

# KMS STUDENT/PARENT HANDBOOK

KNOX MIDDLE SCHOOL  
901 S. Main Street  
Knox, Indiana 46534

Telephone (574) 772-1654

Website: [www.knox.k12.in.us](http://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 Middle 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.

## **TECHNOLOGY/BOOK RENTAL AND CONSUMABLES**

Charges to students for the rental of textbooks, consumable supplies, and computers are set in accordance with provisions prescribed in Indiana Code. 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 fees. She will work out a payment program that is convenient for the child's family. All 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. Rental fees that are not paid will be sent to collections as outlined by the KCSC policy. Some families may qualify for state assistance with rental fees. The school treasurer is available to assist families with that process. Students are responsible for properly maintaining the books and/or computer that are in their possession. Although reasonable wear is expected, damage or loss of books and/or a computer/charger 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 card so the school staff is aware of your plan and update it as needed.

KCSC may utilize E-Learning days during inclement weather. Please see information on E-Learning on page 2 of this handbook.

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

Missed days will be rescheduled. Refer to the official school calendar for make-up / contingency days. A Friday 2-Hour Delay will result in students remaining in school until 3:05 P.M.

## **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. Students who do not turn in assignments may be considered absent for the E-Learning day.

## **SPECIAL SERVICES**

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

### **ACADEMICALLY RELATED SERVICES**

Computer Technology  
Band/Choir  
Family and Consumer Science (FACS)  
After-School Tutorial Programming  
Response to Instruction (RTI)

General Education Intervention Teams  
Section 504  
Communication Disorder Classes  
Speech and Hearing Therapy  
Learning Disabled Classes  
Mildly Mentally Disabled Classes  
Cross Categorical Disabled Classes

Emotionally Disabled Classes

### **HEALTH-RELATED SERVICES**

Hearing Screening Vision Screening

### **FINANCIAL ASSISTANCE**

Free Breakfast/Lunch

Textbook Rental Assistance  
Psychological Evaluation

## SCHOOL COUNSELOR

### CELL PHONES / PERSONAL DEVICES

Parents can leave important messages for their children by calling the main office. **Students' personal cell phone or personal device use is PROHIBITED! If a student brings a cell phone or personal device to school, it should be turned off and remain in their locker during school hours. Cell phones that are out during the school day can be confiscated and sent to the office and may be picked up by parents after school.** Students may not record (video, audio, etc.) any person (student, faculty, visitors, etc.) without their consent during the school day, on the way to or from school, or at an extra-curricular event. KCSC policies regarding acceptable internet/computer usage and harassment/bullying apply to cell phone/electronic device usage. KMS is not responsible for lost or stolen cell phones or I-Pods.

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

Superintendent's Office	772-1600
KCSC Transportation Office	772-1618
Knox Middle School	772-1654
Knox Community Schools Food Service	772-1629
Knox Community Elementary School	772-1633
Knox High School	772-1670
K.C.S.C. Athletic Director	772-1624
K.C.S.C. Maintenance Office	772-1614

### 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 on the Daily Announcements or sent in text messages for those families signed up to receive them. Please schedule your family vacations to coincide with our student non-attendance days.

### IMMUNIZATION/RECORDS

All children are required to have their immunizations complete and updated as mandated by law. Indiana law also states that all fifth grade students must have additional immunization prior to the start of their sixth grade year. Please contact your doctor's office or the school nurse for information if needed.

We keep accurate records on every child. We need parental assistance to ensure that children have completed all immunizations.

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 must be brought to school by parents. Medicine may not be transported on busses.

Parents must bring all medicine to school in its original container with the following information provided:

1. Name of the student;
2. Name of the 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. Students with Asthma may carry inhalers if they bring a note from their doctor approving that they carry it. This note needs to be updated annually.

### LICE

Parents are encouraged to do frequent thorough checks at home. If a child is found to have live 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.

## **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. influenzae*. 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.

## **School Resource Officer & Outside Agencies**

The Knox Community School Corporation has partnered with the Knox City Police Department to provide a School Resource Officer 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 School Resource Officer. Students 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.

## **STUDENT ID CARDS**

All students will be required to have an I.D. card visible during the school day. This card will be needed to attend extra-curricular activities. There is no cost for an original I.D. card. Students misusing or giving their I.D. to someone else may forfeit all privileges to attend extra-curricular activities. I.D. cards must be returned in the event the student withdraws from school for any reason. Replacement I.D. cards are available through the student services office. The fee for replacing your student I.D. is \$5.00.

## **ACCIDENTS**

If an accident should occur at school, the office will attempt to notify parents. The emergency number 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. Please inform the office if you change your number or address. It could be very important in case of an emergency.

## **CHILD ABUSE**

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 Middle 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. 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 followed by a written note. See section on **Reporting Absences** below. The attendance officers have the authority to ask for verification of absences other than a parent note if needed. Students are allowed 10 parent excusals during a school year. After 10 parent excused absences, subsequent absences will only be excused with a doctor's note. If a student has 5 unexcused absences, a parent/guardian will be required to come to school to meet with a school official to discuss attendance policies and to sign an attendance agreement. Students will be referred to the Starke County Probation, Prosecutor, and Child Welfare offices through *Project Attend* if more than 7 unexcused absences occur.

## REPORTING ABSENCES

Parents or guardians are to call the school before 8:30 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 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 followed by a phone call or note. An approved, prearranged absence does not need to be followed by a note. **Students absent from school throughout the day may not participate in after-school activities.**

## EXCUSED ABSENCES

An excused absence consists of an illness of the child, a death in the family, a school sponsored activity, quarantine, 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. Students who are absent will have two days for each day absent to make up missed work. In order for any absence to be considered as excused, a note must be written by the parent or guardian explaining the reason for the absence and the date(s) of the absence. After 10 days of absences, a doctor's note may be required.

## UNEXCUSED ABSENCES

An unexcused absence is one that is not followed by the proper verification (a note, doctor's excuse, etc.) or one that the reason for absence does not qualify as an excused absence. As determined by the principal, excessive unexcused absences may result in a referral to the appropriate law enforcement officials. The school administration may initiate disciplinary action, including: **In School Suspension, Out of School Suspension, or Expulsion** for students who violate the attendance requirements.

## Truancy

Truancy is defined as absence from school during any part of the school day without the consent of parent and/or proper school officials. Truancy will be recorded as unexcused. A student is truant if he/she:

1. leaves school without signing out at the Student Services office.
2. leaves school at lunch without proper permission.
3. is absent from school without prior permission from the parent(s).
4. is absent from class without permission (skipping).
5. obtains a pass to go to a certain place and does not report there or goes somewhere else besides the destination on the pass.
6. becomes ill and goes home or stays in the restroom instead of reporting to the office or Student Services.
7. comes to school but does not attend classes.

## Consequences of Truancy

### A. Full or partial days

1. Saturday School or In School Suspension, and parent contact made by Administration
2. Administrative Sanction (Saturday School, ISS, Detention, or similar action)
3. Progressive Administrative Sanction: Saturday School, ISS, Detention, or similar action
4. Progressive Administrative Sanction / possible **referral to Juvenile Probation Department / Project Attend**
5. State Law requires that the school report to the authorities any student that is habitually absent (i.e. misses more than ten days in a school year) from school.

**Students may be expelled from school for habitual truancy. To combat habitual truancy problems and excessive absences the local court system will utilize the statutory process of informal adjustment with the added requirement that the offending student and parent will be required to appear in open court. (See Project Attend)**

## PREARRANGED ABSENCE REQUEST

Parents may request to take their children out of school for doctor appointments, dentist appointments, etc. The parent must complete a Prearranged Absence Request Form, send it to the school, in advance of the absence, and get signatures from the teachers and principal. 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.

## **Perfect Attendance**

Perfect attendance is defined as a student being present from the beginning of the school day to the end of the school day for the year. Any absence or tardy, whether excused or unexcused, will count against perfect attendance.

## **PROJECT ATTEND**

Project Attend is an educational program designed to assist schools in the reduction of truancy at the elementary, middle, and high school levels. This program is available at all Starke County Schools. Families who have been identified as having children with excessive attendance problems work with local agencies to develop a written contract designed to reduce unexcused absences. The program objectives are: education of families and children about the importance of school attendance; communication and collaboration between family, school official, and community agencies; and an increase in student attendance.

The first step occurs after three (3) unexcused absences. Parents will be sent a copy of both the attendance policy and a Certificate of Incapacity that should be filled out by your physician if there is a medical reason your student is not attending school.

The second step is after five (5) unexcused absences. Parents will receive a phone call from the School Attendance Officer to schedule a mandatory meeting where you will receive another copy of both the attendance policy and the Certificate of Incapacity. You will also be required to sign an attendance agreement.

The third step is after seven (7) unexcused absences. At this point, a referral will be made to Child Protective Services (CPS) of Starke County. Child Protective Services will contact parents regarding their child's attendance.

The final step is after ten (10) unexcused absences. At this point, parents will be referred to the Starke County Prosecutor for Educational Neglect.

## **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. Students can also email teachers to request work. Please contact the teachers by 9:00 a.m. as well to ensure work is ready by the end of the day.

### **Extra-Curricular Participation when Absent from School**

A student who is absent from school all day due to illness, injury and/or a Non-Exempt absence will not be permitted to participate as a member of any extracurricular activity. If the absence is a partial day, the student must be in attendance no later than 11:00 AM, and remain in attendance for the remainder of that day. Furthermore, student must be in attendance on Fridays no later than 11:00 AM, and remain in attendance for the remainder of that day in order to participate in a school sponsored activity on the weekend. Extracurricular activities include athletic practices, contests and events, meetings, rehearsals, tryouts, performances, etc.

Exemptions to the above rule are:

1. doctor or dental appointments arranged in advance;
2. college visits and military tests;
3. field trips; funeral or death in immediate family or another person as approved by the Principal or her designee;
4. absences granted by state law;
5. absences approved by the Principal or designee.

## **TARDIES**

A tardy is defined as being late for school or class without a valid excuse.

Students who arrive late to school, should report to the office upon arrival.

### **Consequences of Being Tardy:**

Steps of the tardy policy will be repeated each 9 Week grading period.

1. Notification and Warning to the student and parent
2. Lunch detention and Parent Contacted
3. **In School Suspension**
4. Administrative Sanction: Detention, Saturday School, ISS, OSS
5. Progressive Administrative Sanction: Detention, Saturday School, ISS, OSS

## **EARLY DISMISSALS**

If a student must be dismissed from school early for illness, doctor or dentist appointments, or emergencies, Parent/Guardians must sign out students in the K.M.S. Main Office before they will be dismissed. Students leaving the school premises without being signed out by a parent will be considered truant.

## **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.

## **BREAKFAST/LUNCH PROGRAM**

A breakfast program is offered to serve the children of Knox Middle 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 scheduled breakfast and lunch period daily. Children may purchase a school breakfast and lunch or bring their breakfast/lunch with them. When there is a delay in the beginning of the school day, breakfast will not be served. Students are only allowed to go through the cafeteria line once. Parents are encouraged to maintain a balance in their student's lunch account. All meals must be paid for in advance or on a daily basis. Students will not be allowed to charge a meal if there is no money in their account. The cost of **breakfast** at KMS is \$1.45 and **lunch** is \$2.50.

## **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(s) at any time to discuss academic progress or other concerns.

## **VISITORS**

All visitors are to enter through the main entrance, report to the Main Office, and obtain a visitor's pass. All visitors must show a state issued ID to enter the buildings and at the main office upon entering the school where they will be required to sign in and wear a visitor's tag. During school hours, visitors to all KCSC buildings must present a state issued ID to visit a KCSC building. Student visitors during the school day are not permitted. KCSC is looking to implement an electronic visitor management system that will also screen every visitor for PowerSchool alerts and may search numerous offender databases such as the adults on the Sex Offender database.



**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.

**PUBLICITY**

You are your school's best public relations agent! It is up to you to tell of the good things that happen in our school. When major events or happenings occur, we try to get the newspaper and radio involved. Check out our website at [www.knox.k12.in.us](http://www.knox.k12.in.us) to find out the many new, exciting things that are happening.

**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 will have either indoor or outdoor recess breaks dependent on the weather. The American Pediatrics Association supports a position that all children benefit from fresh air and exercise. 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 Middle School staff believes that all children can learn and provides them with opportunities for success through a content-rich curriculum. 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:

LETTER GRADES:

PERCENTAGES:

Other grading marks may include:

A	
90%-100%	+ = Progressing very well
B	
80%- 89%	S = Progressing Satisfactorily
C	
70%- 79%	N = Progressing With Difficulty
D	
60%- 69%	P=Participation
F	
0%- 59%	

**ACADEMIC PROGRESS REPORTS**

Academic Progress Reports will be sent home at the midway point for each grading quarter.

**REPORT CARDS**

Report cards are usually distributed 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.

**LIBRARY**

Students may check out books from the library. Fiction/Non-fiction books may be checked out for two weeks and may be renewed for an additional two-week period. Reference books may be checked out for overnight use and should be returned before the first class period on the following day. Any book that is lost, destroyed, or damaged will need to be replaced so that other students will have the opportunity to read it. The parent or guardian will be charged a replacement cost.

## ANNOUNCEMENTS

Students are responsible for all information concerning school activities that are read each morning and afternoon over the P.A. These daily announcements are also available on Power School under the "Daily Bulletin" heading.

## 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.

## ATHLETICS

Listed below are the team sports that students may participate in at Knox Middle School. Students may not participate in more than one sport at one time.

Basketball	Boys and Girls	
Cheerleading	Girls	Cross
Country	Boys and Girls	
	Football	Boys
Swimming	Boys and Girls	Tennis
	Boys and Girls	
	Track	Boys
and Girls		Volleyball
Wrestling	Girls	Boys

Any student participating in athletics will be under the Knox Community Schools Athletic Code of Conduct Policies. Each coach will cover the policies at the beginning of each season. Each student athlete can be subjected to drug testing throughout the school year. Rules and regulations for testing are contained in the KCSC Athletic Policies. The Athletic Handbook and physical forms are available at the KCSC Athletic Department located in Knox High School and can also be found on the KCSC website.

## PICK UP/DROP OFF

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 children. When delivering children to the school, drivers are asked to pull up in the lane along Bower Street to drop their children off. Please do not enter the bus parking lot. Students may not enter the building through any of the doors off of Culver Road. Students who are walkers or drop-offs, will be allowed to enter the building at 7:35 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 then. Students arriving by car after 7:50 will need to sign in at the office. For picking up in the afternoon, please pull up in the lane along Bower Street as you do in the morning. If the lane is full, please park in the lot on the corner of Bower Street and Culver Road. Please do not use the North Parking Lot for pick up or drop off since staff members may be leaving and this congestion may pose a risk to your student.

## BUS TRANSPORTATION CHANGES

No student will be transported to a destination other than his or her home or usual drop-off point unless approved by K.M.S. Administration or the Director of Transportation.

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;
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
5. Parent's signature

## SUBSTANCE ABUSE POLICY

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's substance abuse policy is contained in this handbook.

## **SECURITY**

K.M.S. has implemented building security procedures to help ensure the safety of all children. All doors will be locked after 7:50 a.m. Children arriving at school after 7:50 a.m. must push a button for entry into the building at door #1. Door #1 is located on Main Street.

## **STUDENT DRESS AND GROOMING**

Students are expected to come to school looking clean and neat. Students should be dressed in a manner that is accepted as being in good taste, modest, and suitable for weather conditions. (Final discretion will be left up to KMS Administration). Students should not come to school dressed in pajamas or cut off shirts. T-shirts and tops that show the belly or bare shoulders are not appropriate. No spaghetti strap tops. Students are asked to wear sweaters or sweatshirts, rather than their coats, during the school day. No blankets allowed.

Shorts must be a length that is at least  $\frac{1}{2}$  way between the waist and the knee. If shorts or pants are worn with holes, the holes must be small and at the knee or lower. Students will not be permitted to dress or appear in any manner that is unhealthy, obscene, contains profane or offensive language, or distracting. 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, and buttons. Likewise, no clothing that is real or perceived to represent gang membership or affiliation shall be permitted. Earrings may only be worn in the ears. Only clear spacers may be worn in any piercings other than in the ears. Hoops, large studs, and other large items may not be worn in piercings other than ears even if they are clear. Hair dye or styles must not cause a distraction for the rest of the students and/or disrupt the educational process. Parents may be called to bring clothes or to take the student home to change.

As a safety concern, we also ask that students refrain from wearing "flip flops" or high heels. Students wearing boots or hard-soled shoes will not be allowed to go into the gym. Shoes that have wheels of any sort are not permitted due to safety issues and the maintenance problems they cause to the floor.

**The appearance of the student must not interrupt the orderly process of education in the school at any time.**

**The Knox Middle School Administration will have final say in the appropriateness of any student attire or grooming issue.**

Staff who observe student dress which does not meet these guidelines will refer the student to administration. If deemed by the administration that the dress is inappropriate or disruptive to the educational process, the student may be sent home to change clothes. The absence may be unexcused and disciplinary action may result.

## **FIELD TRIPS**

Classes are permitted to take field trips. A Hospital/Emergency Medical Release Form must be completed and on file before students are permitted to leave the school campus. 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.

## **GUIDANCE**

Knox Middle School has a full time guidance counselor. The guidance counselor assists students with their personal, educational, and vocational development. The guidance counselor also enrolls new students, sets schedules for enrolled students, and conducts several programs throughout the year for each grade level. If your student is going through some type of emotional situation outside of school, the counselor can work with families to provide help. To reach our guidance counselor, please call 772-1655 (ext. 1659).

## **GUM CHEWING/CANDY TREATS**

For safety purposes, food may not be eaten on the bus. (This includes gum chewing.) No energy drinks or gum are permitted at school. Food may only be eaten in the cafeteria. Students may not eat or drink in the hallways or outside their lockers due to the potential mess it may cause. Treats sent by parents for a special occasion must be store bought and arranged with the teacher in advance.

## **LOCKERS**

The school provides lockers as a convenience to students. All lockers made available for student use are the property of the school. Each student will have a locker where they can keep his/her books and personal items. Students who have any problems with their lockers should notify the office. Students are expected to use only the lockers they have been assigned. No one is allowed to store books, personal items, etc. in another person's locker. Students may not share their combination and lockers must be kept locked at all times. Since the lockers are school property, and as such are under the jurisdiction of school authorities, the school reserves the right to inspect lockers whenever such action would be in the best interest of the school. Students should have no expectation of privacy.

## **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 semester. **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;
3. Amount of money enclosed; and
4. What the money is to be used for.

Other than for breakfast/lunch, fundraisers, or other K.M.S. sponsored activities, there is no need for children to bring money to school.

## **SCHOOL PICTURES**

School pictures are taken in the Fall. 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**

No flowers, gifts, or balloons will be accepted by the office staff for delivery to students. No balloons or flowers are allowed on buses. 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, locker areas, or computers.

## **TOYS AND VALUABLES**

Students should not bring toys, gadgets, 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. KMS is not responsible for lost, stolen or damaged items.

## **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.

## **REDSKIN BUCKS**

The Redskin Bucks program was developed to help instill a sense of pride and responsibility within the student, a sense of accomplishment in the classroom, and a willingness to participate in extracurricular activities. Students are awarded Redskin Bucks for

grades, attendance, participation in clubs or activities, or when seen going above and beyond in some way. These Redskin Bucks can then be used to purchase activities or items when offered during the year. A student may also lose Redskin Bucks for misbehavior.

### RETURNED/BAD CHECKS

All bad checks returned to K.M.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.M.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 Szakonyi or Melissa Smith.

### SCHOOL HOURS

Students who walk to school or those who are brought by parents should not arrive at school before 7:35 A.M at Door # 8. 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 7:35 A.M. A Friday 2-Hour Delay will result in students remaining in school until 3:05 P.M.

<u>Bus Arrival</u> 7:40 A.M.	<u>Walker/Drop-Off Arrival</u> 7:35 A.M.	<u>Tardy</u> 7:55 A.M.	<u>Dismissal</u> 3:05 P.M. (Mon.-Thurs.) 2:35 P.M. (Fridays only)
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### Damage to School Property

Any student who destroys, damages, or steals school property will be financially responsible for the replacement of this property. Appropriate consequences will be administered by KMS Staff or Administration.

### 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.

### Elevator

Knox Middle School has an elevator located near the front doors that may be used by students with physical handicaps. Students provided with a note from a doctor or parent and approved by KMS Office staff or Administration may use this elevator. Specific instructions will be issued at that time.

### Dances

Periodically, different school groups may host a dance at Knox Middle School. All school rules apply at dances just as they do at other extra-curricular events. **Some dances may be very specific for certain grade levels.**

### Explosives/Weapons

The possession, distribution, and/or use of explosive devices and/or weapons of any kind are absolutely prohibited. **This includes items known as "look alike" that may be perceived as being a danger to students or staff**

### Discipline

Rules and regulations are necessary to maintain an environment conducive to learning. Students are reminded that they must adhere to a code of good behavior not only for their benefit, but for the benefit of others.

According to Indiana law, 20-8.1-5-7, the superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take action in connection with student behavior, in addition to the actions specifically provided in this section, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

1. Reprimand

2. Counseling with a student or group of students.
3. Verbal/Written warnings and lectures on proper conduct and behavior.
4. Conferences with a parent or group of parents.
5. Withholding Privileges
6. Assigning students additional work.
7. Detention before, during, or after the school day.
8. Rearranging class schedules.
9. Restriction of extra-curricular activity.
10. Two Hour Detention on Monday thru Saturday.
11. Saturday School.
12. In-School Suspension.
13. Out-of-School Suspension.
14. Disciplinary removal from class.
15. Expulsion.
16. Time Out.

### **DISCIPLINARY 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

**Detention** Students who are assigned detention shall report to the office immediately after school is dismissed. Students will be released, upon completion of the 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.

### ***Saturday School Program***

The Saturday School is a program designed to provide a means of modifying student behavior that does not interfere with the student's academic progress or have a direct negative effect on grades. This alternative allows students to attend school full time and take advantage of the educational opportunity to complete work usually done at home. Saturday School assignments are made by administration only.

Saturday School is held at Knox Middle School from 8:00 a.m. until 10:00 a.m. on assigned Saturdays. Students are to enter and leave the building by the main entrance.

1. The outside entrance will be open at 7:50 a.m. Students will not be admitted after 8:00 a.m.
2. Students will not be permitted to leave until 10:00 a.m. Restrooms are located in the area and may be used with permission.
3. All regular school rules are in effect. The Saturday School supervisor is in charge and failure to follow his or her directives will result in dismissal or referral to the administration.
4. Students who are dismissed or violate the rules may be assigned In School Suspension or Out of School Suspension to being required to complete the Saturday School assignment. Credit will not be given for partial completion of Saturday School.
5. Each student is expected to bring study materials for the 2 hours. Acceptable working materials include textbooks, library books, appropriate paperback books, magazines, homework assignments, and laptops. It is recommended that students contact their teachers for assignments.
6. Students who fail to bring materials or who fail to keep busy on appropriate work may be dismissed from the program and referred to an administrator for further action.
7. Students who are dismissed from Saturday School are instructed to call home before leaving school grounds.
8. Excused absences include: personal illness, unavoidable family emergency, death in the family, or medical appointment. A parent's note or phone call **must** be received by the assigning administrator on the first day the student returns back to school following his/her Saturday School assignment.

### **Saturday School Policy**

Students guilty of misconduct at school may be assigned Saturday School as an alternative to suspension. This assignment will be made only by an administrator at KMS. This program allows the school to separate discipline for misconduct and attendance problems from academic achievement because Saturday School will be served on the student's own time where they will not miss class.

If a student misses an assigned Saturday School without an acceptable excuse they may be suspended out of school in lieu of his/her Saturday School assignment.

***In-School Suspension (ISS)*** During in-school suspension, students shall diligently work on school assignments and, after such work is completed, may work on productive activities of their choice in an assigned area with an adult present. Parents will be notified of their child's assigned in-school suspension. **A student who has ISS will NOT be allowed to participate in any after school extracurricular sport or school-sponsored activity during the day of assigned IN SCHOOL SUSPENSION!**

***Out of School 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. During a suspension or expulsion, all work is expected to be completed so that the student does not fall behind in his academic progress. Credit will be given for tests missed and long-term projects due during suspensions. 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.

***Time-Out.*** During a time out, a student will spend a period of time away from other students in order to calm themselves, and or reflect on inappropriate behaviors.

### **Social Probation**

When a student is placed on social probation, it may have various degrees of consequences. The student may be restricted in passing through the hallways and not allowed to leave classes during the course of the day. It may mean that a student may not attend any extra-curricular activities (sports, dances, etc.). The student may only be on school grounds during school hours, i.e. leave school property immediately at the end of classes and not return until the next day of classes, unless arranged otherwise with an administrator.

### **SUSPENSION/EXPULSION**

A student who has been suspended may be removed from school for a period that is longer than five days. Such action shall be in accordance with I.C. 20-33-8. Under this 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.

### **Harassment**

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school corporation while on Corporation property or at any school-related event on or off Corporation property.

### **SEXUAL HARASSMENT**

#### **A. Verbal:**

Written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.

#### **B. Nonverbal:**

Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

#### **C. Physical Contact:**

Threatened, attempted, or actual unwanted bodily contact, including pinching, pushing the body, or coerced sexual intercourse.

### **GENERAL/RELIGIOUS/DISABILITY HARASSMENT/RACE/NAT. ORIGIN**

#### **A. Verbal:**

1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, and/or disabilities.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person as a consequence of such person's gender, national origin, religious beliefs, and/or disabilities.

#### **B. Nonverbal:**

Placing in the school environment objects, pictures, or graphic commentaries which could be interpreted as being harassing in nature or making insulting or threatening gestures as a consequence of such person's gender, national origin, religious beliefs, and/or disabilities.

#### **C. Physical:**



Any intimidating or disparaging action as a consequence of such person's gender, national origin, religious beliefs, and/or disabilities.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact the building principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent of schools.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

### **Speech and Conduct**

It is a violation of school policy and law to engage in any speech or conduct, including clothing, jewelry, or hairstyle which is profane, indecent, lewd, vulgar, inappropriate, or offensive to school purposes.

### **Suspension/Expulsion**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

REMOVAL FROM CLASS OR ACTIVITY - TEACHER: 1) A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of 1 school day if the student is assigned regular or additional work to be completed in another school setting.

1. SUSPENSION FROM SCHOOL - PRINCIPAL: 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.

2. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section O.

### **GROUND FORS SUSPENSION OR EXPULSION**

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- a. On school grounds immediately before, during, and immediately afterschool hours and 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; or
- c. Traveling to or from school or a school activity, function, or event.

### **A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student or staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause physical injury or 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 is not a violation of this rule.
  6. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
  7. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
  8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  9. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  10. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
- (Exception to Rule) 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  18. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
  19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
  21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.

23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

## B. 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. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

## C. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - an antique firearm

- a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The Superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **D. POSSESSING A DEADLY WEAPON**

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

-a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

-an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

4. The Superintendent (shall immediately) (may) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **E. UNLAWFUL ACTIVITY**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **F. LEGAL SETTLEMENT**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

### **Drugs, Alcohol, Tobacco, & Vapes**

The possession, use, or distribution of drugs, alcohol, vapes, look-a-like products, and tobacco, including smokeless tobacco, or any device/method that introduce a foreign substance to the body will not be tolerated at any time in the school building, on or near the school grounds, or at school activities. Students violating this rule may be suspended and/or expelled from school and the authorities notified.

#### **RIGHT TO APPEAL**

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider

the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-1 et seq. I.C. 35-47.5-2-4 I.C. 35-41-1-8 I.C. 35-41-5

## **Suspension/Expulsion Procedures**

### **SUSPENSION PROCEDURE**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges;
  - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal

### **EXPULSION PROCEDURE**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-18, I.C. 20-33-8-19

## **Parent Participation**

A parent (including a guardian and custodian) of a dependent student at the discretion of and upon proper notice by a school official shall be required to participate in any disciplinary action involving the student's behavior which is authorized under the Student Due Process Code. I.C. 20-8.1-5, as well as the student discipline handbook of this school corporation.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home-study time, reviewing homework and assuring regular school attendance and attendance after school if necessary.

When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways:

(1) **Telephone contact** by a school official at least 5 days in advance of the meeting, conference or hearing, followed by a letter of confirmation by regular or certified mail; or

(2) Personal delivery of written notice of the required attendance at the meeting, conference or hearing by a school official at least 3 days before hand.

The Superintendent, Principal or other administrative official shall be authorized upon receipt of parental consent to require the student to participate in behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency if such testing, counseling or evaluation is reasonably necessary to help any student, to further school purposes or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent.

"Upon receipt of proper written notice from a school official, any parent, guardian or custodian who fails to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with I.C.31 -6-4-3(a) (7)."

## **KNOX COMMUNITY SCHOOL CORPORATION Internet Code of Conduct**

Use of the Internet by students and staff of the Knox Community School Corporation shall be in support of education and research that is consistent with the mission of the district. Internet use is limited to those persons who have been issued district approved accounts. Use will be in accordance with the district's Acceptable Use Procedures and this Code of Conduct.

1. Protect your Internet logon information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use the network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, ResEdit, etc. Do not "hack" the system.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes. The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

First, and foremost, the Corporation may not be able to technologically limit access, to services through the Corporation's Internet connection, to only those that have been authorized for instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection act. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent shall prepare guidelines that address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g. "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and the building principals as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554 (2000), Children's Internet Protection Act

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

20 U.S.C. 6777, 9134 (2003)

### **Technology Guidelines and Expectations**

Knox High School is committed to use of technology as a tool to prepare our students for future success.

### **Knox Community School Corporation Laptop Initiative Learning in the Present; Preparing for the Future**

#### **Student Agreement for the Privilege of Using KCSC Laptops, Computer Network, and the Internet**

Use of the Knox Community School Corporation laptops is a privilege. Therefore,

**I agree that I will:**

- Be prepared and have my assigned laptop ready to work at the beginning of class
- Use the laptop only for activities for which my teacher has allowed
- Respect the laptops of others
- Secure laptops appropriately
- Report any loss or damage to any laptop immediately
- Protect the laptop by keeping the laptop in a school approved case
- Protect the laptop by using a surge protector or battery appropriately
- Ensure batteries are charged prior to school
- Protect the laptop by unplugging power supply and other peripherals when transporting the laptop
- Protect the display by carefully closing the lid when moving the laptop

Use of the Knox Community School Corporation computer network as well as the Internet is a privilege. Therefore,

**I agree that I will:**

- Act responsibly and abide by the Student Network and Internet Acceptable use and Safety Agreement when accessing the Internet
- Only access teacher authorized sites at the appropriate times
- Notify my teacher immediately if I accidentally access an inappropriate site
- Use my assigned drive to store school related files only
- In cases of theft, vandalism or other criminal acts, file a police report within 48 hours of the occurrence; incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school for verification
- Protect my user account by logging off when not at my computer

**I agree that I will not:**

- Send defamatory or harassing e-mail
- "Hack" into any computer system
- Use copyrighted materials that exceed fair use guidelines without written permission of the author
- Loan my laptop to another student
- Share passwords
- Share personal information with anyone on the Internet or via e-mail
- Engage in unauthorized use of the network
- Maliciously damage or steal school computer equipment or electronic data
- Attempt to repair or open any covers or compartments on my laptop
- Install, download, or otherwise utilize any software that is not authorized by the school administration or Corporation Technology Department
- Change the settings of school-supplied software
- Put any type of sticker/decoration, or write on, draw on, or deface the laptop

If I choose to ignore this agreement or any part of it, I am choosing consequences under the student Code of Conduct or as determined by the school administrator.

### **Student Laptop Usage**



As a condition of enrollment, students will receive a laptop and accessories noted below to use for school related purposes during the school year.

Knox Community School Corporation has insured the laptops for the current year. **Students are responsible for properly maintaining the books and/or computer that are in their use/possession. Although reasonable wear is expected, damage or loss of books and/or computer shall result in a fine being assessed to cover the cost of repair or replacement.**

There will be the following charges for each occurrence if the laptop or accessories are damaged, lost or stolen:

- Replacement power adapter - \$50
- Replacement lcd - \$125
- Replacement keyboard - \$120
- Replacement hard shell - \$20
- Replacement carry case - \$30
- Battery - \$65
- Track pad - \$50
- Top cover - \$50
- Motherboard - \$150
- Total loss - \$300
- 

The student and parent(s) will meet with school administration to ascertain consequences.

- If the student deliberately damages or continues to show careless behavior with the laptop, the school will repossess the laptop and the parent will be responsible for the cost of the damage to the machine.

**Students will immediately report theft or intentional damage to the teacher and to the Help Desk.**

For hardware and software problems, students will take laptop to the Help Desk in the library during the posted hours.

Students may not:

- Walk around with the laptop open
- Use an unapproved bag or trade bags with another student
- Leave the laptop in an unsecured area including an unlocked locker
- Maliciously damage the laptop
- Damage another's laptop
- Lend the laptop to anyone not in my immediate family
- Commit recurrent reckless activities
- Disregard Knox Community School Corporation's Acceptable Use Policy

Students may use the laptop to connect to the Internet at home, but family is responsible for acquiring an Internet Service Provider.

**No software will be downloaded or installed on the laptop except printer drivers and Internet Service Provider software.**

### **Public Display of Affection**

Kissing, hugging, holding hands, and all other forms of physical displays of affection are inappropriate and not permitted.

### **Plagiarism/Cheating**

#### **Plagiarism**

To plagiarize is to use the work, ideas, or words of someone else without giving that person credit. Plagiarism may involve using someone else's wording without using quotation marks, a distinctive name, a phrase, a sentence, or an entire passage or essay. The issue of plagiarism applies to any type of work, including exams, papers, or other writing, computer programs, art, photography, or video.

#### **Dishonesty in Examinations (In-Class or Take-Home)**

An examination is to be solely a student's own work, unless otherwise directed by the instructor. No communication is allowed between or among students, nor are students allowed to consult books, papers, study aids or notes, without explicit permission. Cheating includes, but is not limited to, copying from another's paper, giving unauthorized assistance, obtaining unauthorized advance knowledge of questions to an examination, or use of mechanical or marking devices or procedures for the purpose of achieving false scores on machine-graded examinations. Specific policies regarding examinations may vary by teacher.

**First Offense** – No credit for work done.

**Second Offense** – No credit for work done and administrative sanctions which could include, but are not limited to: Saturday

School, ISS, OSS

**Third Offense** – No credit for work done and progressive administrative sanctions.

**The penalties are set up so that the offenses need not take place in only one class to be cumulative. Thus, the first offense may be in one class while the second in another, and the third offense may take place in yet another class.**

Personal honesty is very, very important. Students are expected to do their own work always. This includes all assignments both in and out of the classroom.

Students who are caught cheating are subject to receiving no credit for work turned in. In severe cases, course withdrawal with a failing grade may result.

Teachers are responsible for decisions regarding cheating.

#### CODE OF CONDUCT

Knox Middle School

The Knox Middle 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.

#### **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.

#### **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.

#### **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. Do not chew gum at any time.
- d. Follow directions given by any staff member and instructional/playground assistant.
- e. Use acceptable language and conduct; the use of speech or conduct that is lewd, vulgar, indecent, threatening, or offensive will result in disciplinary action.
- f. Do not at any time take or destroy the property of others, fight, or possess harmful objects or weapons.
- g. Remain on school grounds and in assigned locations while school is in session.
- h. Students are not to be in the building outside of school hours except for those under the direct supervision of a teacher or coach for an approved school activity.
- i. Students are not permitted to have cigarettes or any tobacco products on school grounds, busses or within 1,000 feet of school property. The Knox Community School Corporation’s Substance Abuse Policy is included in the student handbook.
- j. No spitting is allowed on school property. Suspensions can occur due to health issues.
- k. 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. Hair dye must be of a natural color. Piercings are allowed in ears. Any piercings other than ears must use a clear spacer.
- l. Children may not engage in any conduct that is considered as harassment or bullying.
- m. Kissing, hugging, holding hands, and all other forms of physical displays of affection are inappropriate and not permitted.

#### **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. Walk when entering or exiting the cafeteria.
- b. Follow the directions of the adults.
- c. Leave your seat only when given permission to do so by an adult.
- d. Pick up and dispose of any food that you have dropped on the floor.
- e. Do not bring energy drinks to school.
- f. All food is to be eaten in the cafeteria. If a child does not finish a lunch, it may be taken home at the end of the day. No food, drink, or eating/drinking utensil is permitted on the playground.

### **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 designated areas for recess.
- 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 recess area, off of the roof, and out of the street.
- n. Do not use baseballs, softballs, or bats.
- o. Do not bring playground equipment from home.
- p. Accept responsibility for returning playground equipment back to the correct place.

### **BUS CONDUCT**

major responsibility of a bus driver is to transport students SAFELY to and from school. The reason for any bus rule and/or guideline is to protect the health, well-being, and safety of all students. The following are some of the basic rules that students are to follow and drivers are to enforce. Failure to follow these bus rules and guidelines could result in suspension of bus riding privileges.

1. Students are to behave at all times on the bus and mini bus. Good conduct allows the driver to watch the road and drive more safely.
2. Students are to show proper respect at all times. Loud, profane, indecent, and/or inappropriate language is not acceptable.
3. There is to be no food or drink items to be consumed on vehicles at any time. This includes items such as suckers, chewing gum, candy, soft drinks, etc.
4. Students are responsible to pick up after themselves. Paper, pencils, pens and other materials are not to be left on vehicles. Pencils and pens should not be used while bus is in motion.

5. Students are to obey the directions of the bus driver the **FIRST** time.
6. Tobacco products in any form, tobacco substitutes or vapor inhalers are prohibited.
7. Students are not to in any manner vandalize or destroy school transportation property and/or personal property of anyone riding any transportation vehicle.
8. Students are to enter the bus quietly, sit in their assigned seat, and remain in their seat at all times. This is especially important while the bus is in motion.
9. Students are to be **TOTALLY** quiet at all railroad crossings.
10. Teasing, scuffling, tripping, holding, kicking, hitting and fighting are prohibited.
11. Emergency exits, hatches, and windows are not to be opened without driver permission.
12. Students are to wait until the bus is completely stopped before entering and/or exiting.
13. Upon exiting the bus students are to promptly walk away from the bus.
14. Students are to be **waiting** for their bus at their **assigned bus stop location**. Students will **not** be dropped off at alternate stops unless approved by administration.
15. Students are not to possess, use, or transport any objects that can reasonably be considered a weapon.
16. At no time is any glass material permitted to be transported on any school vehicles.
17. No live animals of any kind and/or in any form may be transported on school vehicles.
18. Only items of a school nature and that can be placed on the student's lap may be transported on school vehicles. Any item, such as a Fidget Spinner or toy that is or could be a distraction for the driver must be kept in a pocket or back pack. (For safety reasons large band instruments, golf clubs, flags, etc. are not recommended to be transported in the passenger area of the school bus, the isles and all emergency exits must remain clear of articles at all times.)
19. Students are to ride the bus assigned to them as determined by the Transportation office of the Knox Community School Corporation. Only with a signed parental note and principal approval will deviations be made, and then only on an as needed basis.

### **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.

### **KNOX MIDDLE SCHOOL SUBSTANCE ABUSE POLICY**

The possession, use, abuse, delivery, transportation, or manufacture of alcohol or drugs by a student at school; during school hours, or during school board sanctioned activities will be subject to the procedures related to 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, KMS students found in violation shall be subject to expulsion, in accordance with due process. This applies to drugs, alcohol, nicotine products, look-a-like products, or any intoxicating substances.

Using, transmitting, selling, and being under the influence of drugs or alcohol is a violation of Indiana Code 20-8.1-5-. 4. Local police will be called to the school on each violation.

To provide students the opportunity to receive their education or treatment, students at the middle school who are charged for a first offense for possession or use may have their expulsion suspended if they enroll and complete an approved intervention program. If a student chooses not to enroll in such a program or fails to complete the prescribed program, the expulsion order shall remain in force. Counseling must be completed in a timely fashion, to be determined by KMS Administration.

Examples of intervention options in the Knox area:

1. Behavioral Health Center
2. Porter-Starke Services
3. Charter Beacon Hospital
4. Kingwood Institute
5. LaPorte Hospital
6. Keys Counseling

A student manufacturing, selling, or transmitting drugs or alcohol or anything represented to be drugs or alcohol at school or during school hours will be subject to expulsion. The filing of a report against the student will be pursued by school officials with the appropriate law enforcement agency. The school will offer no suspensions of the expulsions. After the first time, a student in violation of school substance abuse policy will be expelled unconditionally and turned over to local legal authorities. A Form 16 or similar contract can be required by KMS Administration.