

KCES STUDENT/PARENT HANDBOOK LITTLE REDSKINS

KNOX COMMUNITY ELEMENTARY SCHOOL
210 W. Culver Road
Knox, Indiana 46534

Telephone (574) 772-1633

Website: www.knox.k12.in.us

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MISSION STATEMENT

Whatever it takes, Knox students are worth it!

ACCREDITATION

The Knox Community School Corporation is fully accredited by the Indiana Department of Education.

ENROLLMENT REQUIREMENTS

New students must be accompanied by a parent or guardian when enrolling at school. Proof of immunization and proof of birth are required when enrolling. The student's social security number is also requested. Parents of students transferring from another school must sign a Release of Records Form at the time of enrollment.

EMERGENCY EVACUATION

The Knox Community Elementary School has developed emergency evacuation plans for students and visitors. Copies of these plans are provided to employees and are posted in all areas of the building.

KINDERGARTEN ELIGIBILITY

To be eligible for enrollment in kindergarten, a child must be at least five (5) years old by October 1 of that school year. No exceptions will be made on age. Proof of birth, proof of residency, and an immunization record must be presented at the time of enrollment. The student's social security number is also requested. Required health records must be presented prior to attendance in class.

FIRST GRADE ELIGIBILITY

A child who has successfully completed a state accredited kindergarten program is eligible to attend first grade. A child who has not successfully completed a state accredited kindergarten program must meet the requirements as set forth in local school board policy.

TEXTBOOK RENTAL MATERIALS AND INFORMATION

Charges to students for the rental of textbooks and consumable supplies are set in accordance with provisions prescribed in Indiana Code. Textbook rental fees are to be paid in the school office. The fees may be paid in full or in installments. Our treasurer is in charge of collecting textbook rental fees. She will work out a payment program that is convenient for the child's family. All textbook rental fees are due the first day of school and must be paid by the last day. Please pay as early as possible in the year. Textbook companies do not appreciate waiting for payment of our bills. Students are responsible for properly maintaining the books that are in their possession. Although reasonable wear is expected, damage to books or loss of a book shall result in a fine being assessed to cover the cost of repair or replacement.

SCHOOL CLOSINGS OR DELAYS

When school is closed or delayed due to inclement weather, power shortages, or other emergencies, WKVI (99.3) will be notified. If school is dismissed early, it is important that children know, in advance, what to do when they are sent home. Please work out a plan with your child. Fill out the necessary information on the school registration form so the school staff is aware of your plan and update it as needed.

Listen to the local radio station, WKVI, for school closing information. Parents can also sign up to be alerted to closings or delays with e-mail or text message notifications. Please contact the main office to register.

The school cannot guarantee that elementary students will have access to a telephone to call parents in the event of an early dismissal. In addition, there is oftentimes a very small amount of time between the official notification of an "early dismissal" and preparing the students for dismissal.

If a cancellation occurs, KCSC may utilize an E-Learning Day. See below for more information on E-Learning.

E-LEARNING

During inclement weather, KCSC may opt to implement an E-Learning Day. An E-Learning day is considered an actual school day in which instruction is delivered to students in a different format. When such a day occurs, students should log into their Canvas account for each class to receive their lessons and work for the day. Students are expected to complete the tasks assigned by the teachers on the actual E-Learning day. If a student does not have access to the Internet, they will have two days to make up the assignments upon returning to school.

PANDEMIC PREVENTATIVE MEASURES FOR IN-SCHOOL LEARNING

A pandemic is a global disease outbreak. A virus pandemic occurs when a new virus emerges for which there is little or no immunity in the human population. It begins to cause serious illness and then spreads easily person-to-person worldwide. To best ensure the safety of all students and staff, KCSC has created an Emergency Pandemic Plan to outline the safety/preventative measures our schools can/will put into place during the **in-school day**.

PANDEMIC CONTINUOUS LEARNING

Pandemic continuous learning takes place when it has been identified that students will remain home to ensure their safety and mitigate the spread of a virus. Students will complete their academic work and instruction remotely from home. To best ensure that students receive rigorous and quality instruction, KCSC has created an Emergency Pandemic Plan to outline the continuous learning expectations and guidelines for students and staff.

SPECIAL SERVICES

We offer the following special services to our students based upon their needs.

ACADEMICALLY RELATED SERVICES

- Title 1 Remedial Services
- General Education Intervention Teams
- Section 504
- Computer Technology
- After-School Tutorial Programming
- Reading Preventative Remediation
- ISTEP+ Remediation
- Communication Disorder Classes
- Speech and Hearing Therapy
- Learning Disabled Classes
- Mildly Mentally Disabled Classes
- Cross Categorical Disabled Classes
- Psychological Evaluation
- Emotionally Disabled Classes

- Textbook Rental Assistance
- Free Breakfast/Lunch

HEALTH-RELATED SERVICES

- Vision Screening
- Hearing Screening
- Head Lice Examinations
- Porter Starke Services

FINANCIAL ASSISTANCE

SCHOOL COUNSELOR

TITLE 1: PARENT RESOURCE ROOM

COMMUNICATION DEVICES

Parent phone calls to students, during school hours, are permitted only on an emergency basis. Students are responsible for bringing their assignments, books, lunch money, and other necessary items to school each day. Likewise, they are expected to obtain parental permission to stay for after-school activities or to participate in field trips before arriving at school. When a student fails to do so and uses the office telephone for any of these purposes, it places a burden on the office staff and causes the student to miss valuable class time. Therefore, use of the office telephone by students is restricted to emergencies only. Students' personal cell phone use is restricted as well. If a student brings a cell phone or other communication device to school, it should be turned off and remain in their backpack during school hours and bus routes. Students may not record (video, audio, etc.) any person (student, faculty, visitors, etc.) without their consent. KCES is not responsible for lost or stolen cell phones or other electronic devices.

School phones are to be used for school business only. Important corporation numbers are:

Superintendent's Office	772-1600
Transportation Office	772-1612
Knox Community Elementary School	772-1633
Knox Middle School	772-1654
Knox High School	772-1670
K.C.S.C. Athletic Director	772-1624

UPDATING SCHOOL RECORDS

Parents are required to update school records for each new school year. Any time students move, change phone numbers, or have new personal information, parent(s) or guardian(s) must notify the school and transportation department so records may be updated.

CALENDAR OF STUDENT DAYS AND EVENTS

The official calendar of school days will be sent home with students at the beginning of the year. Any changes that may occur will be announced through newsletters, School Messenger and/or on the elementary website (es.knox.k12.in.us). Please schedule your family vacations to coincide with our student non-attendance days. A calendar or bulletin of events is sent home monthly.

IMMUNIZATION/RECORDS

All children are required to have their immunizations complete and updated as mandated by law. We keep accurate records on every child. We need parental assistance to ensure that children have completed all immunizations. The law in Indiana requires parents of children in grades K through 12 to furnish to the school a record showing proof of the child's immunization history. If these requirements are not met the state requires that exclusion proceeding may start.

STUDENTS WHO DO NOT HAVE THEIR IMMUNIZATIONS UPDATED MAY BE EXCLUDED FROM SCHOOL. Readmission will be based upon proof of receiving the necessary immunizations or documented progress in a program to complete the immunizations. Any questions about immunization requirements should be directed to the school nurse.

MEDICATIONS

All medications (including cough drops, aspirin, and throat lozenges) must be brought to school by parents. Medicine **MAY NOT** be transported on buses. Parents must bring all medicine to school in its original container, with the following information provided:

1. Name of student;
2. Name of medicine and its use;
3. Dosage;
4. Times to take medicine; and
5. Refrigeration needs.

Only office personnel (principal, his/her designee, secretary, substitute secretary, or nurse) may administer medication. Students are responsible for reporting to the office to take their medication.

LICE

If a child is found to have lice, the child's parent or guardian must come to school to pick up the child. Parents must treat the student with lice shampoo or use a treatment approved by the Health Department. An adult must bring the child to the nurse's office to be checked before returning to class. Students will be excused for one school day only to treat hair and remove nits. Students who are absent for a longer period of time will be considered unexcused. The head checks performed at school are a quick screening process. Parents are encouraged to do frequent thorough checks at home.

Facts About Head Lice

- Head lice are very small, wingless insects about 1/16" –3/16".
- Nits (eggs) are small, yellowish white oval shaped specks "glued" to the hair shaft.
- Head lice are crawling insects. They cannot hop, jump, or fly.
- Pets do not get head lice.
- Head scratching may be mild to intense.

Olive Oil Treatment

This treatment is approved by the Health Department and has very good results. It is also safe for frequent use and works for pesticide-resistant lice.

Apply olive oil to hair to cover all the hair and scalp. Wrap hair with plastic wrap and leave on hair for 3-4 hours. (This smothers the lice) Take off the plastic wrap and remove all the nits with either a metal nit comb or your fingernails. To remove the nits, work under a good light and brush or comb tangles out of hair. Divide the hair into 4 sections and fasten off the hair that is not being worked on at this time. Starting at the top of the head in one of the sections, lift a 1" section of hair up and away from the scalp. Using a nit comb or your fingernails, comb slowly away from the head for the entire length of the hair. Clip or pin back the nit-free strand and continue until the entire section is nit-free. Dip the comb in a cup of water or use a paper towel to remove any lice from the comb. Repeat with the other 3 sections. When all 4 sections are done, wash hair with dish soap first to remove the oil and then wash with shampoo. The surest way to prevent re-infestation is to check and remove any nits found every day for the next 3 weeks. An excellent movie showing the correct procedure for nit removal is available on the Internet at: <http://lancaaster.unl.edu/enviro/pest/lice.htm>. This movie is also available to borrow from the school.

Prevention Hints

- Check all family members for lice and nits weekly.
- Teach your children not to use brushes, hats, coats, or other personal items that others have used.
- Launder your child's coat frequently.
- Wash new clothing prior to wearing it for the first time.

MENINGOCOCCAL DISEASE

What is meningitis?

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometime refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people. Before the 1990s, *Haemophilus influenzae* type b (Hib) was the leading cause of bacterial meningitis, but new vaccines being given to all children as part of their routine immunizations have reduced the

occurrence of invasive disease due to *H. influenza*. Today, *Streptococcus pneumoniae* and *Neisseria meningitidis* are the leading causes of bacterial meningitis.

What are the signs and symptoms of meningitis?

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In newborns and small infants, the classic symptoms of fever, headache, and neck stiffness may be absent or difficult to detect, and the infant may only appear slow or inactive, or be irritable, have vomiting, or be feeding poorly. As the disease progresses, patients of any age may have seizures.

How is meningitis diagnosed?

Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. The spinal fluid is obtained by performing a spinal tap, in which a needle is inserted into an area on the lower back where fluid in the spinal canal is readily accessible. Identification of the type of bacteria responsible is important for selection of correct antibiotics.

Can meningitis be treated?

Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease. Appropriate antibiotic treatment of most common types of bacterial meningitis should reduce the risk of dying from meningitis to below 15%, although the risk is higher among the elderly.

Is meningitis contagious?

Yes, some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e. coughing, kissing). Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

Are there vaccines against meningitis?

Yes, there are vaccines against Hib and against some strains of *N. meningitidis* and many types of *Streptococcus pneumoniae*. The vaccines against Hib are very safe and highly effective. There is also a vaccine that protects against four strains of *N. meningitidis*, but it is not routinely used in the United States. The vaccine against *N. meningitidis* is sometimes used to control outbreaks of some types of meningococcal meningitis in the United States. Meningitis cases should be reported to state or local health departments to assure follow-up of close contacts and recognize outbreaks. College freshman, especially those who live in dormitories are at higher risk for meningococcal disease and should be educated about the availability of a safe and effective vaccine, which can decrease their risk. Although large epidemics of meningococcal meningitis do not occur in the United States, some countries experience large, periodic epidemics. Information on areas for which meningococcal vaccine is recommended can be obtained by calling the Centers for Disease Control and Prevention at (404) 332-4565.

There are vaccines to prevent meningitis due to *S. pneumoniae* (also called pneumococcal meningitis), which can also prevent other forms of infection due to *S. pneumoniae*. The pneumococcal polysaccharide vaccine is recommended for all persons over 65 years of age and younger persons at least 2 years old with certain chronic medical problems. There is a newly licensed vaccine (pneumococcal conjugate vaccine) that appears to be effective in infants for the prevention of pneumococcal infections and is routinely recommended for all children greater than 2 years of age. Please contact your health care provider for specific instructions regarding your child.

ACCIDENTS

If an accident should occur at school, the office will attempt to notify parents at home and/or work. Other student contact numbers listed will be called next. If an accident involves serious injury, the principal or his/her designee will use his/her best judgment to determine the need for emergency medical service. An ambulance will be called if deemed necessary.

CHILD ABUSE AND NEGLECT

The State of Indiana requires that all public employees report the suspected physical, emotional, and/or sexual abuse of a child to an authorized agency. The employees of Knox Community Elementary School will fulfill their obligation to do so when action is warranted.

ATTENDANCE

Indiana has two compulsory attendance laws for children. Indiana Codes I.C. 20-8. 1-3-17 and I.C. 20-8. 1-3-18 govern student attendance for all Indiana public schools. Conditions are best for teaching and learning when students are present for classroom instruction. Our goal is to ensure every student attends school at least 97% of the days that we are in session. This means that no student should miss more than 5 days of school throughout the year. It is the legal responsibility of the parent or guardian to ensure that children are in attendance at school. Knox Community School Board Policy gives building administrators the responsibility to oversee the attendance of students. All absences must be called in by a parent/guardian or a written note is to be sent to school in advance of the absence. For more information, see the section **Reporting Absences** below. The attendance officers have the authority to ask for verification of absences other than a parent note.

REPORTING ABSENCES

Parents or guardians are to call the school before 9:00 a.m. to report a child's absence. An automated phone call will be made to the contact number provided to the office if a student has been marked absent and was not called in. If an adult does not call in the morning of an absence, the student is considered truant. If the school sends the child home, an early dismissal form signed by the parent in our office will be acceptable for that day. Any missed days after that, however, must be accompanied by a call. An approved, prearranged absence does not need to be followed by a note. Students called in absent from school for 3 consecutive days may be required to show a doctor's excuse upon their return. Students returning from illness should be 24-hour free without medication.

EXCUSED ABSENCES

An excused absence consists of a guardian reported illness/injury of the child, a death in the family, medical appointments that could not be scheduled outside of the school day, an emergency situation approved by the principal, and any allowable absences recognized by state laws I.C. 20-8. 1-3-17 and I.C. 20-8. 1-3-18 and Knox Community School Board Policy #5200. Schoolwork missed due to an excused absence may be made up for credit. Students who are absent will have two days for each day absent to make up missed work. If a principal has requested further verification, a note/call from the parent or guardian may not be sufficient proof of absence.

UNEXCUSED ABSENCES

Any absence that is not an excused absence is considered an unexcused absence. An unexcused absence is one that is not accompanied by the proper verification (a call, doctor's excuse, etc.) or one that the reason for absence does not qualify as an excused absence. Schoolwork missed due to an unexcused absence may be made up for its educational value, but credit may not be given. The KCSC will follow the following responses for unexcused absences:

- 3 Unexcused Absences Notification letter will be sent
- 5 Unexcused Absences Phone conference with parent/guardian
- 7 Unexcused Absences In person meeting with administrative representative to complete an attendance contract
- 8 Unexcused Absences/
Violation of Attendance Contract Project Attend Hearing with the prosecuting attorney
- 10 Unexcused Absences Referral to DCS

The principal may initiate disciplinary action, including expulsion, for students who violate the attendance requirements.

PREARRANGED ABSENCE REQUEST

The parent must complete a Prearranged Absence Request Form and send it to the school in advance of any planned extended absence. Prearranged absences, if approved, will provide the child the opportunity to make up missed work for credit within the allotted time limits. Completing a Prearranged Absence Request Form does not guarantee an "excused absence" if the reason for a child's absence does not coincide with the Indiana Department of Education guidelines I.C. 20-8. 1-3-17 and I.C. 20-8. 1-3-18 and the Knox Community School Board Policy #5200. Factors affecting the approval of a prearranged absence may include any or all of the following: the attendance history of the student, the student's achievement level, the timing of the absence, the educational effect of the absence, and the family impact of the absence. An approved prearranged absence does not need to be followed by a note.

MAKE-UP WORK

Students who are absent will have two days for each day absent to make up missed work. It is each student's responsibility to find out what work was missed and to turn it in to the classroom teacher on time. If a parent would like to pick up homework, a call must be made to the school before 9:00 a.m. The assignments may be picked up at the end of the day in the main office by the parent or guardian.

TARDINESS

Students are considered tardy if they arrive in their classrooms after the tardy bell has rung at 8:00 a.m. Students who arrive late should report to the office upon arrival. The only exception is when a bus is late. Excessive tardiness will be handled by the school attendance officer or their designee.

EARLY DISMISSALS

Students may be dismissed from school early for illness, doctor or dentist appointments, or emergencies with the permission of the principal or the principal's designee. Parent/guardians must sign out students in the K.C.E.S. Main Office before they will be dismissed. Students will be called down to the Office, once an adult arrives. The Office may not be able to accept early dismissal changes over the phone after 1:30.

ATTENDANCE AWARDS

Students will receive Perfect Attendance Certificates during awards day activities if they have missed no days, never been tardy, never been suspended, never received an early dismissal, and have been in school 100% of the time for the school year. Students receiving Perfect Attendance Awards will also receive a Sports Pass for the following year. Students who have missed ½-2 days of school, without excessive tardies, will qualify for a Good Attendance Certificate.

BREAKFAST/LUNCH PROGRAM

A breakfast program is offered to serve the children of Knox Community Elementary School. The service is intended to assist parents in providing children with a healthy start to the school day with a nutritious and well-balanced morning meal. Students have a daily breakfast and lunch period. Children may purchase a school breakfast and lunch or bring their breakfast/lunch in a sack. Students may purchase milk with their sack meal. When there is a delay in the beginning of the school day, breakfast will not be served. The cost of breakfast is \$1.50 and lunch at KCES will be \$2.35. An additional milk purchased on its own is 50 cents.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled in the fall. Additional conferences may be held at any time during the course of the school year at the request of the teacher or parent. These conferences will be held during the teacher's regular work day hours unless otherwise notified. Parents are encouraged to call to initiate a conference with their child's teacher at any time to discuss academic progress or other concerns.

VISITORS & RAPTOR VISITOR MANAGEMENT SYSTEM

All visitors are asked to park at Door #1 in the horseshoe shaped drive and are required to enter through the secure vestibule. All visitors must show a state issued ID to enter the building. The visitor's ID will be used to perform a background check using the Raptor Visitor Management System. Upon entering the school, visitors will be required to sign in and wear a visitor's tag. All visitors must sign out before leaving the building. Student visitors during the school day are not permitted.

Visitors are to follow these guidelines to allow our teachers to best utilize teaching time with their students and to maintain building security.

1. Use the main office, Door #1 (Horseshoe Drive), when entering our building and sign in at the main office to receive a badge.
2. All visitors to student areas must have previously undergone a background check through the KCSC central office.
3. Leave all packages, lunch boxes, homework, etc. in the office with office staff. The student will be allowed to come to the office to pick them up.
4. Make appointments with the teachers to talk about your child's progress. Teachers are not to stop teaching to talk to parents.
5. All parents and the public are considered visitors to the school.

COMMUNITY INVOLVEMENT AND BUILDING USE

School buildings are available for rent by responsible community groups. Rental applications must be approved by the building principal and by the superintendent's office. Rental applications may be picked up in the school office or at the superintendent's office.

FUND-RAISING

Only approved fund-raising is allowed in the building. All fund-raising activities are subject to the principal's approval. We are not permitted to have children selling items for other organizations during school hours or activities without prior permission.

RECESS/PLAYGROUND INFORMATION

Children in all grades will have either indoor or outdoor recess breaks. The American Pediatrics Association supports a position that all children benefit from fresh air and exercise. When weather conditions do not present a hazard to our students, they go outside for recess. During winter months students will be expected to go outside if the temperature (including wind chill) is 25 degrees or above. Appropriate student clothing for winter includes a coat, hat, mittens/gloves, and boots. If you do not want your child to go outside for recess, a note should be sent to school stating the number of days requested inside. **Parents requesting that their child remain inside for more than three consecutive days will need a doctor's note stating the number of days the child should remain inside.** The

school cannot accept a parent note requesting that a child remain inside all winter. Parking is not permitted on or near the playground when children are present. To ensure the safety of all students, visitors are not allowed on the playground.

GRADING SYSTEM

The Knox Community Elementary School staff believes that all children can learn and provides them with opportunities for success through a content-rich curriculum in grades K-4. The curriculum is in alignment with the Indiana Academic Standards required by the Indiana Department of Education. The following grading system is used by the Knox Community School Corporation for grades K-4:

ACADEMIC PROGRESS REPORTS

Academic Progress Reports will be sent home through School Messenger at the half-way point of each quarter.

REPORT CARDS

Report cards are sent home through School Messenger during the week following the end of a grading period. Report cards are designed to give parents a summary of their child's progress and are an important means of communication between the home and school.

KINDERGARTEN ROUND-UP

In the spring of each school year, the administration opens online registration for Kindergarten. Parents and community members are notified of the date and times through the school newsletter, website and local media. After completing the online registration, families will be assigned a time slot to come to school during our Kindergarten Round-Up evening. Families can complete remaining paperwork and students will take their Kindergarten screening, have the opportunity to meet some of our staff, and see a Kindergarten classroom. An individual school record file will be prepared for each child and will include the following:

- copy of the proof of birth
- the child's social security number

LETTER GRADES PERCENTAGES:

A	90%-100%
B	80%- 89%
C	70%- 79%
D	60%- 69%
F	0%- 59%

Other grading marks may include:

M = Meets Requirement
I = Showing Improvement
N = Needs Improvement
P=Participation

- a copy of the updated immunization record
- other important data supplied by the parents
- proof of residency
-

ANIMALS

Animals are not permitted in school without the prior consent of the classroom teacher and principal. No animals, dead or alive, are ever permitted on the bus.

BRINGING CHILDREN TO SCHOOL

Parents who drive their children to school are asked to observe good driving habits, common courtesy, and a few simple rules to help prevent traffic problems and help ensure the safety of our students. When dropping off or picking up students, drivers are asked to use the pick-up/drop-off loop on the east side of the Elementary. Please enter the loop through the parking lot entrance at the corner of Main Street and Clabaugh. (Near the KHS Tennis Courts) We ask that all drivers follow the directions of the staff assisting with the drop-off procedures to ensure efficiency and safety. Students may only exit cars on the right hand side of the vehicle and only in the designated unloading zone. Drivers will exit the parking lot back onto Main Street. Parents are not allowed to park their cars and walk students into the building.

Dropped-off students will be allowed to enter the building at 7:30 AM. Please do not drop off students before this designated time. There will be no supervision for them, inside or outside of the building, prior to 7:30 AM. The drop-off lot will close at 7:55 AM. Students arriving after that time, must be signed in by an adult at the Main Office.

Student drop-off is not permitted in the U-Shaped Drive without special permission.

TRANSPORTATION CHANGES

If you will be changing your student's daily transportation mode at the end of the day in any way, the parent **must** send a note to school to inform school officials of the requested change that morning. Lil' Redskin Boosters provide each family with a transportation change pad at the beginning of each year for your convenience.

When writing a dismissal note for your child, please denote whether you are wanting them to be a **walker** (students exit building by themselves), a **pick-up** (student being picked up in our end of the day pick-loop) or will be riding a different bus. No student will be transported to a destination other than his or her home or usual drop-off point unless approved by K.C.E.S. administration or the Director of Transportation.

In order to make sure our students all get to the correct place at the end of that day, sending a note is critical. It leaves little room for miscommunication or misunderstanding. We do understand that emergencies can arise. If you need to call the Office to change transportation, please do so by 1:00 p.m. Changes after that time, may not be accepted. With the number of students enrolled, changes are difficult to record, copy, and communicate to teachers and bus drivers before the end of the day. They also open up the possibility of someone misunderstanding since the request is not coming through your own written note.

Parents requesting a change in bus transportation **must** include the following information on a written note:

1. Student's first and last name;
2. Bus number for the new location (please call the office or transportation if you are not sure of number)
3. Name and address of the person you want the bus driver to deliver your child to;
4. Date or dates this is to be done; and
5. Parent's signature
6. If your child is normally a pick-up and the change is just that someone else is picking them up, please include the name of the family you want them released to.

STUDENT PICK UP

Parents who pick up their children from school at the end of the day should use the drop-off/pick-up loop on the East Side of KCES. Please enter the loop through the parking lot entrance at the corner of Main Street and Clabaugh. (Near the KHS Tennis Courts) Parents should remain in their cars during the process. All students at KCES are assigned a pick-up number and provided an apple tag on their backpacks which displays the number. Even if a child is normally a bus rider, they will be given the pick-up tag just in case there is ever a day they do get picked up instead. Corresponding numbered rearview mirror tags will be provided to families at Back to School Night. A school issued mirror tag must be displayed within the vehicle to enter the student pick-up area. Staff will walk the pick-up line calling in the numbers so that students get sent outside in the correct order, to the appropriate car. Those who do not have a mirror tag will be directed to the main office. As you move to the pick-up zone, cars will be asked to park at a numbered cone. Students must enter the vehicle on the right side of the car. It is very important that drivers follow the directions of the staff assisting with the pick up procedures to ensure efficiency and safety.

STUDENT/PARENT REUNIFICATION

Unexpected circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents.

Parent/Guardian Expectations

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

Reunification Cards

For parents, there are multiple steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification “Check In” area and form lines based on the first letter of their student’s last name. While in line, parents are asked to fill out a reunification card. Because the card is perforated and will be separated during the process, parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to check in

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent. From the “Check In” area, parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card and to the Student Assembly Area to collect the student or students. Parents should be aware that in some cases, they may be invited into the building for further information. In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

SUBSTANCE ABUSE POLICY

Knox Community School Corporation is a tobacco free campus. The law forbids the use, possession, sale, or distribution of alcohol, other purported substances, or other drugs at school or during school board-sanctioned activities. A copy of the school corporation’s substance abuse policy is contained in this handbook.

SECURITY

K.C.E.S. has implemented building security procedures to help ensure the safety of all children. All K.C.E.S. doors will be locked after 8:00 a.m. Children arriving at school after 8:00 a.m. must push a button for entry into the building at door #1. Door #1 is located at the U-shaped parking area at the front of the school.

SCHOOL RESOURCE OFFICER

The Knox Community School Corporation has partnered with the Knox City Police Department (KPD) to provide a School Resource Officer (SRO) on the KCSC campus to ensure the safety of students, staff, and community members. They are responsible for working with school administrators, security staff, and faculty on developing comprehensive safety plans to ensure schools are safe places for students to learn. Anyone suspected of participating in unlawful or unsafe activities on the KCSC campus may be reported to the SRO. During any incident, the SRO may assist administrators by being present in student conferences. In conferences, the SRO will only function as an observer until they determine the situation requires the involvement of law enforcement. At that moment, the SRO will perform their duties as an officer of the KPD. It should also be noted that the SRO is an officer of the KPD. As such, any information received by the officer may also be subject to outside referrals to the Knox/Starke County Police Departments, Starke County Division of Family and Children Services, Starke County Probation Department, or other agencies.

DRESS RECOMMENDATIONS

Students are expected to come to school looking clean and neat. They should be dressed in a manner which is accepted as being in good taste and suitable for weather conditions. Clothing that may be appropriate for the beach is not appropriate for school. T-shirts and tops that show the belly or bare shoulders are not appropriate. No student will be permitted to dress or appear in any manner that is unhealthy, obscene, or excessively distracting, or to wear attire that contains profane or offensive language. Clothing and/or attachments to clothing which promote or advertise drugs, alcohol, and/or tobacco will not be allowed. This would include, but is not limited to, hats, shirts, sweatshirts, and buttons. Likewise, no clothing that is real or perceived to represent gang membership or affiliation shall be permitted. Elementary students should not come to school dressed in pajamas or wearing make up. These are distractions for the rest of the students and disrupt the educational process. Children may be asked to change their clothes in the nurse’s office or parents may be called to bring clothes or take them home to change clothes. **As a safety concern, we also ask that students refrain from wearing “flip flops” or high heels.** Both shoe styles present safety concerns for students. Shoes that have wheels of any sort are not permitted due to obvious safety issues and the maintenance problems they cause to the floors. Students wearing these types of shoes will be sent to the office and parents will be called to bring a more appropriate pair of shoes to school for their child.

FIELD TRIPS

Classes are permitted to take field trips. A permission slip may also be required. When applicable, permission slips must be completed by a parent or guardian and returned to school prior to the field trip date. A fee may be charged to each student to help cover the transportation costs. Any parent wishing to chaperone a field trip must successfully pass a background check through the school. Forms can be obtained in the main office.

GUM CHEWING/CANDY TREATS

For safety purposes, food may not be eaten on the bus. (This includes gum chewing.) Treats given by teachers may be eaten only with the teacher's permission in the classroom. Treats sent by parents for a special occasion must be store-bought and arranged with the teacher in advance.

LOST AND FOUND

All lost articles are turned in to the main office. When students lose items of clothing, money, or books, they should check in the office to see if these items have been found. Unclaimed items are given to charitable organizations at the close of each grading quarter. *PARENTS ARE STRONGLY URGED TO LABEL ALL ITEMS OF CLOTHING.*

MONEY

All money sent to school for specific projects must be sent in an envelope clearly marked with the following information:

1. Child's full name;
2. Grade and teacher's name;
3. Amount of money enclosed; and
4. What the money is to be used for.

Other than for breakfast/lunch, milk/juice, fundraisers, or other K.C.E.S. sponsored activities, there is no need for children to bring money to school. Parents will be notified, in advance, of all activities involving money.

SCHOOL PICTURES

School pictures are taken annually. Parents are not required to buy the pictures, however, all children should be photographed for school records. School yearbooks are sold in the spring.

FLOWERS, BALLOONS, AND GIFTS/HOME BIRTHDAY PARTIES

Flowers and balloons may not be sent to students at K.C.E.S. In addition to these items being a classroom distraction, balloons create a safety hazard on the bus and can restrict a driver's view. If you are planning a birthday party at home for your child, please do not send invitations to school unless you are inviting the whole class. Children are extremely sensitive to being left out. The school requests that parents contact the classroom teacher prior to sending in any birthday treats for children. **For the safety of all students, parents must send store-bought items as treats.**

STICKERS/DECALS/POSTERS

Students are not permitted to put stickers, decals, or posters on or in their desks, books, or locker areas.

TOYS, PHONES, AND VALUABLES

Students should not bring toys, gadgets, phones, electronics, or other valuables to school without the consent of the staff or administration. If a student has an object that interferes with the teacher's instructional objective, the object may be collected by the teacher and held for parent pick-up. The school cannot be responsible for any valuables brought to school or left on school grounds. If a student brings these items for use on a bus during the AM or PM route with driver permission, they must remain in their backpacks while in the school building. The school is not responsible for lost, stolen or damaged item.

EQUAL OPPORTUNITY

The School Board declares it to be the policy of this corporation to provide an equal opportunity for all students to learn through the curriculum offered in this corporation regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background.

RETURNED/BAD CHECKS

All bad checks returned to K.C.E.S. by a financial institution will be assessed a fee per I.C. 26-2-7-4. The fee for a bad check will be equal to no less than the amount charged by the financial institution.

STARKE COUNTY YOUTH CLUB

K.C.E.S. and the Starke County Youth Club (SCYC) have formed a partnership. SCYC takes place each evening after school. Parents, when filling out an enrollment card for your child, please make certain to denote if and when your child will be taking part in the SCYC. If you have any questions regarding the SCYC and their programming, please call the school and ask to speak with Irene Szakoni.

TITLE I PARENT RESOURCE ROOM

KCES is proud to host a TITLE I Parent Resource Room. Our room contains information and materials that we would like to share with our parents. It is our hope that parents find this room useful when helping us prepare our children for their academic careers.

Parents are also welcome to volunteer to take part in ongoing constructive activities aimed at helping classroom teachers. If you would like to volunteer to participate in some of these ongoing activities, please contact your child's teacher or our main office

SCHOOL HOURS

Students who walk to school or those who are brought by parents should not arrive at school before 7:30 A.M. Teachers begin their assigned duties at this time. When students arrive early, the potential for accidents and misbehaviors increase. In order to protect our students, we ask for your assistance in securing the safety of all children by ensuring that your child does not arrive at school earlier than 7:30 A.M. School will dismiss ½ hour early every Friday.

Bus Arrival
7:50 A.M.

Walker/Drop-Off Arrival
7:30 A.M.

Tardy Bell
8:00 A.M.

Dismissal
2:40 P.M. (Walkers/Pick-Ups)
2:50 P.M. (Bus Riders)

Friday Dismissal
2:10 P.M. (Walkers/Pick-Ups)
2:20 P.M. (Bus Riders)

CODE OF CONDUCT
Knox Community Elementary School

The Knox Community Elementary School *Code of Conduct* reflects the belief that parents play an important role in the discipline of their children. Rules and regulations are necessary to maintain an environment conducive for learning. Proper behavior on the bus, on school grounds, during “off campus” school activities, and in the school building is required for a safe, healthy, and effective educational environment. The student “Code of Conduct” is in effect throughout the school year and during summer school. Parents will be notified if any revisions occur.

KCES #1: RIGHTS OF STUDENTS

Each student has the right to equal treatment and educational opportunity; the right to be safe and free from physical or emotional intimidation, bullying, and abuse; the right to be heard and the right to possess personal property, provided it is legal and does not interfere with the learning process.

KCES #2: RESPONSIBILITIES OF STUDENTS

Each student must accept responsibility for one’s own behavior; demonstrate a positive attitude toward learning through: attendance; punctuality; preparedness for class; on time completion of assigned work; appropriate dress; and following directions. Each student must respect the rights and personal property of others, respect the authority of school personnel and help maintain school property.

KCES #3: SCHOOL-WIDE CONDUCT

Common sense is the best guide when considering what behaviors and actions are appropriate. By consistently practicing courtesy and respect for the dignity and well being of others, students should find their interactions with those at school to be positive. The expectations listed below are to be fulfilled by all students in all areas of the school.

- a. Keep hands, feet, and objects to self.
- b. Use a low/normal tone of voice in the building at all times.
- c. Follow directions given by any staff member and instructional/playground assistant.
- d. Use acceptable language and conduct; the use of speech or conduct that is lewd, vulgar, indecent, threatening, or offensive will result in disciplinary action.
- e. Do not at any time take or destroy the property of others, fight, or possess harmful objects or weapons.
- f. Remain on school grounds and in assigned locations while school is in session.
- g. Students are not permitted to have cigarettes, lighters, matches, or any tobacco products or paraphernalia at any time in the school building, on or near school groups, busses, at school activities, or 1,000 feet of the school property. This includes vapes, look-a-like products, or any other device/method that introduces a foreign substance to the body.
- h. No spitting is allowed on school property. Suspensions can occur due to health issues.
- i. No student will be permitted to dress or appear in any manner that is unhealthy, obscene, excessively distracting, or to wear attire that contains profane or offensive language. Clothing and/or attachments to clothing that promote or advertise drugs, alcohol, and/or tobacco will not be allowed. This would include but is not limited to hats, shirts, sweatshirts, backpacks, jackets and buttons. Likewise, no clothing that is real or perceived to represent gang membership or affiliation shall be permitted.
- j. Children may not engage in any conduct that is considered as harassment or bullying.

KCES #4: CAFETERIA CONDUCT

The lunch period is a time for students to relax, share experiences, and talk with others in a responsible manner. Students are reminded that use of the cafeteria is a privilege and proper behavior is expected during the lunch period.

- a. Use the restroom and wash hands prior to entering the cafeteria for lunch.
- b. Be seated as assigned by grade and class.
- c. Leave your seat only when given permission to do so by an adult.
- d. Keep food to self. NO SHARING.
- e. Pick up and dispose of any food that you have dropped on the floor.
- f. Respond immediately to supervisor’s raised hand signal to become silent.
- g. Walk when entering or exiting the cafeteria.
- h. Do not bring soda pop or energy drinks to school.
- i. All food is to be eaten in the cafeteria. If a child does not finish a sack lunch, it may be taken home at the end of the day. No food or eating/drinking utensil is permitted on the playground.

KCES #5: PLAYGROUND CONDUCT

Recess is a time for every child to learn social skills such as getting along with others, sharing, communicating with peers and participating in sports. Recess is also an opportunity for students to release excess energy, enabling them to become more receptive to learning in the classroom. However, students must realize that recess is a privilege that, for the safety of themselves and others, requires them to follow

certain guidelines. Any behavior that endangers the health and safety of any student or supervisor will result in immediate disciplinary action.

- a. Play away from classroom windows and entrances to the building.
- b. Enter and leave the building quietly. Remember, other students are still in class.
- c. Remain within the fenced-in area at all times; do not enter the street.
- d. Avoid unnecessary roughness on the playground. Unnecessary roughness includes tackle football and any kind of game that causes contact such as pushing, shoving, kicking, and hitting or behavior that could cause a person to be knocked to the ground or otherwise injured.
- e. Keep yourself dry and clean; stay away from wet or muddy areas.
- f. Dress appropriately according to the weather.
- g. Do not use foul language, tease others, or name-call another student.
- h. Report any problem or injuries to the adult on duty.
- i. Stop playing and line up immediately after the first whistle is blown.
- j. Remember, rocks, sticks, ice, snowballs, and other objects found on the ground must remain there. These items may not be thrown.
- k. Do not slide on patches of ice. A fall could result in serious injury.
- l. Use all playground equipment as intended by the manufacturer.
- m. Keep playground balls and equipment within the fenced areas and off of the roof and out of the street.
- n. Do not use baseballs, softballs, or bats.
- o. Remain seated in the swing, moving only in a forward – backward motion. Do not jump off, run under, or stand on swings. Do not swing side to side.
- p. Have only one person occupying a swing seat.
- q. Use only the ladder to climb to the top of the slide. Remain seated on the way down.
- r. Do not bring playground equipment from home.
- s. Do not take equipment outside which belongs to another class.
- t. Accept responsibility for returning playground equipment back to the correct place.

KCES #6: BUS CONDUCT

Bus drivers are in complete control of children on their busses during regular morning and afternoon routes and during all field trips. At the beginning of the school year, all students receive a list of bus behavior rules from their drivers.

KCES #7: BULLYING

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event; or
 - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include, but are not limited to:
 - Sending false, cruel, vicious messages.
 - Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
 - Breaking into an email account and sending vicious or embarrassing materials to others.
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
 - Posting of a student picture without their permission.Cyber Bullying can happen off school grounds. Once the disruption of the educational environment on school grounds has occurred, Cyber Bullying therefore becomes a punishable offense.

KCES #8: CRIMINAL GANGS AND GANG ACTIVITY

KCSC prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses, and at school sponsored events. KCSC prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior. Those to be found involved with criminal gangs and gang activity will be subject to the provisions established in KCSC Board policy.

INFRACTIONS AND CONSEQUENCES

The staff will make every effort to show their appreciation to students who have exhibited courteous and conscientious behavior. Those who consider the rights of others by exercising self-discipline deserve to be complimented and consistently encouraged in their efforts. However, when self-discipline fails, it is the responsibility of any supervising employee to take that action which is necessary to protect the rights and property of others. Such action shall be in accordance with policies adopted by the Knox Community School Board and the building administration.

DISCIPLINARY ACTIONS

Teacher Action Teachers may act individually when dealing with a child who has violated school rules or policies. Such acts may include, but are not limited to: reprimand; withholding privileges; assignment of recess detention; scheduling parent conferences; or referring to an administrator.

Principal/Designee In addition to the above measures, the building administrators, upon witnessing misbehavior or having a child referred to him may also take disciplinary action. Administrative disciplinary actions may include, but are not limited to the following: verbal reprimands; counseling; scheduling a parent conference; assigning after-school detention; written assignments; suspending a student; assigning in-school suspension; assigning out-of-school suspension; and/or expulsion.

ACTIONS DEFINED

Reprimand A reprimand should serve as a learning experience for students and shall be issued in a manner that does not diminish self-worth or dignity. As a result, students should know what policy has been violated, the ramifications of their action(s), and possible consequences of further violations.

Withholding Privileges Students shall be instructed that recess and participation in special events such as field trips, class parties, and other activities are privileges that may be withheld. They shall be warned of behaviors that will result in the loss of privileges.

Parent Conference Teachers or administrators may contact parents by telephone, letter, or in person to schedule an appointment to discuss a student's behavior. A conference may be with the student, his/her parent(s), appropriate school personnel, and any other individuals concerned. Indiana Law and School Board Policy specify that parent participation is expected in discipline-related matters.

After-School Detention Students who are assigned after-school detention shall report to the office immediately after school is dismissed. Students will be released, upon completion of the after-school detention, to a parent or guardian at a pre-specified time. During detention, students are expected to diligently work on school assignments or other productive activities. Failure to bring such work will result in an assignment being issued by the adult on duty. Parents will be notified in writing one day prior to their child's assigned detention or when possible, parents will be contacted by phone.

Alternate Learning Environment An alternate learning environment program may be implemented as a disciplinary response. Students may be assigned for a determined amount of time to an A.L.E. by the administration. Students assigned to the area must follow all established rules and complete given assignments. Students will not be counted absent while they are assigned to alternate learning environment, however, they may not be allowed to participate in any after school extracurricular activities that day. If a student is uncooperative or fails to follow the rules, they may face suspension and/or possible expulsion.

Suspension A student may be suspended from school attendance. The length of suspension will be determined by the school authorities and will reflect the offense committed. Outlines of offenses that may result in suspension are listed in the next section. Parents/guardians will be notified in writing of the action taken, and will have the complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from the school. A student may be readmitted to school after the parents and school administration have completed a conference.

OUT OF SCHOOL SUSPENSION/EXPULSION

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions on the school corporation. IN accordance with the provisions of I.C. 20-8.1-5.1, a school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days providing the student receives the following:

1. notice of any assignments or school work due;
2. teacher contact information in the event the student has questions regarding the assignments or school work; and
3. credit, in the same manner that a student who is not suspended would receive, for any assignments or school work assigned during the period of the student's suspension that the student completes.

Under law and policies adopted by the Knox Community School Board, a student may be suspended or expelled for acts that include but are not limited to the following:

1. Use of violence, force, noise, coercion, threat, intimidation, bullying, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or the operation of the school.
2. Occupying any school building or school grounds without permission of the School Corporation; or blocking the entrance or exit of any school building or corridor or room therein with the intent to deprive others of its use.
3. Setting fire to or substantially damaging any school building or property.
4. Firing, displaying, or threatening use of firearms, explosives, explosive cartridges, or other weapons on school premises for any unlawful purpose.
5. Preventing or attempting to prevent the operation of any school or educational function or meeting on school property.
6. Continuously and intentionally making noises or acting in any manner so as to interfere seriously with any student's ability to learn.
7. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
8. Intentionally causing or attempting to cause substantial damage to valuable private property, on school grounds, or during an educational function or event off school grounds or repeatedly damaging or stealing private property.
9. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not however, constitute a violation of this rule.
10. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or something of value.
11. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon or a "look-alike".
12. No student shall possess, handle, or transmit any firearm or "look-alike" on school property – or during school sanctioned activities.
13. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug or purporting to possess unknown substance.
14. Engaging in the unlawful selling of a controlled substance or other violation of criminal law, which constitutes a danger to other students or constitutes an interference with school purposes.
15. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he/she is properly under the supervision where such failure constitutes an interference with school purposes.
16. Engaging in any activity forbidden by the laws of the State of Indiana, which constitutes an interference with school purposes.
17. Continuous and willful refusal to accomplish school tasks even though able to do so; insubordination; disorderly, vicious, illegal or immoral conduct; smoking in school or on school grounds or at school sponsored events; and persistent violation of school regulations.
18. The hazardous or unauthorized use of automobiles or other motorized vehicles; use of weapons; fireworks; violation of any local, state, or federal law.

According to I.C.20-33-8, expulsion or suspension applies when a student is:

1. On school grounds immediately before, during and immediately after school hours and at other times when a school group is using the school.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function, or event.

The law also authorizes the following actions as options in dealing with student behavior. (I.C.20-33-8)

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning student additional work.
4. Requiring a student to remain in school after regular school hours.
5. Restriction of extracurricular activity.

KNOX COMMUNITY SCHOOL CORPORATION



**#2 REDSKIN TRAIL
Knox, IN 46534**

Dr. William Reichhart, Superintendent

(574) 772-1601
FAX: (574) 772-1608

August 1, 2022

Parents/Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Knox Community School Corporation to every parent in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have any questions or concerns, please feel free to contact the school principal at 574-772-1633.

Sincerely,

Dr. William Reichhart
KCSC Superintendent

Title I Compact

The current Title I law draws from the body of research that states, "...All parents can contribute to their children's success by helping at home and becoming partners with teachers so that children achieve high standards." (PL 103-382, 1001). As a result of this statement, the Title I Planning Committee offers this Home-School Compact.

Teachers, principals, and parents communicating about...

- The KCES Title I program and its related services by discussing the Title I Parent Compact during our annual parent-teacher conferences.
- The child's progress in school on regular or frequent basis using a variety of avenues that include but are not limited to progress reports, report cards, phone calls, emails or other personal correspondence;
- Their expectations and hopes for the school and your child; and
- Their curriculum, policies and programs.

Parents communicating to the school about...

- Their child's needs, strengths, and background; and
- Their expectations and hopes for their child and the school.

Teachers and principal enhancing learning by...

- Having high expectations for all children
- Developing curriculum based on the Indiana Academic Standards and complex problem solving skills;
- Working with parents to create opportunities for parents to be involved in the educational process both in and out of the classroom; and
- Developing strong relationships with children that create conditions for optimal learning.

Parents enhancing learning by...

- Having high expectation for their children;
- Providing a quiet place that allows children to concentrate on their homework;
- Supporting and nurturing learning that occurs in school
- Offering love, discipline, guidance, and encouragement to our children; and
- Monitoring, assisting, or extending homework.

Teachers and principal supporting parents by...

- Offering educational programs responsive to parents' interests and needs;
- Linking parents to useful health, education, and social services;
- Getting parents' input on curriculum, policy and programs; and
- Acknowledging and celebrating the parents' contribution to their children's growth.

Parents supporting the school by...

- Volunteering in the school;
- Organizing and planning activities at the school;
- Attending functions at the school (plays, sports events, etc.); and
- Acknowledging and celebrating the school's contribution to their children's growth.

Students taking responsibility for their own learning by...

- Attending school regularly;
- Being prepared for school each day with completed assignments and supplies;
- Working cooperatively with classmates; and
- Following the rules of conduct.



Parent Involvement Policy

In accordance with the requirement of Section 1118 (a) (2) of Title I, each LEA or school shall develop jointly with, agree on with, and distribute to, parents of participating children a written parent involvement policy.

Knox Community Elementary School Title I Parent Involvement Guidelines:

- Knox Community Elementary School expects the parents/guardians to be involved in the program, including their participation in the development of the plan.
- Meetings will be conducted with parents/guardians including provisions for flexible scheduling and whatever assistance the Knox Community Elementary School may be able to provide parents/guardians in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand.
- Meetings will include review and explanation of the curriculum means of assessment, and the proficiency levels students are expected to achieve and maintain.
- Opportunities for parents/guardians to formulate suggestions, interact and share experiences with other parents/guardians, and participate appropriately in the decision-making about the program and revisions in the plan.
- Parents/guardians will be involved in the planning, review, and improvement of the Title I program.
- Information concerning school performance profiles and their child's individual performance will be communicated to parents/guardians.
- Parents/guardians will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like.
- Timely responses will be given to parental questions, concerns, and recommendations.
- The Knox Community Elementary School will provide coordination, technical assistance and other support necessary to assist Title I teachers and paraprofessionals to develop effective parental participation activities to improve academic achievement.
- An annual evaluation of the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters.
- Form and maintain partnerships with groups, such as Parents as Teachers, and provide them time to illustrate the value of parents as partners in education.
- Other activities will be conducted as appropriate to the plan and State and Federal requirements.

The Principal or Designee shall also:

- Convene an annual meeting at a convenient time to which parents of participating children are invited, to explain the parents' right to be involved and the schools obligation to develop an involvement plan.
- Devise a flexible meeting schedule and provide assistance to encourage parental involvement, such as childcare, transportation, home visits, or similar aid.
- Involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement.
- Develop and maintain a parent resource center, which shall include:

1. Access to a computer and the internet;

2. a copy of the monthly calendar that is sent home to parents regarding events and programs;
 3. a copy of the State Standards booklets;
 4. access to copies of current text books used in grade k-5;
 5. access to information pamphlets and materials regarding educational information;
 6. opportunities to create materials to assist educators with classroom instructional activities or to take home and use with their child;
- Provide participating student's parents with:
 1. Timely information about the Title I programs;
 2. An explanation of the curriculum, the forms or academic assessment and the proficiency levels expected;
 3. Regular meetings, upon request, to make suggestions and receive response regarding their student's education.
 - Develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents and the student for academic improvement, including:
 1. The school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment;
 2. Parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom;
 3. The importance of parent teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents; reasonable access to the staff and opportunities to observe and participate in classroom activities.

20 U.S.C. 6318 et seq., Elementary and Secondary Education Act of 1965

34 C.F.R. Part 200 et seq.

**SUBSTANCE ABUSE POLICY
FOR STUDENTS OF THE
KNOX COMMUNITY ELEMENTARY SCHOOL**

The possession, use, abuse, delivery, transportation or manufacture of alcohol or drugs by any student at school; during school hours; or during school sanctioned activities will be subject to the procedures related to in this policy. A student coming to school under the influence of drugs or alcohol will be subject to the same procedures. To hold students responsible for violations of drug and alcohol rules, elementary school students found in violation shall be subject to the following disciplinary procedures:

FIRST OFFENSE:

To provide education and intervention opportunities for students at the elementary level, who are charged with a first offense for possession or use of drugs or alcohol, the following procedures shall be applied:

1. Using, transmitting, selling, and being under the influence of drugs or alcohol is a violation of Indiana Code 20-8.1-54. Local police will be called to the school on each violation. In addition, a report will be filed with the Starke County Welfare Department.
2. Parents will be required to meet with the building principal, a Committee on Rehabilitation and Education C.O.R.E. team representatives and a law enforcement official, if necessary, to research the violation.
3. The student and his parent(s) will be required to attend a meeting with the building principal, C.O.R.E. team representatives, and any personnel deemed appropriate to help facilitate the development of a school-home plan to eliminate the possibility of future drug/alcohol related problems.
4. The student will be required to participate in a minimum of four sessions with school C.O.R.E. team members. These sessions will occur during the school day and may include, but are not limited to information about legal consequences; peer relationships; decision making and coping skills; identification; and the health hazards associated with drug or alcohol abuse.

SECOND OFFENSE:

1. Step 1 above.
2. The student will receive a 3 – 5 day out-of-school suspension.

THIRD OFFENSE:

1. Step 1 above.
2. The student will be subject to expulsion for the remainder of the semester or school year in accordance with due process.
3. An expulsion may be suspended if the student enrolls and completes an appropriate intervention program at a school-approved agency. If a student chooses not to enroll in such a program, the expulsion order will remain in force.

A student selling drugs or alcohol or anything represented to be drugs or alcohol at school or during school hours will be subject to expulsion for the remainder of the semester or school year. School officials with the appropriate law enforcement agency will pursue the filing of criminal charges against the student. The school will offer no suspension of the expulsion.

EMERGENCIES

Nothing in this policy should deter any school employee from initiating quicker and more effective action than outlined in regulations if a student is in need of immediate medical assistance.



*Knox Community
School Corporation
Transportation Department*



Passenger Bus Rules and Guidelines

At KCSC, we feel that the safety of a child is of the highest importance, this includes the safety of your child to and from school. Incidents on buses are taken very seriously because they may jeopardize the safety of the driver and children on the bus. It is the responsibility of the bus driver to ensure the safety of each student; therefore, it is imperative that the students follow the bus rules and directions given by the bus driver at all times.

Below are a few of the rules students are to follow, but not limited to.

Students Must:

- 1) Be ready for the bus 15 minutes prior to the scheduled time. Please allow 15 minutes before and after the scheduled time for bus to arrive at your location.
- 2) Cross in front of the school bus when crossing a street. Do not stop to check mailbox or head to the back of the bus to cross.
- 3) Keep bus clean, sanitary, and orderly.
- 4) Obey bus driver and bus aide. They are in full charge of the buses and pupils while in transit.
- 5) Always ride in an assigned seat.
- 6) Never cause damage to the school bus and report anything noticed to the driver. Any student disfiguring or mutilating a bus will be required to pay for the damage.
- 7) Never get off the bus at any stop other than your assigned bus stop unless you have written permission note from the school office.
- 8) Never fight, scuffle, or incite any disturbance creating a hazard to the safety of others on the bus.
- 9) Never use obscenities or profane language on the bus.
- 10) Do not extend arms or head out of the bus window at any time. Window cannot be lowered more than half way down.
- 11) No food or drinks are to be consumed on the bus.
- 12) Any tobacco or vaping products in any form are prohibited.
- 13) No walking in the bus while it is in motion. This includes the bus slowing down at your stop or the school. Bus must be completely stopped before a passenger begins to leave from their assigned seat.

The KCES administrators reserved the right to impose any of the following consequences.

Verbal Warning	Bus Suspension
Recess Detention (Lunch/Reg.)	In-School Suspension
After School Detention	Out of School Suspension
Referral to School Counselor	Removal of Riding Privileges