



# Parent Information Sheet

**PLEASE READ**

Many answers to your questions can be found here.

- 1. KAS Calendar** - Please keep this handy so you will know the key dates for the upcoming school year.
- 2. School website** - Please take advantage of this valuable tool. We constantly keep it updated and there is a wealth of information that can be found on there and the "Parent's Page". Some things you can find on the Parent's Page:
  - Hot lunch menu for the week
  - Calendar events and extra details not included on the public home page
  - All KAS Weekly Updates that are sent home each week by text or email
  - Current school directory
  - Tuition information

The website is: [www.knoxvilleadventistschool.net](http://www.knoxvilleadventistschool.net)

**The password for the Parent's Page for the 2021-2022 school year will be sent out each week in the Weekly Update.**

- 3. Sterling Volunteer**- Our students' safety is, and has always been, a top priority here at KAS. To help facilitate this, we ask that all current church/school employees, KAS parents, and volunteers who work with our children/youth at KAS, to participate in the Sterling Volunteer screening program. It is no cost to you, and you will have the assurance of knowing your child is in a safe school environment. The instructions to complete this program can be found on the home page of our website.
- 4. Current Personal Information** - Please notify the school office of any changes (phone number, address, emergency contacts, pick-up people, etc.) that occur during the school year. **This is very important. We always need the most current information on file for your child(ren).** This also can be updated by you by logging into your Jupiter account.
- 5. KAS Handbook** - Each family should receive a KAS handbook at the beginning of the school year either by email, the "Parent's Page" of our website, or a hard copy. Please look through, read, and be familiar with the information in there. This information helps establish what KAS stands for and presents the rules and guidelines that help make KAS the school it is. Please remember, in having your child(ren) enrolled in KAS, you are responsible for knowing and complying with the information in the handbook. Please see the office to pick up your copy if you have not received one.
- 6. Drop-off and pickup**: When dropping off and picking up your child(ren), please enter from the East side (either at the light at Laurel church or the driveway closest to them. You will need to drive in front of and around the school, dropping/picking up your child(ren) in front of the east gym door (one closest to the church). **This is a one-way drive.** Once you have dropped off your child(ren), you can exit the middle drive-way directly in front of the church onto Kingston Pike, or continue straight and come back down on the East side of campus if you would like to enter Kingston Pike from the stoplight in front of Laurel Church. For the safety of our children, please drive slowly when entering or exiting the drop off and pick up area. Please see additional "Drop-off & Pick-Up" information sheet on our website for more details and a map about this procedure.
- 7. Hot Lunch Program**: We currently offer three hot lunch meals a week for purchase. Our first is pizza purchased through Papa John's and is run by our eighth graders as a class fundraiser. The second meal is Taco Bell, and our third is operated and run strictly by parent volunteers. We cannot begin our Home & School hot lunch program until we have enough parent volunteers to run it. Please see the Home & School leader(s) or the school office if you would like to volunteer. If we have enough volunteers, this is usually only a once-a-month commitment. A note will be sent home and put on the school website when we are able to start these hot lunch programs. Once these programs begin, we will be selling punch cards in the office that your children may use when purchasing meals. Please send a sack lunch with your child each day until you have been told the lunch programs have begun. Once these programs begin, you will need to order your child's lunch each week. A hot lunch order form must be filled out (even if they are not ordering a meal) and returned each Tuesday morning to your child's teacher. An order form sheet will be sent home each Monday with your child(ren) to fill out and return to the school.
- 8. Uniforms** - KAS does abide by a uniform policy. There are two different policies, one for K-2 grades and 3-9 grades.  
**Grades K-2: (Forest School)**- Basic information only: Please see the K-2 supply list which includes more details & lots of helpful information about the uniform. Polo Shirts are not required for Forest School students. They will need to purchase Forest School T-shirts for daily use which can be ordered during the Jupiter registration process. Pants should be quick dry, non-cargo pants. Shoes: rain boots to use outside and playground safe, flat, closed toe & closed heel shoes for inside.  
**Grades 3-9:** We ask that a button-up polo shirt be worn in royal blue, red, yellow, or black colors with a KAS Logo placed on the left side pocket area. The logo can be embroidered at Educational Outfitters or a patch can be sewn on. Patches may be purchased in the office for \$2.50 each. The pants/shorts should be a solid color without any rips or tears. Please make sure shorts are appropriate length. Shoes should be playground safe, flat, closed toe & closed heel.  
Please see our website (K-2<sup>nd</sup> & 3-9<sup>th</sup>) & KAS handbook for more in-depth details.
- 9. KAS Weekly Update** - It is **VERY** important that parents and students read "The KAS Weekly Update" when it is sent home. Each Wednesday KAS will send the update by e-mail & text to each parent, be displayed in our hallway next to the school office, & placed on the "Parent's Page" of our school website. This is the primary way that KAS information is communicated, so please stay informed.

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**10. School hours** – KAS school hours are 8:00 a.m. – 3:00 p.m. on Monday - Friday. Unless you have made previous arrangements with Mr. White, school ends at 3 o'clock. Please be prompt when picking up your child(ren) after school is dismissed. Also, please have your child(ren) here on time for school to start each morning.

**11. Student Illness** – **If your child is sick, suspected of having a fever, contagious illness, cough, or any other signs and symptoms of illness, PLEASE DO NOT BRING THEM TO SCHOOL.** If your child is sick and needs to miss school, please make sure to contact your child's teacher as soon as possible so they are aware of the reason for their absence. Please talk to the teacher to discuss the make-up time allowed to turn in any missing assignments. If a child is suspected of having a fever, contagious illness, or any other communicable health problem during school hours, parents will be notified and requested to immediately come and pick up the child from school.

**12. Planned Absences** – If you know your child will be missing school in advance, these absences must be arranged with the teacher in advance. Parents must fill out the "Prearranged Absence Request Form" at least 1 week prior to the absence. Everyone should have received an attachment of this form in their email "Registration Information" this summer. Additional forms can be obtained from the school office or off of the "Parent's Page" on our website.

**13. What to do in an emergency school closing** - For any school closing (emergency or inclement weather), we will post the announcement on our website. In addition, we use a notification system called "Calling Post" to contact each family. One phone number per family (usually a cell phone) will be called concerning school information & closings. Please keep us updated if you have a number change or if you prefer a particular number to be used for this service. If you signed up for text alerts at the beginning of the school year, we will also send a text message with any vital information pertaining to the school. As per our handbook, for the FIRST day only, we will follow Knox County School, after that you will need to look for updates via website, calling post, and text.

**14. After-School Care** - After-school care (ASC) is provided only for families who are not able to pick up their child(ren) after school is dismissed because of work scheduling conflicts or emergencies. Any arrangements to use ASC will need to be made prior to the day(s) you would need ASC if work related. Arrangements will need to be made through the office or Principal.

**15. ALL New & Past Volunteer Drivers for Field Trips, etc.** - Everyone is required to fill out a new "volunteer driver form" **EACH** new school year if you plan on driving for field trips (and we always can use drivers). This form should have been filled out during the online registration process. You can fill it out on there or it can be found on our website under "Forms & Documents" or in the office. Please include with this form current, updated car insurance information and a copy of your current driver's license if we don't already have these on file.

**16. Jupiter Ed Account** - Jupiter is what teachers use to enter in all of your students' grades. You will receive periodic email updates about your child's grades to the email you gave when you registered your child online (this applies mostly to those in grades 5 and up). If you would like to access your child's grades, teacher's lessons plans, attendance report, etc., you can access all this information by logging into your Jupiter account with the log-in information you received when you first registered your child.

**17. Questions about your School Bill?**- If you should ever have any questions or concerns about your bill, our school treasurer, Bryan Dove, is more than happy to answer your questions. Feel free to reach him at 865-591-6937 or [bryandovecpa@yahoo.com](mailto:bryandovecpa@yahoo.com)

**18. Paying your tuition bill** – Tuition payments will be accepted in the school office. Payments can be brought into the office, dropped off in the drop-off/pick-up line, mailed into the school, or sent in through your child's class folder (grades K-5). If you'd prefer, there is an option to pay your tuition through Jupiter using a credit card. This will need to be set up beforehand through the office before payments can be made. Please contact the school office or Mr. White if you would like to opt into this form of payment. There is a convenience fee to use this option, normally around 3%.

**19. Text Messages from KAS**- If you are new to KAS this year and indicated you would like to receive text messages from KAS on the application form at the beginning of the year, you may be receiving an invitation to your phone shortly. You will need to follow the instructions in order to receive future messages from the school. This service will only be used to relay important announcements, not general day-to-day information. The only information that will be used is your cell phone number and first and last name.

**20. Asbestos Notification** - This is a required yearly asbestos notification to all parents, teachers, and employees of KAS. The inspection & management plan for Asbestos-Containing-Building-Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The asbestos file is in the office & may be viewed at your request. Please feel free to ask any questions about the asbestos management folder. The asbestos is contained, but we are required to post this notice.

**21. Parent Visits to the School** –Here is some information about entering the school, if needed. For everyone's safety and protection, the school remains locked at all times. If you do find it necessary to enter the school, please push the button to the left of the doors to let us know you are here. There is a camera at face level that allows us to quickly identify people who are allowed in the school. During office hours there is usually someone there to buzz you in. If outside of these hours (see below), please be patient since a teacher will need to come out of their classroom to allow you into the school. If at any time you have questions or concerns about visiting the school or safety issues, please do not hesitate to ask. Our first priority is keeping the students and staff at KAS safe, thank you for your help and understanding in this matter.

**22. School Office Hours** – Mrs. Lopez's hours at the school are Monday-Wednesday from 10:00-1:00. If you have any office questions, please come by or call during these hours. Email also works great - [knoxvilleadventistschool@gmail.com](mailto:knoxvilleadventistschool@gmail.com).