Kate Bond Elementary

Parent Handbook





**Upward and Together**

**22-23 School Year**

***Arrival and Dismissal***

Classrooms are open each day at 9:00 a.m. and instruction begins promptly at 9:15 a.m. All students may opt to participate in the Free Breakfast Program from 9:00 a.m. to 9:15 a.m. **Students are considered late at 9:16 a.m. and must be accompanied by a parent into the building to receive an admit form to go to class.** Failure to comply could result in an overnight suspension. Further non-compliance could result in a one-day suspension. All students should have a written excuse upon returning to school after an absence. **A combination of 5 tardies or late pick-ups could result in after school detention. Detention will take place on Wednesdays from 4:15-5:00.**

If your child is in Kindergarten or 1st grade and rides a SCS bus, parents must be at the bus stop in the afternoon, or the child will be brought back to school. It is the parent’s responsibility to pick students up at school should they return due to failure to meet the bus at the bus stop.

All car-rider students have been assigned a number that must match the car tag provided to the adult that will pick the student up. **All car riders must be retrieved by parents through the car rider line**. Parents are not permitted to park in the front parking lot and walk up to the front door to retrieve students. Parents without a car tag will be required to retrieve their child after dismissal is complete. The parent or emergency pick up person must come into the office to show identification to retrieve students after dismissal is complete. Students will only be released to adults that are on the student’s emergency contact list.

To avoid confusion and keep your child safe, if you must change your child’s transportation for the day, please send a note to your child’s teacher.  We are unable to make changes over the telephone or by fax. If your child does not bring a note to school, the child will go home his/her usual way.

Students should be completely off campus by 4:30 p.m., unless they are enrolled in the YMCA program or are participating in an after-school event.

**TRANSPORTATION**

**Car riders** are received at the back of the school. Parents will use the middle school entrance from Kate Bond Rd. to enter car lane. Car riders will be dismissed from the sidewalk by the faculty parking lot. **Car riders are issued a number for pick up. The number MUST be visible (placed on the dash of the passenger side of the car).**  As usual Kate Bond staff will be posted along the sidewalk to ensure safety for all students**. Car riders must be picked up by 4:20.**

**Bike riders** are dismissed at 4:15. Bikes must be walked off campus and helmets must be worn. Bikes are to be stored in the bike racks provided on the south side of the campus. All bicycles should have a lock for the bike rack. All students are reminded to practice bicycle and pedestrian safety. No scooters, heels, skateboards, or skates are allowed at school. **Walkers** are dismissed at 4:15 from the front of the school. **All walkers should be off campus by 4:20.**

**Bus Riders** Memphis Shelby County Schools provides buses for students that live more than 1.5 miles from the school.

**Students cannot ride any bus other than the one to which they are assigned and students must board and disembark only at their assigned stop. According to MSCS Board Policy** [**6067**](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUR366BCB23/%24file/6067%20Supervision%20of%20Students.pdf)**, parents/guardians are responsible for their children’s supervision** during non-school hours both before and after school, except for school-sponsored events and district transportation to and from school. This includes parent/guardian supervision responsibility while students are awaiting transportation services at designated bus stops. **Once a student boards the bus – AND ONLY AT THAT TIME – they become the responsibility of the school system.**

**BUS TRANSPORTATION RULES**

**Bus service is a privilege provided by MSCS and students are expected to follow the rules for safety reasons. Failure to comply with the rules or students who become a disciplinary problem will result in the loss of bus privileges.**

**Students that ride the bus will be issued a bus pass that they will need to ride the bus daily. Be sure to sign and return the parent contract once received.**

**Behavior**

1. Students shall cooperate with the driver.
2. Students shall not use obscene and/or abusive language.
3. Students shall not participate in excessive talking and unnecessary noise.
4. Students shall not throw items on the bus or out of the windows.
5. Students shall not fight or scuffle on the bus or at the bus stop.
6. Students shall not deliberately delay loading and unloading.
7. Students shall stay seated and not turn around in seat.
8. Students shall not use tobacco and/or drugs nor will they have weapons or weapon look alikes on the bus or at the bus stop.
9. Students shall not extend hands, arms, head or legs out windows.
10. Students shall not tamper with equipment or deliberately vandalize bus.
11. Students, parents or guardians shall not consume food or drink beverages on bus.
12. Students shall not change or have changed the a.m. or p.m. riding schedule unless approved by the school principal and/or transportation office.
13. Students are required to remain in assigned seats.

Dismissal Times:

Car Riders –

Buses -

Walkers -

# ATTENDANCE

School hours are 9:15-4:15. Students should arrive between 9:00 and 9:15 and go directly to their homerooms. Due to lack of supervision, **students are not permitted to get dropped off before 9:00am for walkers. Car riders will begin drop off at 9:00am. Please do not drop your students off before 9:00am for walkers.**

**In order to maximize student academic growth, students must attend school each day in its entirety.** Kate Bond Elementary rewards perfect attendance to students who have not missed any time from school.

**EARLY CHECK-OUTS**

Parents who wish to pick up their children before dismissal will need to sign their children out in the office. If your child checks out of school prior to 12:00, or checks in after 12:00 they will be counted absent for the day. A child must be present 3 hours and 16 minutes to be counted present for the day. Students will not be released to anyone other than adults listed in PowerSchool. **ID must be provided.** All parents must first report to the office to check out a student. Then the student(s) will be called to the office.

**If you check your child out before 3:30, it will be counted the same as a tardy and marked excused or unexcused. A note or doctor’s documentation must be provided for early dismissal.**

**Early check-outs must occur before 3:30 pm as dismissal procedures will be in place. No early checkouts after 3:30 pm.**

### SHELBY COUNTY SCHOOLS ATTENDANCE POLICY

The MSCS Board of Education believes that regular attendance is a necessary requirement of all students. All students are expected to attend school each day that school is in session. **Only the following reasons will be excused**:

1. Illness or hospitalization of student.
2. Death or serious illness with the student’s immediate family.
3. Religious holidays.
4. Legal court summons.
5. Extenuating circumstances beyond student’s control as approved by principal.
6. If student’s parent or guardian is called to Federal active duty, they are excused when parent is deployed or returns from deployment.

If necessary, verification is required to justify absences. **All absences other than those outlined above shall be unexcused. A written statement within 2 days of student’s return to school is required by parent or guardian.**

***Emergency Drills***

# Fire, tornado, lock-down, and earthquake drills are necessary for the safety of students, faculty and staff. Drills are conducted unannounced throughout the year. Teachers will provide students with specific information and procedures for each drill type. In the event that an actual fire, tornado, earthquake, or other emergency situation occurs, students’ safety will be the primary concern of school personnel. During an emergency or unusual circumstance, parents and guardians should come to the front area of the school to check children out of school. Staff will be present inside and/or outside the office or outside site.

**VOLUNTEERS**

Parents who have completed the volunteer form and who have been approved by Shelby County Schools are encouraged to volunteer in our classrooms. Young siblings are not allowed to attend with the volunteer.

Our school has a Parent Teacher Association (PTA).  We encourage all family members to join and participate.

Parents wishing to volunteer their time in our school are greatly appreciated. Please contact your child's teacher for additional information.

**FIELD TRIPS**

Our students take field trips to various places on school buses during the school day. Parents are notified of the time, place, and cost before the trip. If a student does not participate, he/she will be assigned to another classroom for the duration of the field trip. Parents will be advised of opportunities to chaperone on the trip. **No** **younger siblings may accompany parents on a field trip.** All money and permission slips must be turned in on time in order for the student to participate on the field trip. Students presenting behavioral issues may have field trips or extracurricular participation opportunities limited or curtailed. Payment is cash only and **NO REFUNDS** are given for behavior or sickness.

**MEDICATIONS**

**Medicine CANNOT be given at school (ex. Tylenol, Advil, antibiotics, etc.) unless we have a doctor’s authorization form.** The medicine must be in the original container. Medication cannot be refrigerated. No medications may be kept in the classroom except inhalers. Students with inhalers must have a medical form on file in the office.

**MEDICAL CONDITIONS/ALLERGIES**

Please be aware of any special conditions that exist at Kate Bond School or in your child’s classroom before sending any food items to school. Describe your child’s medical conditions or allergies on the student enrollment data sheet at registration. The principal must approve any animal visitations before being brought to school.

**GRADING SCALE**

Kindergarten

Kindergarten report cards show progress toward the state standards. They are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by mastery or non-mastery for each skill.

Grades 1-5

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

**Minimum Promotion Requirements**

(See page 5-7 of MSCS Handbook)

# Academic Honor Rolls

1. Principals List – All A’s in academic subjects and all E’s (Excellent) in special subjects
2. Honor Roll – A’s and B’s (including all B’s, with no grade lower than a B) in academic subjects and all E’s (Excellent) or S’s (Satisfactory) in special subjects

To qualify for all academic honors listed above, students must demonstrate satisfactory conduct of E or S in each grade/subject.

Citizenship Honors (academic grade is not included)

1. Citizenship Award – All E’s (Excellent) in Social and Academic Behavior

Perfect Attendance:

No absences, late arrivals, or early check-outs during the nine weeks grading period.

**NOISE LEVEL**

As part of our respect for others, Kate Bond School uses a Voice Level Index. Voice levels are used to keep our areas quiet and increase learning.

 **Zero Zone =** no talking

 **Level 1** = quiet whisper (classroom, cafeteria)

 **Level 2** = regular conversation voice (classroom, cafeteria)

 **Level 3** = over talking (speaking to a group, playground)

 **Level 4** = loud talking (playground)

**BEHAVIOR AND DISCIPLINE**

Kate Bond School uses progressive discipline which includes the positive rewards and consequences developed by the administration, teachers, and students. Each teacher uses these expectations to improve learning.

If students choose not to follow the expectations, progressive discipline is used to improve bus and school conduct. Please refer to your child’s teacher’s discipline plan for further information.

**Cub Slips** are issued to students for inappropriate behavior occurring within the school setting throughout the school year.

**Level 1-4 Infractions (Cub Slips)**

Cub Slip #1 Re-teach & Verbal Redirection

Cub Slip #2 Parent Conference (phone or in person)

Cub Slip #3 Create a Behavior Intervention Plan (plan

Cub Slip #4 SRT/Guidance referral and impending notice (parent contacted)

Cub Slip #5 ISS (parent contacted)

Cub Slip #6 Disciplinary Referral Issued

**Level 5 Infractions – Automatic Disciplinary Referral**

1. Fighting (serious injury or weapon used).
2. Aggravated assault against students (resulting in serious injury).
3. Assault of any kind.
4. Possession of a dangerous weapon of any kind (Ex.: cutting, stabbing or projectable objects).
5. False imprisonment or kidnapping.
6. Sexual harassment/battery.
7. Serious threats against a student (physical or verbal).
8. Threats (serious & non-serious) or false accusations against school personnel.
9. Possession of drugs of any kind or drug paraphernalia.

**EMERGENCIES AND INCLEMENT WEATHER**

**Please be sure that we have a current and accurate phone number for your child on file in the office in case of an emergency.**

Parents will be asked to complete an Inclement Weather Form that is kept on file in case of inclement weather or other calamities. When weather changes occur or if anything unusual should happen, parents should have a special plan for their children in writing. Considering the fact that during such an emergency phone line may be down, we will follow what you put on the Inclement Weather Form. Should a form not be on file, children will be dismissed as designated on the transportation form signed during registration. Check the MSCS web site for information – **http://www.scsk12.org,** listen to the radio stations, or watch TV for school closings as calling the school ties up our phone lines and personnel.

**CALLS AND MESSAGES**

Guidelines that our office staff will be following in giving messages to students include the following:

1. Messages will not be given to students during class. An administrator must approve any emergency situation.
2. It is very disruptive to the educational program to deliver messages regarding riding the bus, being a car rider, doctor’s appointments, etc. Please make sure you have determined your plans before your child comes to school.
3. **A note must be sent to the teacher stating that transportation plans have changed; otherwise your child will go home on their regular transportation**. **Changes to a student’s dismissal plan cannot be made the day of, unless it is an emergency.**
4. Items brought to school late, i.e. lunches, homework, books, etc., are to be left in the office for delivery. **Be sure all items are labeled with the student’s name and teacher. Students will not be allowed to call home for forgotten items.**

**CONFERENCES**

District parent conferences are held twice a year. In addition, you may send a note to the teacher or call the office to set an appointment for a conference. The appointment will be scheduled according to the teacher and parent’s availability and schedule.

**YCARE**

As a service to the parents, the school offers a before and after school program. YCare begins at 6:30 AM and ends at 6:00 PM. Information is available during registration or by calling the school office. The YCare program is not available if school is dismissed due to inclement weather or holidays.

**STUDENT TEXTBOOKS**

Students who do not take care of books will be charged damages if the book exhibits more than normal wear. Students will be responsible for paying for lost books.

**HOMEWORK AND HOMEWORK REQUESTS**

Students will receive homework assignments and are responsible for completion. Homework requests may be made in the morning for pick up the next morning for students that are absent for more than two days. When the student returns to school he/she will be allowed one day per day of absence to make up the work. (Example: out two days- have two days to make up the work upon return to school). Make-up work is done at the teacher’s discretion upon the student’s return to school.

Please help your student by providing the time, place, cooperation, and encouragement needed to complete assignments.

**CELL PHONES**

Cell phones must be turned off and remain off the duration of the school day. Students are not allowed to carry cell phones on their person, in pants pockets or jacket pockets. Cell phones must be kept in the student’s backpack or cell phone which is housed in the appropriate area of the classroom. The school nor any staff member is not responsible for any lost or damaged cell phone.

For additional information, please see [MSCS Board Policy 6024](https://go.boarddocs.com/tn/scsk12/Board.nsf/files/AYUQ5N67A723/%24file/6024%20Cell%20Phones%20and%20Personal%20Communication%20Devices.pdf)

**CLASSROOM VISITATION**

Our school is always open, and we are proud to share the exciting things we do each day. However, to keep ourclassrooms safe and purposeful, we require all visitors to enter through the front door, sign in at the office, and wear a visitor’s badge. You will be required to provide proper identification. No visitors will be allowed to classrooms during school hours without a visitor’s badge issued from the office and prior arrangements made with an administrator and the teacher. Visitors should not go to the classroom before or after school unless a conference has been scheduled with the teacher. Arrival and dismissal are very critical times for student safety and require the full attention of our teachers. Younger siblings may not accompany parents.

#### STUDENT BACKPACK PROCEDURE

#### In order to provide for the safe transportation and comfort of all students, we ask that the size of backpacks be limited to a size that can be easily handled by the student. Backpacks that are too large and heavy for the students to pick up and/or hold in their laps during bus rides will not be allowed. These items interfere with assigned seating, movement inside the bus, and pose a safety risk. In case of an emergency, passengers must be able to evacuate through the rear exit of the bus.

***Rolling backpacks are not permitted***

 ***at Kate Bond Elementary***

**PERSONAL ITEMS**

All items should be labeled with the student’s name. **Lost and found** items are kept in the area beside the stage in the cafeteria.

**For various reasons, cell phones, toys, game boys, radios, electronic devices, trading cards and related items or valuable items are not permissible at school.** Lost and found items not claimed will be boxed and sent to Goodwill bi-monthly.

**LUNCHES**

**ALL STUDENTS WILL RECEIVE FREE LUNCH AND FREE BREAKFAST IN THE 2022-2023 SCHOOL YEAR.**

Students will be directed when to go through the lunch line at their scheduled lunch time. We encourage good table manners and expect students to use good judgment at all times. Students who make unwise decisions at the table must be prepared to accept the consequences. **Lunches from home may not have canned drinks or drinks in glass bottles.**

Lunch Room Visit Policy

Many parents value the opportunity to have lunch with their child during the school day. We welcome our parents, guardians and/or grandparents to visit their child in the cafeteria during the lunch period providing the school policy is followed.

At this time (August 2022), we are not allowing lunchroom visits due as we continue to monitor COVID-19 transmission rates. We will notify parents and families when we start lunchroom visits again.

To ensure a smooth transition from summertime to school time**, lunchroom visits will begin after Labor Day**. After Labor Day, each family may enjoy 5 lunchroom visits per semester with each. This ensures a safe and manageable cafeteria environment for all.

**BIRTHDAY CCELEBRATION**

Due to the length of students’ lunch time and protecting instructional time, birthday celebrations are not permitted. Students are allowed to share store bought cupcakes or other store-bought items with classmates. There must be enough for all classmates. Items are to be dropped off in the office or sent with student the morning of.

**PARENT ORGANIZATION**

Kate Bond School encourages all parents, grandparents, guardians, aunts, uncles, and friends of education to join the PTO. The parent volunteer program is available to all parents who wish to join. Volunteers are required to complete a Volunteer Information Registration Form.

**PURSES**

Students that carry purses to school must keep them with their backpacks in the appropriate area in their classrooms. Purses are not permitted to carry from class to class. This is for the safety of all students.

**SCHOOL UNIFORM POLICY**

The students will dress in a manner that meets reasonable standards of health, cleanliness, modesty, and safety and is not detrimental or distracting to the school environment. All students at Kate Bond Elementary are required to wear uniforms. Students not complying with the dress code will be required to telephone parents requesting appropriate clothing to be delivered to school.

**KBES Standard Uniform**

Navy, White, Grey Polo with collar

Navy, Black, or Khaki shorts or pants

Navy, Black or Khaki skirts/jumpers

Black or Brown belts

KBE t-shirts on Fridays and other specified days only

Navy Hoodie

Navy Light weight jacket with front zipper

Navy sweater

* Leggings are not permitted, and a change of clothes will be required for the student to remain at school.
* Pants must not sag below the waist and must not touch the floor.
* Shirts, blouses, and dresses must have sleeves and completely cover the abdomen, back and shoulders.
* Head apparel, except for religious or medical reasons or “school spirit days,” must not be worn inside the school building.
* Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. Footwear must have a back. Flip-flops, shower shoes, and bedroom slippers are examples of inappropriate footwear for school except on “school spirit days.”
* Clothing or accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
* “Short shorts,” miniskirts, and spandex are deemed inappropriate for all students.