

Student Handbook



Knox Middle School

Knox Middle School

2014 - 2015

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The information contained in this handbook was the best available at press time.

Additional items and changes may be added as deemed necessary.

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KNOX COMMUNITY MIDDLE SCHOOL

Welcome to Knox Community Middle School. All the members of the staff and I are pleased to have you as a student and will do our best to make your experience as productive and successful as you wish to make it. In order to provide a safe and effective learning environment for students, staff, parents, and community member, the Knox Community School Board publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their students. Students will be expected to sign and return a form indicating that they have read and understood the provisions in the handbook. Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please contact:

Josh Pugh, *Principal*
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KNOX COMMUNITY MIDDLE SCHOOL

MISSION STATEMENT

Whatever it takes, Knox students are worth it!

VISION STATEMENT

Knox Schools are schools of choice where all students learn in a comprehensive, rigorous, and technologically current educational environment. Student-centered programs develop leadership skills and the individual interests of the students. Students are supported by personnel with high expectations and integrity.

Effective communication, positive interactions, and transparent, fiscally responsible decisions form a relationship of trust and respect between the school and community. Prioritizing and maintaining a safe, productive learning environment make Knox Schools a source of pride in the community.

SCHOOL SPIRIT may be divided into three (3) categories.



COURTESY

Students will show courtesy toward teachers, aides, counselors, visitors, substitutes, teachers, administrators, staff, fellow students and the officials of school athletic activities.



PRIDE

Students will take pride in our school, in their accomplishments, and in the accomplishment of others.



SPORTSMANSHIP

Students need the ability to win and lose gracefully. School spirit means loyalty to all functions of the school. Loyal students support their school and do their utmost to keep their scholastic and activity standards at the highest possible level.

ATTENDANCE

Regular attendance is an important factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work. It is important that the school and the home have close communication in this matter and Knox Community Middle School feels that this can be accomplished by the following reporting procedure and rules of attendance:

Students are expected to attend school regularly.

Parents/Guardians need to call the school at 772-1654 by 8:30 am on the day of a student absence to report the absence and the reason for it, or you will receive a call from “School Messenger” about your student.

Parents who do not have phones or who forget to call may have their children present a note to the attendance secretary explaining the reason for the absence on the day the child returns to school. This note must be written by and signed by the parent(s).

A student is classified as excused from school for reasons such as personal illness, court appearances, funerals for family members, family emergencies, and planned family events that keep the child out of school for very limited periods of time.

Students receive unexcused absences if they are truant. Truancy means that a student refuses to attend school, and/or is absent from school without the knowledge or approval of the parent. Truancy is discussed further in the section of this handbook that discusses student discipline.

Students who miss classes due to field trips or for such distinctions as serving as a page at the state legislature are counted as being present in school.

When children miss school, parents with computers may request homework and check for assignments on our website:

<http://ms.knox.k12.in.us>

preferably before 9:00 am on the second day of the absence and pick up the homework on the following day at 3 pm. Parents who do not have access to a computer may call the school at 772-1654.

When children become ill at school, every reasonable effort will be made to contact the parent in those instances where the children need for parents to pick them up at school, or in those instances where immediate medical attention may be required. Under no circumstances can children be removed from school or leave school grounds during the day without parent/guardian authorization.

Parents need to be certain that they have supplied the school with phone numbers at which they can be reached daily and also that they have kept the school up to date on their correct addresses. Changes in phone numbers and addresses need to be reported to the school immediately.

Outstanding school attendance by students is recognized and rewarded regularly.

If parents need to take their children out of school for a planned family event, then they need to request approval from a building administrator at least one day

prior to the absence. Parents of students who perform poorly in school are strongly discouraged from removing their children from school for such events, since such absences could have even more serious effects on already poor grades.

Students are expected to be in school and in their classes on time. Tardiness is discussed in the section on student discipline. Tardiness will not be tolerated.

Knox Middle School wants a daily average of at least 96% of our students in attendance. Parents will be made aware of student absences when their children reach five, eight, and ten days of absence. Once a child has reached ten days of absence, his/her name may be submitted to probation. Any absences beyond that may require a Doctor's excuse. The requirement for a doctor's excuse will be determined by a school administrator.

Parents who fail to send their children to school, or who allow their children to be truant to school, will be reported to law enforcement and child protection agencies, and may be charged with educational neglect.

PERFECT ATTENDANCE AWARD

Students who have perfect attendance for the entire school year shall be allowed to attend all home sporting events except tournaments for the following school year. Perfect attendance for this award means that a student has not missed one day of school or part of a school day nor has the student been tardy to school during the academic year. Exceptions are as specified by state statute and are stated elsewhere in this handbook.

PRE-ARRANGED ABSENCE

A parent's request for a prearranged absence must have the approval of the principal or assistant principal.

A parent may request up to five days of pre-arranged absence provided student's grades are all passing and days missed prior to the request have not exceeded ten school days. All such requests must be approved 24 hours prior to the absence and a completed proper form must be on file in the office prior to the student leaving. The student is responsible for all schoolwork missed. Students who have previous unexcused absences may not qualify for pre-arranged absences.

Pre-Arranged absences will not be approved during the following circumstances:

1. NWEA and ISTEP testing (parent can contact school office for dates)
2. Last 3 days of the semester
3. When requested absence would move the student into excessive absence status or student has surpassed the allowable number of absences.

REQUEST FOR HOMEWORK FOR ABSENT STUDENTS

If a student absence expands to two or more consecutive days, a parent may request homework and check for assignments on our website:

<http://ms.knox.k12.in.us>

Homework missed as a result of an excused absence must be turned in within the identical number of days plus one.

If a parent requests homework before 9:00 a.m. on the second (or greater) consecutive day of absence, homework may be picked up at 3:00 p.m. of that day.

If the request is later than 9:00 a.m. the homework may be picked up the following day at 3:00 p.m. This time frame allows every teacher a non-instructional period in which to assemble a homework packet.

CALENDAR

An up-to-date calendar may be found on the KCSC website. The athletic schedule may also be found on the website by clicking on the cheerleader at the middle school site.

GUIDANCE DEPARTMENT

Knox Middle School has a full-time guidance counselor. The guidance counselor assists students with their personal, educational, and vocational development. The guidance counselor enrolls new students, schedules each individual student, and conducts our “Job Shadowing” program for seventh-graders, as well as our “Reality Store” program for eighth graders. Our anti-drug, “Red Ribbon Week” activities are also developed by the guidance counselor. If your child is going through the emotional upheaval of a divorce involving his parents, or if your child is suffering through the loss of a loved one, the guidance counselor can work with families to provide help. The guidance counselor can be reached by dialing the school number (772-1655) and asking for extension 1659.

Knox Middle School’s guidance department has received national recognition and, because of the high standards which it meets, has received a “Gold Star” rating among guidance departments throughout the United States.

LEAVING SCHOOL DURING SCHOOL HOURS

Students may not leave the school during school hours unless they bring a note from their parents to the office before school stating that they need to leave for a medical appointment or other excused appointment. PARENTS MUST COME TO THE OFFICE TO SIGN OUT STUDENTS WHO ARE RELEASED DURING SCHOOL HOURS.

All students leaving the school grounds must have the principal or assistant principal’s permission and must be signed out. Students leaving the school premises without parent permission and the school’s approval will be considered truant. Exceptions may be made concerning this policy for the good of the student by the principal or assistant principal only.

SATURDAY MORNING DETENTION

Saturday Morning Detention is another step in the discipline process used at Knox Community Middle School. Students are assigned Saturday Morning Detention at the discretion of the administrators, based on a recommendation from the teacher/team and is designed for those students who continue to demonstrate unsatisfactory behavior or after attending repeat lunch detentions.

Students assigned will have at least 24 hours notice. Transportation to and from Saturday Morning Detention is the responsibility of the parent/guardian. Attendance is mandatory and not showing up can result in further corrective actions including in-school suspension, out-of-school suspension, and in severe cases, expulsion.

If your child cannot attend because of a family emergency, arrangements must

be made with the Assistant Principal at least one day prior to Saturday Morning Detention.

SCHOOL CLOSINGS AND DELAYS

During times of bad weather, parents can find out if school is closed or delayed by listening to the local radio stations, such as WKVI here in Knox, 99.3 FM. Do not call the school to find out if school is closed. Listen to the radio. If there is no closing or delay listed on the radio, then you know that school is in session, and operating on its normal schedule.

Also instituted at the Knox Community School Corporation is “School Messenger”. Notification to students/parents will be sent as a text message and/or phone call.

SCHOOL NURSE AND MEDICINE

Knox Middle School shares a school nurse with the high school. The nurse treats minor injuries and illnesses, and notifies the parents if there are problems that require immediate attention. The nurse also maintains a cabinet that contains medicines that your child needs to take at school. If your child must take medicine at school, then the parent must bring the medicine to the office with the doctor’s instructions for how the medicine is to be dispensed. Students must not carry medicine to school or take it home on the bus. All prescription medication must be in its original container, show the patient’s name on the bottle, and identify the kind of medication that it is, along with the dosage to be given. Students with asthma may carry inhalers if they first get permission from the nurse.

The school nurse will also notify parents if their children need inoculations or vaccinations, and provide health-related information to the staff about unique physical needs and problems that students may have.

STUDENT EVALUATION

The middle school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of the grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/ he should ask the teacher.

The school uses the following grading system:

90-100	= A	=	Excellent Achievement
80-89	= B	=	Good Achievement
70-79	= C	=	Satisfactory Achievement
60-69	= D	=	Minimum Acceptable Achievement
Below 60	= F	=	Failure
I=Incomplete			

F=Failure

N/G = No Grade

P=Acceptable Achievement

Parents will receive passwords by which they can access their middle school children's grades using the internet.

STUDY TABLES

Study tables are designed to assist struggling students. Study tables may be assigned to students with failing grades and/or to students missing assignments.

TEXTBOOKS/LAPTOP RENTAL

Textbooks/laptops are rented by parents for student usage. It is expected that students will take good care of their textbook/laptop, just as any renter is expected to take care of the property rented. Students must not damage or harm textbooks/laptops in any way. Students are to keep track of the textbooks/laptop issued to them and not lose or destroy them. Replacing textbooks/laptops can be very costly to parents and paying fines for damaged books/laptops can be costly as well.

The KCSC has adopted collection procedures for rental not paid. Textbooks/laptop rental is due the first day of student attendance and if not paid, will be sent to collections according to the procedures mandated by the school board.

A payment plan is available. Please contact the treasurer's office for details. Failure to comply with the signed payment plan will void the plan and the fee will be sent to collections.

Based upon financial circumstances, some parents may qualify for textbook/laptop rental assistance, as well as, school lunch assistance for their children. If you believe that you qualify for such assistance, contact the middle school treasurer at the middle school at 772-1655 and ask for extension 1660.

Laptop Deductible Fee:

If a student damages a charger, an \$80.00 fee will be charged.

In the event of a damaged laptop or charger, students should take the damaged item to the library to complete a Laptop Help Request Form. The Technology Department will assess damages and determine procedures for repair. Parents and students will be notified of any damages and fees. Students will be issued a loaner computer to complete class work.

TRAFFIC

Some parents prefer to drive their children to school and to pick them up after school. If you are a parent who does this, please drop your child off in the morning in the lane located just off Bower Street. Please do not block this lane by sitting there for long periods of time. Do not enter the north parking lot to drop children off, because that is a teacher parking area, and dropping children off there can create congestion. If you are picking children up after school, please pick them in the lane just off Bower Street, or simply park along Bower Street itself. Do not enter the north parking lot, because school employees will be leaving at about the same time you are entering, and that too can create congestion. Also, when picking up

students, do not pull into the bus parking lot right behind the cafeteria, because you will have to wait for the buses to get out before you will be able to. If have questions or concerns about picking up or dropping off children, just call 772-1655, and ask to speak to an administrator.

Parents who transport their children to and/or from school use the Bower Street drop off and pick up area only. Using the north teacher parking lot or parking along Culver Road creates a potentially dangerous situation for students and pedestrians.

VISITORS

Persons who need to enter the building between 7:35 a.m. and 2:38 p.m. will find that the outside doors to the building are locked. This is a safety and security measure to protect children and employees. If a person needs to enter the building during these hours, they must report to the front door (Door #1) along Main Street, push on the buzzer located in front of the door, identify themselves, and their reasons for wanting inside. Students will not be called from class to speak to parents/guardians except in the case of an emergency.

Visitors wishing to speak to students:

Students will not be called from class unless it is an emergency.

WITHDRAWAL FROM SCHOOL

As soon as parents are aware that their child will be withdrawing from school, the school needs to be notified of the withdrawal date. On the morning of the student's last day, the student should report to the office for a grade routing sheet. The sheet must be completed and turned in at the office before the end of the day and any outstanding fees or responsibilities must be cared for to make the withdrawal complete.

Book rental will be prorated and returned if the student is leaving the Knox school system. Permanent records will be sent upon request of the new school.

ACCIDENTS AND ILLNESS AT SCHOOL

All accidents and illnesses at school must be reported to the office or nearest teacher who will report it to the office. Every effort will be made to contact parents in case of an illness or accident of a serious nature. Under no circumstances will the student call home without the consent of office personnel. Students are not to leave the school grounds and will not be taken home unless authorized by parents.

INFORM THE OFFICE IF YOU CHANGE YOUR ADDRESS OR PHONE NUMBER. IT COULD BE VERY IMPORTANT IN CASE OF AN EMERGENCY.

ADVISORY PROGRAM

Knox Middle School has an advisory period at the start of each school day. During this time students will work on team building activities, organizational skills, and receive current updates on the activities at KMS. This time may also be utilized for clubs, athletic teams, and academic teams, to conduct meetings.

ANNOUNCEMENTS

You are responsible for all information concerning school activities that are read each morning and afternoon over the public address system and The announcements are also available on the Power School website. KMS has a student newscast that students watch in their classrooms.

APPEARANCE/DRESS CODE

Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state or local health and obscenity laws, or affect the welfare and safety of any students. Footwear must be worn at all school activities.

Coats should not be worn in the classroom unless the teacher allows the student(s) to do so because of a problem with classroom heat regulation.

VIOLATIONS OF DRESS CODE OR PROPERTY CODE WILL LEAD TO CONSEQUENCES AS DETERMINED IN THE KCMS HANDBOOK.

Students may not wear clothing or accessories bearing the following types of messages:

Inappropriate or profane statements, pictures or gestures.

Statements advocating immoral, illegal, sexual or violent behavior.

Shirts with messages or pictures referring to death, violence, Satanism racism or sex.

Statements of disrespect directed against the school, the law, or other reasonable authority.

Statements advertising, promoting or picturing alcoholic beverages, tobacco or drugs.

Statements of a racial nature.

The following clothing/garments/accessories are not permitted on campus or at any school activity:

Piercings that are deemed to be unacceptable must be removed, and not merely covered. Only clear spacers will be permitted. Hoops and/or large items are not allowed, even if they are clear. Final discretion will be left to the administration.

Caps/hats/head coverings of any kind. If a hat is confiscated, it will be returned at the discretion of administration.

Strapless or backless dresses or blouses, halter tops, tank tops, or garments that reveal shoulders.

Garments that reveal a bare midriff.

Spandex shorts, side-split shorts or extremely brief shorts, pajama tops, pajama bottoms, slippers

Spiked or studded belts, studded bracelets and necklaces, chains, chain belts, handcuffs or sharp heavy rings.

Leggings and body suits may not be worn unless covered by other clothing.

Blouses or shirts of a transparent or mesh material revealing bare midriff or shoulders.

Shoes with roller skates attached to the soles.

- Gang-related clothing or symbols, including:
 - Low-hanging or sagging pants exposing any undergarments.
 - Headbands or hairnets in colors that are gang related.
 - Bandannas (rags) used as belts, in hair or in pockets.
 - Coveralls - either full-length or shorts - with both straps down. Both straps must be fastened around the shoulder.
 - Pants covering shoes that drag on the floor.

Realizing that dress, appearance, and grooming styles change continually, and that some clothing may be appropriate for only certain age groups, the administration reserves the right to determine what is appropriate dress for school. The determination will be based on whether a student’s dress, appearance, and grooming may create health or sanitation problems, threats to safety, or if the student’s dress causes a disruption, thereby affecting the educational function of the school. The principal and the assistant principal have the right to limit and control extreme styles of dress and appearance.

ARRIVING AT SCHOOL

Students who arrive by bus or who are dropped off by parents enter through the north cafeteria doors at 7:40 a.m. Students who walk to school may enter the building at Entrance #1 off Main Street, or at the entrances that lead directly to the sixth or seventh grade hallways. Students are not to enter the building through the doors that face Culver Road. Students are not to arrive at school earlier than 7:40.

ATHLETICS

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

Basketball	6, 7, 8 grade	boys and girls
Cheerleading	6, 7, 8 grade	girls
Cross Country	6, 7, 8 grade	boys and girls
Football	6, 7, 8 grade	boys
Swimming	6, 7, 8 grade	boys and girls
Tennis	6, 7, 8 grade	girls and boys
Track	6, 7, 8 grade	boys and girls
Volleyball	6, 7, 8 grade	girls
Wrestling	6, 7, 8 grade	boys

Any student participating in athletics will be under the Knox School Corporation Athletic Policy. Each coach will cover the policy at the beginning of each season.

Each student athlete can be subjected to drug testing throughout the school year. Rules and regulations pertaining to drug testing will be covered in the Athletic Policy.

The athletic handbook and physical form is available at the KCSC Athletic Department located in the Knox High School building or may be found on the KCSC website.

BREAKFAST AND LUNCH

Students may eat breakfast at the in the cafeteria beginning at 7:20 a.m.

Lunch periods are 30 minutes long, and there are three lunch periods. During lunch, children at each grade level may have recess time. The costs for breakfast and lunch are made available to parents in August prior to the start of each school year. Student rules for breakfast and lunch are found in the student discipline portion of this handbook.

BUS TRANSPORTATION

Since most students ride a bus to and from school, it is important that each student understands and obeys school bus regulations. Good behavior is necessary at all times in order to keep the bus orderly and safe.

BEHAVIORS

The behavior expected of students on the bus is as follows:

Obey the driver.

Stay seated, face the front and treat others with respect.

Talk at a normal level at all times.

No eating, drinking, spitting or gum chewing is allowed.

Obey any and all additional rules as directed by your bus driver.

Keep all parts of the body inside the bus at all times. In the event of an EMERGENCY any student who needs to change their normal routine of school transportation must bring a note signed by a parent. Students need to present their notes to the Principal or Assistant Principal for their approval at the start of the school day. A student should inform the bus driver in the morning if he/she will not be riding the bus in the afternoon. The administration reserves the right to deny this request. Any need for a permanent change requires a written/signed request to the Transportation Director.

Students who violate bus rules can jeopardize the safety of everyone on the bus. Violations of bus rules can result in the denial of the privilege of riding a school bus, as well as, other reasonable disciplinary actions to be determined by the school administrator.

The following consequences may be used by the administration for reported bus problems:

FIRST OFFENSE

Warning, After School Detention or 1-5 days loss of bus riding privileges.

SECOND OFFENSE

Warning, After School Detention or 1-5 day loss of bus riding privileges.

THIRD OFFENSE

Loss of bus riding privileges up to the rest of the semester.

CAFETERIA SERVICES

Students will only be allowed to go through the lunch line once; therefore, it is important that students get all of their lunch items when going through the line. Students and/or parents are encouraged to bring in larger sums of money to be

deposited in their child's account. This expedites the lunch process. This money is to be used for lunch purposes only. All meals must be paid for in advance or on a daily basis.

Lunch Prices

Regular \$2.00

Reduced \$.40

Breakfast Prices

Regular \$1.15

Reduced \$.30

(Prices as of printing - subject to change)

The cafeteria is designated to be a pleasant environment in which students can eat and socialize with their friends. Students are required to cooperate with those in charge. The following is a list of cafeteria rules and regulations:

CAFETERIA REGULATIONS

No charging.

Follow all school rules.

Students must stay seated. The only time you may be out of your seat is when getting your lunch or emptying your tray, or given permission by the supervisor.

Students must clean up their area before leaving their table to go back to class.

Students arriving late or leaving early must have a pass with the teacher's signature, date and student's name.

Do not throw food or take food from other students.

All permission and requests must be approved by the lunch supervisor.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, radios, tape players, CD players, I-pods, MP3 players, pagers, or any other electronic devices of any kind that are brought to school should not become a distraction or disruption in any way, as determined by KMS staff, KCSC Board Policy and /or Indiana State Law.

KCSC policies regarding acceptable internet/computer use and harassment/bullying apply to cell phone/electronic device usage.

KMS is not responsible for lost or stolen items.

Cell phones, I-Pods and similar devices may be used (with headphones) during the lunch hours unless the student is assigned a lunch detention or ISS.

Parents can leave important messages for their children by calling the office at 772-1654. Parents are discouraged from calling/texting student cell phones during classroom hours.

Parents must contact the office if they need to pick up their child from school. Students leaving school grounds without permission from the office are subject to Administrative sanction.

Students may not record (video, audio, etc.) any person (student, faculty,

visitor, etc.) without their consent. Recording in no way should disrupt the school environment.

Teachers and other staff have the authority to regulate cell phone (electronic device) use in their classrooms and can enforce this policy outside of their classrooms if necessary.

Students are subject to Administrative Sanction for violation of this policy or the refusal to surrender an item to and KCSC staff member. Confiscated items will be turned in to Student Services. Parents may be called to retrieve the items if determined by KMS administration.

The KMS Administration has the final say on the appropriateness of any cell phone/electronic device use.

Knox Middle School is not responsible for damage or theft of personal property.

CUSTODIANS

We have a very efficient custodial staff at the middle school. These people work day and night to keep our building clean and attractive. Let's help them. If a student should happen to drop some paper or trash on the floor, pick it up. Those of us who are concerned about the way our building looks will pick up paper that others may have dropped.

DAMAGE TO PROPERTY

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline.

DELIVERIES AND MESSAGES FOR STUDENTS

Dropping off items is discouraged. If a parent finds it necessary to bring a forgotten item to school to be delivered, the item should be left at the main office desk **MAKING SURE IT IS CLEARLY MARKED WITH THE STUDENT'S NAME. IF MONEY IS DROPPED OFF, IT SHOULD BE IN AN ENVELOPE WITH THE STUDENT'S NAME ON IT!**

DRIVERS LICENSES

Effective July 1, 1989, the Indiana Legislature adopted a rule that ties driving privileges to school conduct. House Enrolled Act 1596 amends the Driver's License Law to:

Prohibit the issuance of an operator's license, learner's permit, and temporary motorcycle learner's permit and motorcycle operation's endorsement or license and invalidate a person's license or permit if the person less than 18 years of age is under:

At least a second suspension from school for the school year or...

An expulsion from school or expulsion from school due to misconduct...

IC20-8.1-3-17.2 provides that any person while of the ages of 13 and 14 who are determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18. Habitual truancy is hereby defined as a student who has three days of truancy in one semester in defiance of parents, legal guardian and/or designated school officials as declared in IC9-1-4-29 PL 121-1989.

ELECTRONIC DEVICES

Students may not record (video, audio, etc.) any person (student, faculty, visitor, etc.) without their consent. Recording in no way should disrupt the school environment.

EMERGENCY DRILLS

Public schools are required by law to have various emergency drills throughout the year. Since activity may be a matter of life or death, it is important for all persons to participate fully.

When the fire warning is sounded, classroom teachers will take charge in directing students from the building. Exit the building as rapidly and safely as possible. **ALWAYS WALK AND DO NOT TALK!!!** Silence must be maintained so that any verbal directions that may be necessary can be heard. Student procedures outside the building will also be directed by classroom teachers. The classroom teachers will have a class roll with them at all times during emergency drills.

FLOWERS – GIFTS – BALLOONS

No flowers, gifts or balloons will be accepted by the Knox Middle School office staff for delivery to students.

FOOD AND BEVERAGES

Food and drinks must be consumed in the cafeteria, not eaten or drunk in the hallways, classrooms, or gymnasiums. Plain water in classrooms may or may not be permitted according to teacher discretion.

FUND RAISING

The school, PTO, athletic department, band, and other approved school organizations may sell items or services during the school year for the purpose of augmenting the educational program of the school. Individual students or private organizations shall not sell or post advertisements for items or services for personal or commercial gain.

Students are not allowed to purchase or trade any item from another student during school or on school premises.

GANGS

Knox Middle School is committed to providing a safe and orderly learning environment for its students. Gang activities create an atmosphere of intimidation, violence, and destruction within the school and our community. Gang activity is both disruptive and obstructive of the process of education and school activities.

By a "gang," we mean a group of two or more persons whose purposes include

the commission of illegal acts or acts in violation of the disciplinary rules of the school and our school corporation. Gang related activities include, but are not limited to, the prohibited conduct set forth below.

1. Wearing, possessing, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other items that reflect membership or affiliation in any gang. Gang clothing includes, but is not limited to:
 - a. Low-hanging or saggy pants which expose undergarments;
 - b. Headbands or hairnets that display colors that are gang related;
 - c. Bandanas (rags) used as belts, in hair, or in pockets;
 - d. Coveralls, either full-length or shorts, with one or both straps down. Both straps must be fastened around the shoulder.
 - e. Pants that extend over and cover shoes and that drag the floor
 - f. Rubber bands placed around pant legs
2. Engaging in any act, either verbal or nonverbal, including gestures or handshakes, which show membership or affiliation with any gang
3. Engaging in any act that furthers the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting membership in, or affiliation with, any gang;
 - b. soliciting any person to pay for “protection,” or threatening any person , explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - c. painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
 - d. soliciting any person to engage in physical violence against any other person.

Students who violate any of these school rules pertaining to gangs will be subject to the full range of school disciplinary measures, including expulsion, in addition to prosecution under the law as a result of these violations being reported by school officials to the police.

GROUP INTIMIDATION/THREATENING

Group intimidation/threatening is potentially dangerous and possibly explosive. In a group situation, each person is guilty of lending his or her influence to the group and will be responsible for what may have happened as a result of the actions of the group.

HALLWAY CONDUCT

Students are expected to follow the procedures as outlined below at all times during the school day.

1. Go directly from one class to the next.
2. Do not run or loiter in the hallways.
3. Avoid gathering in the hallways in a manner that blocks traffic.
4. Students must carry a pass signed by a teacher when the hallway during class time.
5. No gum, candy, hats, coats, loud noises, cell phones, or inappropriate physical contact will be permitted.

To facilitate the traffic flow, students should keep to the right in the halls and should walk to each of their classes by using the most direct route as designated by the administration.

HARASSMENT

Harassment is a violation of the 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

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

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.

Physical Contact - Threatened, attempted or actual unwanted bodily contact, including pinching, pushing, shoving, or coerced sexual intercourse.

GENDER/ETHNIC/RELIGIOUS/DISABILITY/STATURE HARASSMENT

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

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, disabilities and/or stature.

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, disabilities and/or stature.

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

Any student who believes that he/she 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:

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 or assistant principal.

If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Knox Community School Corporation Superintendent.

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 they believe to be responsible for the harassment and the nature of the harassing incident(s).

This 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. The school corporation will work in partnership with local law enforcement agencies to address hate motivated violence or any other forms of harassment. 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 reoccurrence.

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.

INAPPROPRIATE DISPLAY OF AFFECTION/ROMANTIC RELATIONSHIPS

The primary purpose for being in school is to attain the highest level of academic achievement possible for all students. Schools are not designed as a place to conduct your private romance in such a manner that it would make a public spectacle of the person of whom you think highly. To prevent possible embarrassment of individuals and for the general welfare of all students, inappropriate displays of romantic affection are prohibited. Students are expected to maintain a hands-off policy as related to romantic endeavors. There is to be no physical contact between students during the school day (except authorized classroom activity).

In those situations when students choose to have unacceptable and unauthorized physical contact, the students will be detained to discuss the problem with the principal or a designee at a time designated by the staff member involved. Parents will normally be informed of these situations and will be invited to participate in the discussions.

LEWD BEHAVIOR

Knox Middle School does not tolerate behavior that is indecent and/or lustful. Such behaviors as indecent exposure and sexual activity will result in an administrator contacting parents and taking disciplinary action, which may include suspension and/or expulsion.

LOCKER RULES

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.

USE OF LOCKERS - Lockers are to be used to store school supplies and personal items necessary to use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, cigarettes, weapons and volatile substances, bombs or explosive devices, any acid or

pungent nauseous chemicals; any library books not properly checked out or overdue, unreturned athletic equipment, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.

AUTHORITY TO INSPECT - The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the Knox Community School Corporation guidelines. All inspections of students' lockers shall be conducted by the principal or his designee.

INSPECTION OF INDIVIDUAL STUDENTS' LOCKERS - Student lockers will be inspected if reasonable suspicion exists that the lockers contain contraband.

INSPECTION OF ALL LOCKERS - An inspection of all the lockers in the school or all lockers in a particular area of the school, with or without students being present may be conducted if the administrators reasonably believe that such an inspection is necessary to prevent, impede or substantially reduce the rise of (1) interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are: When the school corporation receives a bomb threat.

When evidence of student drug, cigarette or alcohol possession, or paraphernalia creates a reasonable belief of student use or distribution.

At the end of the grading period and before or during school holidays to check for missing library books, lab chemicals or school equipment.

When student violence or threats of violence creates a reasonable belief that weapons are stored in lockers.

INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS - Administrators may request the assistance of law enforcement officials to assist the school administrators inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required. Law enforcement officials may also be asked to identify substances which may be found in the lockers or to protect the health and safety of persons or property such as to aid the discovery or disarming of bombs which may be located in the lockers.

If a law enforcement official requests to inspect a student's locker or the contents, the principal shall require the officer to produce a search warrant before allowing the inspection.

LOITERING IN THE BUILDING

After school, students need to get their homework and coats from their lockers and leave the building. Students are not to be in the building simply walking around or hanging out after school. The only students who should be in the building after school are those who are directly under the supervision of a teacher or coach for an approved after school activity. For extracurricular events scheduled later in the afternoon or evening, club and/or team members need to leave the building and return at the arrival time established by their coaches or sponsors. Students who violate this rule will face disciplinary consequences and their parents will be notified.

LOST AND FOUND

Students are responsible for their school clothing, equipment, and supplies. Most students lose very little or nothing during the school year, while a few lose many items. Students are asked not to bring to school articles of great value. If an item of value is missing, it is the responsibility of the parent to file a police report. **DO NOT BRING ANYTHING TO KMS THAT DOES NOT HAVE A SCHOOL PURPOSE.**

If a student must bring a personal item to school, it should be marked in such a way that the owner can easily identify it. No excuse will be accepted if a student has in their possession a lost or stolen item. If a student has lost or found an item, it should be reported to the office immediately. A lost and found area is set up in the nurse's office in the main office.

MEDIA CENTER RULES

When you are in the media center, you are expected to work quietly so as not to disturb anyone else. No materials are to be taken from the media center without being checked out. General collection books (fiction and non-fiction) may be checked out for two weeks and may be renewed for an additional two-week period. Reference books (encyclopedias and dictionaries) may be checked out for overnight use and returned before the first class period the following day. Damaged or missing materials must be replaced. Any suggestions concerning books or other material, which could be added to our collection, will be considered and very much appreciated.

If a student has overdue books, he or she will be placed on the "No Dance" list and will not be able to attend until the book is returned or replaced.

NUISANCE ITEMS

Except for lunchtime, students will not have radios, tape players, C.D. players or any kind of sound device, in school, hallway or restroom areas during school hours. Other than lunch time nuisance items such as trading cards, toys and stuffed animals will not be allowed on school campus. Failure to abide by this rule may result in the confiscation of your property.

PERMANENT MARKERS

Permanent markers are only to be in the possession of students if or when they are issued and collected by teachers for classroom activities. They are not to be brought to school by students or be in the possession of students at other times.

ROLLERBLADES - BICYCLES – MOPEDS – SKATEBOARD & ROLLERSKATES

If you ride your bicycle to school, you must park it in the rack or rack area outside the front door of the main entrance to the school. Once your bike is parked, you will not ride your bike until school is dismissed for the day. It is very strongly recommended that you place a lock on your bike. You must be 15 years old under Indiana Law to ride a moped. Mopeds will be parked with the bicycles. You will walk your moped while on school property.

Roller blades, roller skates and skateboards are not to be brought to school.

Shoes with embedded roller skates in the soles are not to be worn to or in the school.

SCHOOL HOURS

School hours are 7:55 a.m. to 3:05 p.m. Students may enter the building at 7:40 a.m. If they wish, they may eat breakfast in the cafeteria from 7:40 to 7:50. There is a fee for breakfast at the middle school. We have sixth, seventh, and eighth grade hallways. Students are to stay in the hallways of the classes to which they belong. Unless students have a practice or activity after school, they are to get their homework and garments from their lockers and leave the building promptly by 3:10.

SCHOOL WIDE RULES

Protect and care for all school or personal property within the school boundaries.

Do not display any behavior – physical or verbal-crude language or obscene language – that could be abusive, harmful, demeaning or injurious to you or any other person.

This includes refraining from all involvement in any type of personal confrontation, verbal or physical.

Move from area to area between class periods in such a manner that no disruption to the educational environment occurs.

Display the common courtesies of behavior, attitude and respect which promote the positive image of the school and its educational function. Respect of all school employees is required at all times.

Students should not bring valuable, personal property to school, unless it is needed for class use, as determined by student's teacher.

Chewing gum is not permitted in the school at any time.

Except for special circumstances, book bags brought to school must be kept in the student's locker. Bags containing PE equipment will be taken to PE class only.

Students who are absent are responsible for gathering their own make-up work and getting it turned in on time.

Students are not permitted in the halls during classes and lunch periods unless they have a student passport or pass from an authorized staff member.

It is inappropriate for students to embrace each other, kiss or hold hands in school.

SEVERE WEATHER

In the event of severe weather, teachers and students will be notified by public address system. Students will be evacuated to designated safe areas within the school. Students will be instructed to assume the appropriate safety position.

A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. One might continue normal activities but should "watch" for tornadoes.

A tornado warning means a tornado has been spotted and may be approaching. Seek safe shelter. Students will be instructed to assume

STUDENT ACTIVITIES, DANCES, ADDITIONAL PROGRAMS AND EVENTS

Knox Community Middle School does provide and take part in special programs for our students such as an After-School Assistance Program, Academic Super Bowl, Spell Bowl, summer athletic camps, community service, National Junior Honor Society and competitions. We provide some programs as needed or when special grant monies become available. We encourage all students to take part in any program or event that will benefit them and for which they are qualified.

Parties and dances sponsored by Knox Middle School are for Knox Middle School students only. This has always been the practice of the middle school. Students from the high school or from other schools are not invited to our parties or dances. They will be turned away, and, if necessary, removed from the premises by law enforcement officials. Also, students who misbehave at dances or parties or during school prior to dances and parties, can be placed on the “No Dance” or “No Party” list, and will remain on such a list until their behavior improves. Knox Middle School is committed to providing a safe environment for after school parties and dances, and part of that commitment is making sure that we have no students in attendance who have been major behavior problems. Attendance at our dances and parties is a privilege, not a right and school officials have the right and the responsibility to determine who can and cannot attend these events.

STUDENT DANCES

Dances at Knox Middle School take place between approximately 2:45 and 4:15 p.m. Parents are expected to have rides for their children here at school by 4:15p.m. Dances are usually held on Fridays, and occur about once a month. The price of admission varies a bit, but is usually \$4 or \$5 dollars, depending upon the cost of the deejay, and the things that are provided for the students as part of the dance. Only Knox Middle School students may attend these dances. High school students and students from other schools are not part of our student body, and are therefore ineligible to attend. Students who attend the dances must stay at the dance until 4:15 p.m., unless arrangements have been made with the parent to pick the child up prior to then. Students must show up for the dances before 2:45, or they will not be admitted. Students are not allowed to enter the dance, leave school property, and then return to the dance later. They are to remain at the dance for its duration. We reserve the right to deny entrance to students that are not performing academically or display behavior issues.

STUDENT PARTICIPATION IN NON-ATHLETIC EXTRACURRICULAR EVENTS AND ORGANIZATIONS

Students who participate in Student Council or National Junior Honor Society may be removed from those activities if their academic performance and/or behavior is not in keeping with the middle school’s expectations for student leaders in such organizations. Students who participate in events such as Academic Super Bowl and/or Spell Bowl lose eligibility, just as athletes do, if they have one or more F’s on their most recent report card. Such students can reapply for eligibility if, four weeks or more into the new grading period, they have passing grades, and they have

contacted their coach and administration requesting reinstatement. The coach and principal will then consider reinstatement.

STUDENT SALES

Students are not permitted to sell anything from outside sources or post advertisements at school without the permission from the principal. Students are not allowed to purchase or trade any item from another student during school or on school premises.

INTERNET

Students can be held accountable for their behavior on the internet (social media, Facebook, etc.) even if it occurs outside of the school day and/or does not involve school equipment. The Student Network and Acceptable Use Agreement is located at the end of this handbook.

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

- **First Breakage:** Student/parent pays the cost of repair up to the \$100 (deductible) – money due or payment plan developed before the laptop is returned to the student.
- **Second Breakage:** Student/parent pays the cost of the repair up to the \$100 (deductible) –Money due or payment plan developed before laptop is returned to the student.
- Each incident of damage will require the student/parent to pay the cost of repair up to the \$100 deductible. 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 reposes 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 and 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 their immediate family
- Commit recurrent reckless activities
- Disregard Knox Community School Corporation's AUP

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.

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:

Protect your Internet login information from others.

Respect the privacy of other users. Do not use other users' passwords.

Be ethical and courteous. Do not send hate, harassing or obscene mail, and discriminatory remarks or demonstrate other antisocial behaviors.

Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.

Treat information created by others as the private property of the creator. Respect copyrights.

Use the network in a way that does not disrupt its use by others.

Do not destroy, modify or abuse the hardware or software in any way.

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, etc.

Do not "hack" the system.

Do not use the Internet to access or process pornographic or otherwise inappropriate material.

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 use is engaged in unauthorized activity or is violating this code of conduct.

INTERNET

7540.03 - 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 the purpose of 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)

Adopted 4/19/10

VALUABLES

If you bring a large amount of money to school, and it is strongly discouraged, you should leave it in the office for safekeeping until you are ready to leave school. Under no circumstances leave money or anything of great value in your school or gym locker. **DO NOT BRING LARGE AMOUNTS OF MONEY TO SCHOOL EXCEPT TO DEPOSIT IN YOUR LUNCH ACCOUNT. THE OFFICE DOES NOT MAKE CHANGE. IF YOU NEED TO DEPOSIT MONEY IN YOUR LUNCH ACCOUNT, TAKE THAT MONEY DIRECTLY TO MRS. BAKER IN THE CAFETERIA WHEN YOU ARRIVE AT SCHOOL.**

AWARDS PROGRAMS

Knox Middle School believes in celebrating success, and recognizing student effort in curricular and extracurricular areas. Therefore, we provide field trips, pizza parties, convocations, newspaper articles, and special programs to express our appreciation for effort and accomplishment. Recognition of middle school students at school board meetings is yet another means by which we express our appreciation.

The middle school hosts several athletic programs to honor the accomplishments of our student athletes and coaches. Likewise, we host an end-of-the-year awards night for our outgoing eighth graders. Each spring, we host a National Junior Honor Society induction ceremony.

An up-to-date calendar of events is found on the Knox Community School Corporation website.

ISTEP+ INCENTIVES

As parents and students know, children in grades 6, 7, and 8 take the state-required ISTEP+ testing each year. Our goal is for everyone to pass both the language arts and math sections of this test. And, to motivate students, we provide some incentives.

Students who pass ISTEP will be recognized and awarded for their accomplishments.

REDSKIN BUCKS INCENTIVE PROGRAM

The Redskin Buck Incentive 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 rewarded Redskin Bucks throughout the school year for going above and beyond what other students are doing in the classroom, i.e., regular and high honor roll, perfect attendance, student of the week, and other awards as determined by the classroom teacher. Redskin Bucks are also given to students for participation in athletics, academic competitions, band and choir contests and drama. The more Redskin Bucks that a student accumulates the greater are his/her rewards. At the end of the year, students who accumulate enough Redskin Bucks are eligible to go on trips or participate in an auction.

A STUDENT CAN LOSE REDSKIN BUCKS FOR POOR BEHAVIOR.

Information regarding this program will be handed out at the beginning of each school year.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is made up of eighth grade students at KMS. These students excel in scholarship, citizenship, service, leadership, and character. The students are voted on by a faculty council and then inducted into the society by a formal candle lighting ceremony. The society provides many school spirit incentives and fundraisers for eighth grade scholarships and the Riley Children’s Hospital. It is the goal of the society to make a positive difference at KMS.

STUDENT COUNCIL

One student shall be elected from each Advisory class by secret ballot. Each of these elected representatives shall meet and choose by secret ballot a President, Vice President, Secretary and Treasurer of the Student Council. Students who wish to be involved in Student Council will need to fill out an Intent to Run form endorsed by three teachers. Students who wish to be involved in Student Council will be expected to provide services for the school including periodically working in the concession stand.

AFTER SCHOOL DETENTION (ASD)

After School Detention is one step in the discipline process used at Knox Community Middle School. Students are assigned ASD at the discretion of each team and administrator. ASD will be held each day for forty-five minutes.

Students assigned will have at least 24 hours notice. Transportation from ASD is the responsibility of the parent/guardian. Attendance is mandatory and not showing up will result in the following:

First Offense	After School or Morning Detention
Second Offense	In-School Suspension
Third Offense	Out-Of-School Suspension
Fourth Offense	Expulsion

If your child cannot attend because of a doctor appointment or other family emergency (i.e. death in the family, etc.), arrangements need to be made at least one day prior to ASD.

Students who receive excessive After School Detentions will be referred to the administration for further action that may include Saturday Morning Assistance, In-School Suspension, or Out-of-School Suspension.

BULLYING/CYBER BULLYING

By act of the Indiana State Legislature, bullying is not only a violation of school rules, but also a violation of the law. Pushing, shoving, threatening, coercing, and making another student fearful are violations of a person’s basic right to safety. Bullying will not be tolerated, and can result in severe penalties, including suspension and expulsion.

CODE OF BEHAVIOR

In order to insure that the classroom is a pleasant place where all students can learn, we have developed the Code of Behavior. All students are expected to follow these guidelines.

Be on time. Be ready to work when you enter the classroom. This means that you have your materials, i.e. Student Assignment Book (SAB), homework, and any other required materials with you and are ready to begin.

Homework is due at the beginning of class. You will not be allowed to return to your locker if you forget your homework or other materials. It would be in your best interest to carry more than one book to class at a time.

Treat all teachers and other students with courtesy. Respect the feelings of others. Respect the belongings of others. Use school appropriate language. Keep your hands to yourself.

Be attentive in the classroom. Follow directions and work cooperatively. Wait to answer questions until called upon.

Listen to the lesson and stay on task during class. Save your private conversations, gossiping, and joking for lunchtime.

Obey all of the school rules listed in the Student Handbook.

With the exception of water, no candy, gum, food or drinks will be brought to class. No drinks are allowed in your lockers. This rule may be relaxed for special circumstances, such as field trips and at lunch time.

Follow the directions given by a teacher immediately. If you feel that you are being treated unfairly, see the teacher privately after class. The teacher will be glad to listen to you at that time. All problems can be resolved without anger and hurt feelings if both parties remain calm and reasonable.

Students will be excused from the classroom at the teacher's discretion. Students will not be excused from the class without a Student Assignment Book.

Students are responsible for being in class on time. Failure to be in their seat, at the start of class may result in a tardy.

Consequences:

If a student disregards these expected behaviors, the classroom teacher will issue a verbal warning and write down that one has been issued. If the misconduct continues, the teacher will take one or more of the following actions:

- ... Mark the student's SAB – As a consequence of excessive marks in their SAB, a student may receive disciplinary action.
- ... Attendance at a team meeting.
- ... Parent Conference
- ... Referral to the Assistant Principal

The administration reserves the right to determine the extent and nature of the discipline to be used.

CODE:	ISS	In School Suspension
	OSS	Out of School Suspension

PR	Police Referral
EXP	Expulsion

The breakdown of Referrals and Infractions may be found at the end of this handbook.

STUDENT BEHAVIOR GOAL

School-wide and classroom discipline plans have been established in the best interest of students. Students must act in such a manner as to enable them to acquire the best education possible at Knox Community Middle School.

In accordance with this goal, the following discipline policy has been established to allow for a safe and violence free learning environment.

DISCIPLINE POLICY

The philosophy at KCMS is that all students can behave at school. Students have a responsibility to behave in a manner that allows teachers to teach and students to learn.

The responsibility of good student conduct lies first with the student. Teachers will emphasize that students will be held accountable for their action. The role of the teacher is to help students develop self-discipline, to prevent or stop any unacceptable behavior and to present clear expectations for appropriate student conduct.

CODE OF BEHAVIOR

The “Code of Behavior” at KCMS follows state Public Law 162. We believe that each student makes choices in life and should be prepared to accept the consequences of those choices. Basically, we believe that every student should be treated fairly, firmly and equally and should have the opportunity to avoid a consequence by knowing in advance the result of an action. While expulsion from school is a drastic consequence, some actions are of a serious enough nature that the welfare of the total student body must be considered above that of the individual student. These consequences were designed so that such negative influences will be at first avoided or eventually eliminated.

DEFINITIONS

As used herein, the term “school purposes” is defines as it is in IC20-8.1-1-8 (Acts 1980,P.L. 1480)...

...The term “school purpose” refers to the purpose for which a school corporation operates, including...

To promote knowledge and learning generally

To maintain an orderly and efficient education system

To take any action under the authority granted to school corporations and their governing bodies by IC20-8.1-9 (IC1971,20-811-1-9 as added by Acts 1973 P.L. 218)

The term “educational function” means the performance by a school corporation for its officers or employees, of an act or a series of acts in carrying out school purposes.

IN SCHOOL DETENTION

Students who misbehave in a class are not usually returned to that class that

same day. They are, for the remainder of that class period, placed in a detention area. During the time that they are in the detention area, they can complete their work for credit. The detention areas are quiet places where students can neither bother other students, nor are they bothered by them.

LUNCH DETENTION

Students normally use their forty-minute lunch period for things that they enjoy. They eat, talk to their friends, and have time to play, either in the gym or outdoors. Lunch detention temporarily removes students from their friends and from playtime. These students still get their lunch, but must eat in a quiet place and use the remainder of lunchtime to get work done, or to reflect on the negative behaviors that cost them the chance to socialize and play.

REMOVAL OF STUDENT BY TEACHER

The term “removal” as used in this section means the statutory right of a teacher to remove pupils under his or her charge from any educational activity within the supervision of that teacher for a period of time not to exceed one (1) school day.

Such removal must be an action, which is then reasonably necessary to carry out, or to prevent interference with the educational function of which the teacher is then in charge.

Inform the student of the reason(s) for his or her removal. (Students who pose a continuing danger to persons, property or an ongoing threat of disrupting the academic process may be immediately removed from the class without informing the student of the reasons.)

Instruct the student to leave the classroom or activity.

TARDIES

Students who are late to school or their first class in the morning will be considered tardy to school and must report to the office for a tardy pass. Tardies will be accumulated per semester; therefore, disciplinary measures will be each semester.

Excessive tardies either to class or school may result in severe disciplinary action, including **SUSPENSION** from school.

The following is the disciplinary measures for tardies to school.

1st tardy	Excused
2nd tardy	Morning detention (prior to school) 7:40
3rd tardy	Morning detention (prior to school) 7:00
4th tardy	After School Detention (3:10 – 4:00 p.m.)
5th tardy	Multiple Lunch Detentions AM or PM
6th tardy	Multiple Lunch Detentions AM or PM
7-9 tardies	1-3 days In-School suspension
10 tardies	Suspension and/or expulsion from school for the rest of the current semester

TARDY TO CLASS

A student is tardy to class if he/she is not in the classroom when class attendance is taken. If a student has been legitimately detained by a staff member, that staff member should provide the student with a written excuse. Unexcused tardiness may result in disciplinary action by the teacher/ team or the administrators.

It is important that students be on time for each class. With this in mind the following actions will take place if tardies become a problem. When students are tardy to class the teacher will mark in their SAB. Students chronically late to a particular class will be brought to the attention of the Assistant Principal.

TEACHER REFERRALS TO OFFICE

- Willful disobedience or defiance.
- Assault of school personnel.
- Threatening a staff member.
- Stealing or possession of missing articles.
- Fighting or provoking a fight. (Includes “play-fighting”)
- Use or possession of alcohol, tobacco or other drugs not prescribed by a physician.
- Possession of weapons (includes pocket knives).
- Carrying lighters or matches.
- Vandalism or destruction of school property.
- Leaving class or school premises without permission.
- Forgery - falsifying documents or other signatures.
- Continual displays of unacceptable behavior. (After parental contact)
- Gang related activities.
- Violation of dress code.

TIME OUT

Sometimes students who are upset simply need a few minutes alone in order to collect themselves and prepare to re-enter classes. When the counselor, a teacher, or an administrator believes that this is what a student needs, then a “time out” is provided. When such students have regrouped, and when they have had a chance to review with the counselor, teacher, or administrator what they need to do for a successful re-entry, they are returned to class.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 was enacted to eliminate discrimination on the basis of disabilities in any program or activity receiving Federal financial assistance. Section 504 states that no otherwise qualified individual with handicaps in the United States.. shall solely by reason of.. handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

SPECIAL NEEDS AND SERVICES

During the school year, the speech/language pathologist will conduct speech and learning screening in one of the following ways:

through state required mass screening (Grades K, 1,4,7 and 10)
through teacher or case conference committee referrals
when new students enroll in our school system
or high-risk students

If a student fails a screening parents/guardians will be notified

Volunteer tutors, itinerant resource teachers and the school nurse will help to meet the needs of students requiring these special services

SUBSTANCE ABUSE POLICY AND PROVISIONS

Knox Community Middle School takes a “positive prevention” approach to students’ use of alcohol and other drugs. It is based on the idea that young people need to learn how to say “NO” to negative pressures to use chemicals, but also, they must be motivated to choose positive behaviors and make wise, healthy decisions. Our KCMS environment provides a variety of opportunities to reinforce positive healthy choices.

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, high school and middle school students found in violation shall be subject to expulsion for the remainder of the semester or the school year in accordance with due process. The filing of criminal charges against the student will be pursued by school officials with the appropriate law enforcement agency. The school will offer no suspension of the expulsion.

Using, transmitting, selling, and/or being under the influence of drugs or alcohol is a violation of Indiana

Code 20-8.1-54. Local police will be called to the school on each violation.

To provide students with the opportunity to receive their education or treatment, students in middle school or high school levels who are charged for a first offense for possession or use may have their expulsion suspended if they enroll and complete the prescribed program; otherwise, the expulsion order shall remain in force.

Examples of intervention options in the Knox area:

Behavioral Health Care

Porter-Starke Services

Mind Menders

The Midwest Center for Youth and Families

Dockside

Madison Center

A student manufacturing or selling drugs or alcohol or anything represented to be drugs or alcohol at school during school hours will be subject to expulsion or the remainder of the semester or school year. The filing of criminal charges against the student will be pursued by school officials with the appropriate law enforcement

agency. The school will offer no suspension 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.

CONSEQUENCES FROM OFFICE REFERRALS

The administration reserves the right to determine the extent and nature of the discipline to be used.

CODE: ISS	In School Suspension
OSS	Out of School Suspension
PR	Police Referral
EXP	Expulsion

Office referrals and infractions subject to suspension/expulsion

Consequences from Office Referral/Infractions

	<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>
1. Knowingly possessing, using, transmitting or being under the influence of alcohol (a) on school grounds during and immediately after school hours; (b) on school grounds at any other time when the school is being used by any school group; or (c) off school grounds at a school activity, function or event.	EXP	EXP	
2. Knowingly possessing, using, transmitting or being under the influence of drugs (a) on school grounds during and immediately after school hours; (b) on school grounds at any other time when the school is being used by any school group; or (c) off school grounds at a school activity, function or event.	EXP PR	EXP PR	
3. Knowingly possessing a deadly weapon (other than firearms).	ISS/OSS PR/EXP	OSS,PR EXP	EXP,PR
4. Knowingly possessing a handgun.	EXP,PR	EXP,PR	
5. Knowingly possessing rifles or shotguns.	EXP,PR	EXP,PR	
6. Knowingly possessing other firearms (example, starter gun, or any weapon which is designed to be converted to expel a projectile by the action of an explosive.)	EXP	EXP	
7. Tobacco, Possession/ Use of tobacco products. 1-5 days	1-5 days ISS	1-5 days OSS	EXP
9. Legal Settlement			

	<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>
10. Other- Failing in a substantial number of instances to comply with directions of teachers and/or support staff during any period of time when the student is properly under their supervision, where such failure constitutes an interference with school purpose. Engaging in an activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes.	1-5 days ISS/OSS PR	1-5 days OSS PR	EXP
11. Fighting- Intentionally causing or attempting to behave in such a way as could cause physical injury to a school employee or fellow student.	1-5 days ISS/OSS PR	1-5 days OSS,EXP PR	EXP
12. Battery- Knowingly or intentionally touching another person in a rude, insolent, or angry manner causing or intent to cause bodily injury.	1-5 days ISS	1-5 days OSS	EXP
13. Intimidation- harassment, continued threats.	1-5 days	1-5 days	EXP
14. Verbal aggression or profanity	ISS	ISS/OSS	
15. Defiance	1-5 days ISS	1-5 days OSS	EXP
16. Attendance/ Truancy- Willfully absent or truant from school without the knowledge or consent of the parent or school or absent from school when there is an attempt to evade the school attendance law.	1-5 days ISS	1-5 days ISS/OSS	EXP
17. Destruction of property- Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.	1-5 days ISS/OSS Reimburse PR	1-5 days OSS Reimburse PR	EXP
18. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting and interfering with school purposes, or the operation of a school or urging other students to engage in this behavior.	1-3 days OSS, PR	3-5 days OSS, PR	
19. Occupying any school building or school grounds without permission of the school corporation; blocking the entrance or exits of any school building, setting fire or damaging any school building or property; explosives on school premises for any unlawful purpose; attempting to prevent the operation of any school or educational function and continuously and intentionally making noise or acting in any manner so as to interfere with any teacher's ability to conduct the educational function under their supervision.	EXP, PR		

**Students will receive this form the first day of school.
This form is to be returned to the KMS office by Monday, August 18, 2014**

Please make sure to complete both sides

Handbook is found on the KMS Website

STUDENT HANDBOOK

Please complete the form below and return it to the school in person, with the student, or by mail. Your cooperation is appreciated.

- ***Permission is also given for the use of student pictures in the school yearbook, school paper, school website, in-house television monitors, local newspaper, school news releases, etc.***
- ***All parents and students are expected to know the information contained in the handbook.***
- ***Permission is also given for release of names to the school yearbook, school newspaper, school website, in-house television monitors, local newspaper, school news releases, etc. For awards and outstanding achievement.***

I (we) have read the Knox Middle School Handbook and have reviewed the disciplinary policy, as well as other information contained in the handbook. By signing this document I (we) hereby agree to abide by its terms, as well as to follow rules pertaining to proper usage of educational technology at Knox Middle School. Finally, in signing this document, the parent hereby gives consent for his/her child to participate in school field trips and the student agrees to abide by rules established by the educators who conduct such trips.

Student Signature: _____

Grade Level: _____

Parent Signature: _____

Date: _____

I give permission for my student to bring his/her computer home.

I do not give permission for my student to bring his/her computer home.
(KMS reserves the right to restrict computer usage)

Parents - Please check each box to which you agree. If you DO NOT check a box, then you deny that permission to your child.

- I give permission for my child to use and access the Internet at school and for the Corporation to issue an Internet account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Corporation to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

This is a Sample



Fees Responsibility

I (we) understand that I (we) am financially responsible for textbook rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extracurricular activities, fund raisings, laptop repair charges, laptop chargers, and school property damages.

I (we) shall also be responsible for all reasonable costs of collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance

Failure to sign this form will result in your child not being able to take his/her laptop home.

Print student's name: _____

Student Signature: _____

Grade Level: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Date: _____

Sample