bus driver. Students must obey the driver and the bus rules. Failure to do so can result in a child not being permitted to ride a school bus. A copy of the bus rules are included in the Code of Conduct book, given to parents at registration. -In case of inclement weather buses may not run and parents will be responsible for their child's transportation. If you have questions regarding bus issues, please call the bus garage at 590-0153.

CAFETERIA POLICY

Breakfast is prepared each school day.

Prices of Breakfast for Students:

Regular breakfast prices: \$1.00

Lunch:

Prices of Lunch for Students:

Regular lunch price: \$1.75 (daily) \$8.75 (5 day week)

Note: Free and reduced both get their meals free.

Students are responsible for repaying any lunch or breakfast charges the following day.

Breakfast will be served until 8:15 in the morning. Serving will cease at this time so that students may get to class on time. Lunch will be served at assigned times for each class. Students have 25 minutes for lunch.

À la carte items such as juice boxes, waters, and gogurts will be available for children in third through fifth grade to purchase. These items must be paid for with cash. They will not be allowed to be purchased out of their lunch account.

Students will be allowed to purchase extra food and milk out of their lunch account if there is money available. Extra food items CANNOT be charged.

Checks: When paying for lunch/breakfast by check, make sure the four (4) digit student identification number is on it and your child's name. These numbers will be given to the students the first week of school by their teacher. If your child was at KES last year, the number will remain the same. Please send checks in on Monday. There is a \$10.00 charge for returned checks.

You now have the option of going on line to make payments into your child's lunch account. Once you receive the student ID number you can go online to www.mealpay.com and follow the directions to set up your child's account.

The cafeteria is on an automated system. All students who make purchases in the cafeteria will use the 4 or 5 digit student identification number. Please work with your child to learn the 4 or 5 digit identification number. We appreciate your help.

Outside Food Vendors: In order to comply with Roane County School Board policy (#4.3.1) and out of consideration for other students, foods from outside vendors (i.e. McDonalds, Subway, etc) are NOT to be brought in for students to eat at breakfast or lunch.

We at Kingston Elementary School want our students to be able to relax and talk with their friends during their lunch time. However, it is important that students use good manners and follow simple rules. Specific directions and procedures have been developed by the KES faculty and staff to make the cafeteria a pleasing place for all to eat. Children are expected to walk quietly, get everything they need the first time, sit with their classrooms, talk quietly, use good manners, clean up their eating space, and return trays and line up when told to do so. The school rules are provided under Discipline and in the Discipline and Safety Handbook.

DUE TO OVERCROWDING we ask that you not visit your child/children during breakfast or lunch. Parents and grandparents may attend the school for lunch only as outlined on the visitation plan by the cafeteria. ***PARENTS, GRANDPARENTS, ETC THAT COME TO VISIT AT LUNCH MUST BE LISTED ON THE CAFETERIA RESERVATION FORM WHICH MUST BE SIGNED BY A PARENT OR GUARDIAN. THESE VISITORS WILL HAVE TO SHOW ID.*** These rules have been put in place for the safety of all students.

CALENDAR FOR THE SCHOOL YEAR

A school calendar is provided at the beginning of each school year.

CHANGE OF ADDRESS / TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

CHARACTER COUNTS!

The development of good character is important to everyone. Character Counts! is used at our school to encourage the development of positive character traits in students. Character Counts promotes trustworthiness, responsibility, fairness, caring, respect, and citizenship.

CHECKS

Please make checks payable to Kingston Elementary School unless otherwise instructed. Separate checks should be made for lunch, fees, field trips, etc. Lunch money isn't kept by the school bookkeeper therefore such things do not go to the same bank accounts. If you have more than one child in school, please send separate checks for each child.

Accounting books cannot be closed with outstanding checks.

Note: A \$35.00 fee is charged for each returned check.

CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. A student's best conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, or if leaving school grounds. Kingston Elementary teachers want students to become good citizens. Expect teachers to remind your child of his/her mistakes. They will give special emphasis to honesty, courtesy, and obeying school rules. Each student is expected to behave in a respectful manner to all school personnel.

Owners of property adjacent to the school have a right to expect no trespassing on their property. Homeowners are encouraged to report any action of students that is harmful to their property.

COMMUNICABLE DISEASES

There are certain diseases that can be caught easily at school. You can help prevent spreading germs by never sending your child to school when (s)he MAY have a contagious disease like mumps, measles, pink eye, chicken pox, itch, strep throat, or lice. (Please see the Head Lice policy letter for treatment and re-admittance to school.) Students running a fever or vomiting will be sent home from school immediately.

CONFERENCES

Parent-teacher conferences can occur throughout the year. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. These conference times are very valuable to the overall education program.

Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. Teachers and students benefit from parent involvement and input. Parent conferences are encouraged and can be arranged at any time during the school year. Teachers are not available to talk during regular school hours except by

appointment only. Please call to arrange a time for an appointment. Visitation to classrooms to speak with teachers cannot occur during the school day as instructional time is important for our children.

CROSSWALKS

Please be sure to use the designated crosswalks during arrival and dismissal times for safety. Crosswalks are designated by the stop and go signs during dismissal times.

DISCIPLINE

One of the major responsibilities of the classroom teacher is good management and control within the classroom for the promotion of a conducive learning environment. Please refer to the Roane County Schools Code of Conduct for additional information regarding discipline policies.

SCHOOL RULES

1. Be respectable.
2. Be responsible.
3. Be ready

Severe Clause: If a child wilfully inflicts physical harm, destroys property, uses foul language, or deliberately defies ANY teacher or supervisory person's request, that student MAY be taken to the office for immediate disciplinary action. Please make sure that your child understands that he/she is under the direction of any teacher during bus duty, assembly programs and while on school grounds.

Additional Directions & Procedures are provided in common areas. Procedures and Directions for Common Areas are listed at the end of this section. Teachers may have specific procedures and directions to use in their classrooms.

Common Areas: Cafeteria, Arrival & Dismissal, Playground, Hall, Restrooms, Gym, Assemblies, Special Activities, etc.

CLASSROOM CONSEQUENCES

1. Warning.
2. Progressive time-outs or loss of privileges (appropriate to age / grade level).
3. Parent notification.
4. Referral to the office.

CONSEQUENCES when REFERRED to OFFICE

Consequences are progressive and cumulative within a semester.

When students are referred to the office for disciplinary action, parents are notified.

Usually students are referred to Mr Linville, our assistant principal. He will work with students and parents to address problems. If a problem persists, referral to Mr. Thompson, Principal, occurs. Parent involvement, in-school detention and reflection days, as well as other deterrents will be utilized. Parents are contacted in the event of referrals to the office requiring behavioral intervention.

All students are expected to behave in a respectful and orderly manner while at school. If a student chooses to become disruptive, appropriate consequences will be administered. Our school discipline policy conforms to both local and state policies.

Please go over our school's rules and procedures for safety in the Discipline & Safety Handbook with your child. These are in place to help ensure the safety of all students and provide an environment that is conducive to learning. Working together, parents and administrators can work toward the optional learning environment for all students.

SUSPENSION AND EXPULSION

Suspension is a last resort but will be used if deemed necessary. Methods and procedures given by the Tennessee and Roane County Board of Education are used. Parents will be notified in the event of a suspension. The following information is taken from Tennessee Code Annotated, Section 49-1309.

Any principal or teacher of any public school in the State is authorized to suspend a pupil from attendance at such school, including its sponsored activities or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension may include, but shall not be limited to, (1) wilful and persistent violation of the rules of the school or truancy; (2) immoral or disreputable conduct or vulgar or profane language; (3) violence or threatened violence against the person or any personnel assigned to any public school; (4) wilful or malicious damage to real or personal property of said school, or the property of any person attending or assigned to said school; (5) inciting, advising, or counselling others to engage in any of the acts herein before enumerated; (6) marking, defacing property; (7) possession of a pistol, gun, or firearm on school property; (8) possession of a knife, etc., as defined in Section 39-4901, Tennessee Code Annotated, on school property ; (9) assaulting a principal or teacher with vulgar, obscene, or threatening language; (10) unlawful use or possession of alcoholic beverages, barbitol, or legend drugs, as defined in Section 52-1201, Tennessee Code Annotated; (11) any other conduct prejudicial to good order or discipline in any public school. Prior to suspension the student must be granted a hearing stating the reasons for suspension.

DRESS CODE

KINGSTON ELEMENTARY SCHOOL IS A TENNIS SHOE ONLY SCHOOL. Tennis shoes are **required** at KES. This decision was made as a result of safety consideration as far less falls, trips, and injuries occur when all students wear tennis shoes. We ask parents to assist us in the compliance of this requirement. ***Tennis shoes are athletic shoes*** NOT SPERRY'S, TOMS, BOBS, BOOTS OR ANY OTHER RUBBER SOLED SHOE. Roane county dress code policy is posted on the system's website at <http://roaneschools.com/> (Policy #3.19). A copy of the Dress Code Policy is located in the Code of Conduct manual. If you require assistance to comply with the tennis shoe policy, please contact the school office for further information and assistance.

EARLY DISMISSAL from CLASS

Children are expected to remain at school throughout the school day.

Procedure: If the student must leave school early for some permissible reason -- for example, a doctor's appointment, -- the parent or guardian must come to the school office, show ID and be cleared by having the name confirmed on the contact card. **If the person's name requesting to take the student is not on the contact card, permission will be denied.** After permission is granted the student may be signed out. The office will call for the student.

Excuses for Tardies & Early Morning Dismissals:

In grades K-8, three instances of arriving late to school that are unexcused will equal one unexcused absence.

Excused absences shall include:

1. Personal illness;
2. Illness of immediate family members;
3. Death in the family;
4. Absence approved by Principal in advance;
5. Religious observances;
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control

EMERGENCY SCHOOL CLOSINGS

If you work, or in case you are not at home, your child must know an alternate place to go in case of an emergency school closing. Please **DO NOT CALL THE SCHOOL** to obtain information. Listen to local radio and local television stations for announcements about school closings or early dismissal. Roane County Schools has set up an information assistance program through our county system and will notify you. We use the information you provide when you register your child. Please keep this information updated with us. (Address, phone numbers, etc.)

An Emergency Dismissal Instruction form is given to each child at registration. This must be completed and returned to the school. The office cannot take instructions regarding specific children due to liability issues. Complete that form and return it as soon as possible. With over 700 students it is impossible to call parents to make arrangements, so the form provides the office and teacher with information in the event of an emergency dismissal. With this in place there is no need to panic about how the students will get home. The students will be sent home on these days by the instructions you have given on the emergency dismissal form. If you need to change the information please just request another form. The county office will send out a notification alert when a decision is made concerning an early dismissal or emergency situation so it is VERY important to use this service if possible. WBIR as well as other providers will also run the announcement on their station. Please remember **NO ONE** will be allowed to pick up your child that is NOT on the pick-up list. **ABSOLUTELY NO EXCEPTIONS.**

Please Note: IF your child normally attends BAS Program, you MUST make other arrangements for him/her. IF school closes before 1:30 pm, there will be no BASP services.

FAMILY ENGAGEMENT PLAN

Kingston Elementary School has a Family Engagement Plan in accordance with No Child Left Behind. This plan is on file in the administrative office of the school and is available for review at any time. This plan is revised annually based on recommendations by the Family Engagement Plan Committee.

FIELD TRIPS

Field trips are educational experiences and are used to support curriculum objectives. According to School Board Policy (#3.46), only students with signed permission slips will be allowed to go on school-sponsored field trips. Verbal permission is not acceptable. Field trips are considered a privilege. Students who have not demonstrated adequate discipline in their behavior may be prohibited from participating in such field trips. These students will be provided with alternate experiences. Safety of all our students is a major concern, as well as learning. Current Board policy allows only two (2) field trips per year.

Note: If you plan on taking your child with you after a fieldtrip, you must check the student out in the office prior to leaving the school on the day of the fieldtrip. You will check the child out with the teacher prior to taking the child. But, remember that this is an **unexcused early dismissal**.

CHAPERONES

Parents may be asked or chosen (if many parents volunteer) to chaperone field trips. Younger children may not come along on field trips. Because chaperones are present to insure the safety of our students, attention must be focused on class members.

GRADING SCALE

The Roane County Schools grading scale is as follows:

100-93 A

85-92 B

84-75 C

74-70 D

Below 70 F

For grades K-2 a skills based reporting system is utilized. A 1-4 scale, described in the grade card is denoted for each skill in these grade levels

HEAD LICE POLICY (#3.32)

School nurses may periodically check students for head lice and/or nits. Upon reasonable confirmation of head lice or nits, the student's parent/guardian will be notified. A copy of instructions will be given to the parent/guardian. Parents are asked to refrain from sending the

student back to school until the head lice infestation has been properly treated. The student is expected to be treated and returned to school within 24 hours for re-examination by the school nurse. The School Board Policy (#3.32) for Head Lice is attached.

HOMEWORK

Class work is expected to be completed during the school day. This requires good management of time, and it is the responsibility of the student to complete all work promptly. Failure to do so will result in a grade penalty.

Assignment of homework is left to the discretion of each teacher. There are several good reasons for homework:

1. To provide extra practice on new and learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To review material learned earlier in preparation for tests and other class work.
5. To provide opportunity for growth in responsibility.
6. To provide you an opportunity to see what your child is studying and how well (s)he is doing.

We believe learning is important and that learning should continue after school hours. Homework should not be viewed as punishment, but as a way for encouraging and extending learning. Students in lower grades should not have homework in excess of 30 minutes and students in upper grades should not have homework in excess of 1 hour, unless completing make-up work.

HONOR ROLL

Students in grades 3 – 5 are recognized for academic achievement through the honor roll. Students earning all A's and all A's and B's are recognized at the end of each grading period. Students are also chosen and recognized for good behavior, being a hard worker, and Student of the Month/Week. Our staff makes every effort to reward excellence.

INTERNET ACCESS AND USE

We are pleased to have Internet access available to students. The Internet offers vast, diverse, and unique resources to students and teachers. Students and parents are asked to read and sign the Roane County School System Internet Use Agreement that explains the terms and conditions of internet use in the school before students are permitted the privilege of internet use. The Internet Use Agreement must be returned for students to have access to the internet.

LIBRARY POLICY

Students are encouraged to use the school library. Certain rules have been made to provide maximum use of the library by all students. Kindergarten students learn how to care for books and look at them in the library. Books are checked out by bar codes that are on books in the

library. Kindergarten and First grade students may check out one book for one week and may be renewed one time. Second, Third, fourth, and fifth grade students may check out two books. Teachers receive printed notices for students who fail to return overdue books. When books are long overdue, a written request to parents asks them to help the child find the book or (as a last resort) to pay for the material. Reimbursement will be made for lost and paid books returned to the library in good condition only within 3 months of the date of payment.

LOITERING

Students should leave the school and school grounds promptly after classes or activities are dismissed. Non-students are not permitted on campus at any time unless they have been registered as official guests in the main office.

LOST AND FOUND

Please label coats, jackets, mittens, lunch boxes, etc. Items found at school are taken to the lost and found cabinet. If items are lost at school, please check the Lost and Found cabinet. Lost and Found is cleaned out several times during the year: week of Thanksgiving; each nine weeks thereafter, if needed; the week before Spring Break; and the end of the year. Announcements are made daily at least 2 weeks preceding each clean out. Unclaimed items are donated to local charities.

MEDICATION (Board Policy # 3.33)

If it is necessary for your child to take medication at school, the medicine must be in the original container and given to the clinic/office with a signed permission form stating the amount that needs to be administered. Non-medical personnel may administer the medication. A release medical form **MUST** be signed and returned. Each student is responsible for going to the clinic for his/her medication. See the attached Board Policy (#3.33)

NON-DISCRIMINATION

Title VI of the Civil Rights Act prohibits any organization or institution receiving Federal funds from discriminating based on race, color, or national origin. A person cannot be denied the benefits or, excluded from participating in any activity or program sponsored by the organization or institution.

If you feel that you have been discriminated against, a complaint may be sent to:

Local School System's Title VI Coordinator
Keevin Woody 376-5592

Tennessee Department of Education
State VI Coordinator
Andrew Johnson Tower, 5th Floor
Nashville, TN 37243-00375
The Office of Civil Rights

U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, GA 30301-2048

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that "No otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

OUT OF DISTRICT STUDENTS

If you live out of the Kingston Elementary School district, you must fill out an Out of District form and have it approved EVERY SCHOOL YEAR within the given time frame. These may be obtained from the school office during the designated time frame.

OUTSIDE FOOD VENDORS

In order to comply with Roane County School Board Policy (#4.3.1) and out of consideration for other students, foods from outside vendors (i.e., McDonalds, Subway, Sonic, etc.) are NOT to be brought in for students to eat at breakfast or lunch.

PARENT NOTIFICATIONS

1. Parents have the right to request information about the professional qualifications concerning their child's teacher(s) and should be informed if their child is served by any paraprofessionals providing educational assistance and if so, their qualifications. Teaching certifications can be found by accessing the Tennessee Department of Education web site for Teacher Licensing (<http://www.k-12.state.tn.us/tcertinf/Search.asp>) or by contacting the Central Office (376-5592).
2. Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher not highly qualified.
3. Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through their web site (<http://www.state.tn.us/education/mreport.htm>) or at the school and /or Central Office.
4. Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. They will also receive an explanation of what this means academically in comparison with district and state, and steps being taken to improve achievement and parent involvement.
5. Parents should know that they may request in writing that their child's name, address, and telephone number not be released to a military recruiter without prior written consent.
6. Parents will be informed by annual notice regarding the availability of supplemental educational services if a school fails to meet adequate yearly progress (Title I).

7. Parents must receive annual academic results for mid-term reporting periods: end of reporting periods; TCAP Achievement results in grades 2-8; Writing Assessments in grades 5,8, and 11; End of Course and Gateway Exam in a timely manner as required by local Board policy and the State Department of Education.
8. Parents of a student identified as limited English proficient (ELL - English Language Learner) must be notified in a timely manner of their child's participation in an ESL program, details of the program, rights to waive participation and specific information on the child's level of English proficiency.
9. Every Student Succeeds Act (ESSA) for more information visit <https://www2.ed.gov/policy/elsec/leg/essa/index.html>
10. Schools and parents must be notified of school-wide program authority under which schools can consolidate funds from federal, state, and local sources to upgrade the educational program of the entire school-the qualification; 40% of students must be from verified low income families.
11. Parents can visit the state's website (<http://www.state.tn.us/education>) to access a description of the curriculum (Tennessee Curriculum Standards), assessment, and proficiency levels students are expected to meet.
12. Parents have access to district and school information and reports through the media (local newspaper and radio) and the system/school report cards available on the state web or on the system's administrative office.
13. The Roane County School Board Policy relating to student privacy and parental access information is available in the school Board Policy Manual located at each school and the Central Office. Notification of rights and release of directory information under FERPA , the Family Education Rights and Policy Act, is also done through media announcements. This Federal law afford parents and students (over 18 years of age) certain rights with respect to educational records. Parents will be notified of any change to board policy. More information of FERPA is available at the Central Administration Offices.
14. School health requirements, policies and procedures (i.e. immunizations, medication at school, etc.) are available for the Roane County Health Department Office, school principal or school nurse.

PHYSICAL EDUCATION

Your child will have the privilege of being in a physical education class. This is a subject with constructive learning. Participation in the planned activities is required. A parent/guardian note with a day time telephone number must be sent to school to be excused from P.E. class. A doctor's excuse is necessary to be excused for an extended period.

P.T.O.

The Kingston Elementary School P.T.O. (Parent Teachers Organization) has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled and announced in advance.

The P.T.O. sponsors money making projects to fund various activities and projects. With the help of all parents, this is very successful. Our safe playgrounds* are an excellent example of our PTO's commitment and support.

PLAYGROUND RULES

There are two playgrounds. The K and 1st playground is located within the walled enclosure by the bus zone. The Pre-K playground is in the fenced area at the end of the K-1 hallway. The area between the 3rd and 4th grade will be used for grades 2-5. The following are general playground directions and procedures:

1. No jumping out of swings.
2. No twisting chains on the swings.
3. Only one person in the swing at a time.
4. Do not push anyone who is swinging.
5. Swing only on your bottom. (No knees, stomachs, etc.)
6. Do not walk or play near where someone is swinging.
7. Slide down the slide on your bottom (feet first).
8. No walking up the slide.
9. Do not get on top of the monkey bars.
10. Do not hang upside down from the monkey bars.
11. Do not run in the mulch area (grades 2-5).
12. Do not run on the block wall or crossties.
13. No digging in the mulch.
14. No throwing mulch.
15. Play games in the field in designated areas (grades 2-5)
 - * regulation baseballs are not permitted on the playground
 - * only touch football will be played, using nerf balls.
16. Keep games away from the ditch (grades 2-5)
17. Keep your hands to yourself - no pushing, shoving, hitting, tackling, etc.
18. Do not play on the hillside (grades 2-5)
19. Do not climb or slide down poles on the playground or other school property.
20. Students must have teacher permission to leave the playground area or to return to the school building.
21. If a child should fall or sustain any type of injury while on the playground, (s)he should immediately inform the teacher.

Please go over our playground rules and procedures for safety with your child. These are in place to help ensure the safety of all students and provide an environment that is conducive to learning. Rules and procedures are also found in the Discipline and Safety Handbook you received.

PUPIL DATA FORM (Registration Forms)

It is extremely important for us to have a current telephone number, two emergency phone numbers, and clear directions to your address on file. This information should be completed on the Pupil Data Form during registration. Please notify the teacher and school office of any change immediately. Students who become ill or injured at school will be taken to the school clinic. If it is determined that the student is seriously ill

or hurt, the school will call the person(s) on the pupil data form. Please make sure your contact information is correct and updated when necessary. Any changes need to be reported to the office ASAP and in person.

Roane County Schools Emergency Procedures

Emergency Crisis Procedures: Every employee should have immediate access to an Emergency Safety document (binder, flipchart, or paper document) that is to be used in the event of an emergency. The Emergency Safety Document should remain in an easily accessible location and provide detailed information about the names and duties of the Crisis Response Team Leaders.

Safety Drills: Throughout the school year, all schools are required to perform safety drills as specified by the Director of Schools. At this time drills include one fire drills within the first month of school and one fire drill per month thereafter, one tornado drill per semester, one lock down drill within the first 30 days of school. Three additional safety drills are given during the school year. All schools with an AED conduct a CPR and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency. A sign-off sheet listing all of the drills performed will be turned into the Central Office at the end of every year.

Severe Weather:

When the National Weather Service has issued a tornado watch for Roane County, all students and staff who are outside will be moved inside. Tornado drill procedures and location of safe areas will be reviewed. Students may be released to a parent with proper identification.

Once a tornado warning is issued, all schools will initiate their weather emergency response. Students, employees and visitors will be moved to safe zones within the school. Students may be dismissed to parents after the tornado warning has been lifted by the National Weather Service. During a warning, buildings will be kept open if possible to allow for parents and/or visitors to seek shelter near the front office safe area.

Safety Materials, Equipment and Training: All schools have been trained in Incident Command and will remain consistent with the philosophy of the Roane County Emergency Operations and Preparedness Plan. The basic principle of Incident Command Training involves the delegation of authority so that the authority figure is able to concentrate on managing resources and problem solving during times of emergency. Additionally, schools have been given resources and materials needed to help maintain a safe environment.

*Updated 2/16/17

SCHOOL SAFETY

Our student's safety is our top concern. We strive to make our campus as safe as possible for our students to learn and enjoy their time at school without any unnecessary fears. The doors of the school remain locked throughout the school day requiring visitors to gain access to the school through the office. Visitors are asked to present identification in the school office.

SCHOOL NOTIFICATION

The Notification system that Roane County Schools uses for notification uses the information that you give the school when you register. Please make sure this information is kept up to date. (Phone and e-mail.)

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT (SWPBS)

School-Wide Positive Behavior Support (SWPBS) is a way to positively reinforce the students at KES for exceptional behavior. The SWPBS team includes members of the faculty from each grade level, and also includes representation from specialty areas, special education, administration, and the community. The random acknowledgement of good behavior through the merit program, and Bee buck program is

intended to encourage students to follow the school rules at all times. Our three school rules are “Bee” Respectful, “Bee” Responsible, and “Bee” Ready. Students will have the opportunity to cash in their Bee Bucks at various times during the school year to purchase “rewards,” which may include items from the school store, certain privileges, or participation in incentive activities.

There is a merit incentive program each 9 weeks, for which participation is earned by compliance to basic expectations. The result should be a more positive culture in the school.

The desired outcomes of SWPBS are:

- *Increased student proficiency
- *Increased instructional time
- *Improved staff and student attendance
- *Increased parent participation and partnerships
- *Improved community involvement and support
- *Decrease in staff turnover

SEVERE WEATHER DISMISSAL Procedure

In the event of severe weather conditions (i.e., lightning), students remain in the building. Students' names will be called to dismiss when their cars are in the loading area. PLEASE be very patient since this will take additional time. This is for the safety of our students and teachers.

SILENT READING TIME

The time from 8:10-8:25 in the gym each morning is a designated silent reading time. As part of our school-wide emphasis on developing excellent reading skills, students in grades 2 – 5 are expected to bring a book to read daily during silent reading time.

SOCIAL SECURITY NUMBER, IMMUNIZATIONS and BIRTH CERTIFICATES

It is mandatory that your child have a social security number, birth certificate, and Tennessee certification form of immunizations and health examination on file. Please keep your child's immunization record up-to-date. Failure to do so may lead to suspension or expulsion from school. Kindergarten students must have a physical exam before entering school.

SMOKING

Smoking is strictly forbidden at school. Persons are neither to carry nor use tobacco products of any kind. According to Roane County School Board Policy the use of tobacco products is prohibited:

*BUILDINGS, VEHICLES AND OTHER SCHOOL SYSTEM STRUCTURES:

The use of tobacco in any form is prohibited at all times. This includes all System operated buildings, all athletic stands, inside school cars, trucks, and buses. No use of tobacco at all outside facilities is also encouraged.

***OPEN SPACE ON SCHOOL SYSTEM PROPERTY:**

The use of tobacco is also prohibited on ALL School system property during normal School/Business hours. These hours are 7:30 a.m. to 4:30 p.m. Use of areas may be designated by the Building Administrator for times other than normal School/Business hours.

***SCHOOL SPONSORED ACTIVITIES:**

Students may not use tobacco in any form in school facilities or on school grounds, or at any time they are under the direct supervision of school personnel.

SPECIAL RELEASE STUDENTS

Some children and school officials are placed in unusual circumstances due to legal custody, divorce, and/or domestic problems. If you are experiencing problems of this nature with your child, and you have serious concerns about an unauthorized person coming to the school requesting school officials to release the child, please fill out and file in the school office a special release form EACH SCHOOL YEAR and the appropriate court papers. The school will flag the student's name and will check to make sure your child is released to an authorized person.

Special Release students are under the supervision of KES at dismissal and must be checked out by an authorized person. To make any changes in authorized person, the custodial parent/guardian must come to the school office and make any changes. **Phone calls are not sufficient.**

STUDENT WITHDRAWAL from the SCHOOL DISTRICT

If your family is going to be moving out of our area, please notify the school office at 376-5252 as soon as you can. This will allow us to gather all necessary records and information for you and will make entering your child in a new school much easier. Your child's records will be mailed to the new school after you have signed a permission slip at that school. Make sure you check in all library books, and textbooks, as well as pay all fines before you leave. Records will not be sent to another school until a student is cleared of all obligations.

STUDY SKILLS

You can do your part to improve homework when you:

1. Cooperate with the school to make homework effective.
2. Provide your child with suitable study conditions (desk, lights, and supplies).
3. Reserve a time for homework and **TURN OFF THE TELEVISION.**
4. Encourage your child but avoid undue pressure.
5. Show interest in what your child is doing but **DO NOT** do the work for them.
6. Understand the school expects homework to be completed and returned.
7. Please speak with your child's teacher if your child is spending excessive time doing homework. Work sent home, with the exception of make-up work for missed days, should not exceed 30 minutes for younger students or one hour for older students.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using a substitute teacher occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be especially courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately. All substitute teachers have undergone training and background checks.

SUPPLEMENTAL ROOM SUPPLIES /DONATIONS

Additional workbooks, art supplies, classroom playground equipment, etc. are paid for by supplemental supply fees. This fee is \$30 in each class or homeroom and is voluntary. Please be aware that 100% of this money goes to student supplies. Equipment such as computers, whiteboards and textbooks, come from allocations from the school system. Students are given a supply list of basic supplies required and if you need assistance with this, please contact the school office. KES appreciates any donation of school supplies or money and works to insure that all students have everything that is needed for their learning.

TARDINESS

Promptness to class is very important. School begins at 8:25 a.m. Students are to be in their seats and ready to work at that time. If a student is late, the parent (or responsible adult) **MUST** sign the child in at the office. Time away from school is added to the student's absentee record.

Excused tardies shall include:

1. Personal illness;
2. Illness of immediate family members;
3. Death in the family;
4. Absence approved by Principal in advance;
5. Religious observances;
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

TELEPHONE MESSAGES FOR STUDENTS AND TEACHERS

Students and parents should make every effort to discuss the day's activities and transportation needs before the student arrives at school, as getting messages to a class can interrupt teaching time. Please note: **It is not possible to get messages to students before the day ends UNLESS the call is made before 2:30 pm. Changes need to be made only in emergency situations.**

Students should ask to use the telephone **ONLY** in case of an emergency. Permission must be granted by the classroom teacher by a note. Arrangements for after school activities should be made before coming to school.

Parents are encouraged to call their child's teacher at a time when classes are not in session or e-mail the teacher through the school website.

TRANSPORTATION

Please arrange with your child prior to school if there is a change in transportation. Students are not allowed to ride a school bus home with a friend and permission to do so WILL NOT be granted by school administration as directed by the Transportation Department. School bus seats are limited, so extra riders cannot be accommodated.

Please do not call the school office to change your child's arrangements. With the volume of students here, it is difficult to verify changes, it is understood that emergencies sometimes occur, but changes should not be a routine (daily or weekly) event.

Students may not be allowed to load into vehicles when:

1. The driver is impaired due to medical or undisclosed reasons.
2. Child restraint devices are not being utilized.
3. Required safety equipment, such as helmets for a motorcycle are not utilized.
4. Any other situation which in the opinion of school personnel, presents substantial risk to the safety of the student.

VANDALISM

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

Textbooks issued to the students are the property of Roane County Schools. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged. Students who damage books, equipment, windows, or other school property will be responsible for payment. Report cards will be held until all damages are paid.

VISITORS

School Hours: 7:45 am - 4:00 pm

Parents are welcomed and encouraged to visit the school. For the protection of all our students:

1. Everyone is required to report to the school office upon entering the building.
2. Visitors and volunteers are to enter by the front doors at the office.
3. All visitors and volunteers are to sign in at the office anytime they enter the building for any purpose and receive a visitor's sticker.
4. When you sign in, go ONLY to the location you have recorded on the sign-in log.
5. Due to space constraints, visitation for breakfast and lunch is not allowed.

6. Visitors and volunteers are to wear badges identifying them when on school property and persons without identifying badges or stickers will be asked to return to the office.
7. Please make an appointment with your child's teacher to visit the class or talk with her/him about specific issues. The teacher cannot conference with parents during class time or open house.
8. If the class is in the middle of any activity that should not be interrupted (such as a test, or instruction of new material), the teacher may request that the parent wait until the activity is completed or schedule a visit at a later time.
9. When you leave, make sure you sign out in the office. If an emergency evacuation or drill should occur, we are required to account for each person on school property, including all visitors. We cannot re-enter the building until all persons are accounted for, even during drills.

Although this may seem inconvenient, this school policy is in place for the safety of all Kingston Elementary students. This also provides a record of who is in the building and where to locate visitors in case of an emergency.

Interruptions during instructional time are kept to a minimum since studies show that instructional time on-task has significant impact on student learning. General announcements are not made during instructional time in the school day to avoid interruption of instructional time on task. Parents are asked to schedule a conference to address specific student concerns. Parents are asked to refrain from assuming teachers are available during regular school hours as this takes away from instructional time from all students.

Thank you for your help in ensuring that all KES students are safe and instructional time remains prime learning time. You, the parent, are setting great examples for your children to follow in life.

VOLUNTEERS

A school volunteer is an adult who is willing to give time and talent to help out. School volunteers are our partners in education and a very special resource. Parents and other volunteers are encouraged to help in all classrooms, programs, extracurricular activities, and the office. Please call the office or contact a teacher if you have time or skills you can share to make our school a better place for students to learn and grow. Volunteer days and hours are flexible, but dependability is important. When you decide to volunteer, please make sure you are given a Volunteer Handbook. Volunteer Handbooks are available from teachers or in the office. Please take time to read the information. When volunteering during lunch hours, please check with the teacher to see where you should eat lunch. *You may not go to the cafeteria to eat with your child.*

WEB SITE

Roane County School System and Kingston Elementary School have a web site. School Board Policies and other system-wide information may be accessed at the following address: <http://roaneschools.com>