

KMS STUDENT/PARENT HANDBOOK

KNOX MIDDLE SCHOOL
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Table of Contents

General Information

Accreditation	pg 2
Animals	pg 7
Announcements	pg 7
Athletics	pg 7,8
Breakfast/Lunch	pg 6
Bringing Children to School	pg 8
Bus/Transportation Changes	pg 8
Contacting Students	pg 3
Dress Recommendations	pg 8
Emergency Evacuation	pg 2
Enrollment Requirements	pg 2
Equal Opportunities	pg 10
Field Trips	pg 8
Flowers and Gifts	pg 9
Guidance Counselor	pg 9
Gum Chewing/ Candy/Treats	pg 9
ICU	pg 9
Laptop Agreement	pg 16
Lockers	pg 9
Lost and Found	pg 9
Mission Statement	pg 2
Money	pg 9
Phones/I-Pods	pg 3
Recess/Playground Info	pp7,12
Redskin Bucks	pg 10
Returned/Bad Checks	pg 10
School Calendar	pp 3
School Closings	pg 2
School Hours	pg 10
School Pictures	pg 9
Security	pg 8
Special Services	pg 2

Starke County Youth Club	pg 10
Stickers/Decals/Posters	pg 9
Substance Abuse Policy	pp 8,15
Technology Rental	pg 2
Toys and Valuables	pg 9
Updating School Records	pg 3

Health Related Information

Accidents	pg 5
Child Abuse	pg 5
Immunization/Records	pg 3
Lice	pg 3
Medication	pg 3
Meningococcal Disease	pg 4

Attendance

Indiana Attendance Law	pg 5
Attendance Awards	pg 6
Attendance Letters	pg 5
Early Dismissals	pg 6
Excused Absences	pg 5
Make-up Work	pp 6
Pre-Arranged Absences	pg 5
Reporting of Absences	pg 5
Tardiness	pg 6
Unexcused Absences	pg 5

Parent/Community Involvement

Parent/Teacher Conferences	pg 6
Visitors	pg 6
Building Use	pp 6
Publicity	pg 6
Fund-Raising	pg 7

Academics/Education

Academic Progress Report	pg 7
Grading System	pg 7
Report Cards	pg 7
Library	pg 7
Advisory	pg 7

Student Conduct

Code of Conduct	pp 11-14
<i>Suspension/Expulsion</i>	<i>pp 13-14</i>

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. Textbook rental fees are to be paid in the school office. The fees may be paid in full or in installments. Our treasurer is in charge of collecting textbook rental fees. She will work out a payment program that is convenient for the child's family. All textbook rental fees are due the first day of school and must be paid by the last day. Please pay as early as possible in the year. 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.

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.

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)
ICU
General Education Intervention Teams
Section 504
Communication Disorder Classes
Speech and Hearing Therapy
Learning Disabled Classes
Mildly Mentally Disabled Classes
Cross Categorical Disabled Classes
Psychological Evaluation
Emotionally Disabled Classes

HEALTH-RELATED SERVICES

Vision Screening
Hearing Screening

FINANCIAL ASSISTANCE

Free Breakfast/Lunch
Textbook Rental Assistance

SCHOOL COUNSELOR

TELEPHONES, CELL PHONES, I-PODS

Parents can leave important messages for their children by calling the main office. Students' personal cell phone use is restricted. If a student brings a cell phone to school, it should be turned off and remain in their bag or 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 text messages. 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.

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 followed by a written note. The attendance officers will contact parents/guardians if excessive absences occur. The attendance officers have the authority to ask for verification of absences other than a parent note.

ATTENDANCE LETTERS

In an effort to keep parents/students aware of their individual attendance rate, attendance letters will be generated at the following benchmarks:

5 Days

10 Days

These letters will denote the specific number of days the student has been absent. They will also outline any specific requests made by the attendance officer. As mentioned above, attendance officers have the authority to ask for verification of absences other than a parent note. Once a child has reached ten days of unexcused absence, his/her name may be submitted to the Probation Department.

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. All absences must be followed by a written note. 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 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 principal may initiate disciplinary action, including expulsion, for students who violate the attendance requirements.

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.

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.

TARDINESS

Students are considered tardy if they arrive in their classrooms after the tardy bell, 7:55 a.m., has rung. Students who arrive late should report to the office upon arrival. The only exception is when a bus is late. Excessive tardiness will be handled by the attendance officer. The attendance officer may handle excessive tardiness as a disciplinary matter. Upon receipt of the 10th tardy, per semester, the Starke County Truancy Officer may be contacted. Tardiness to a class period during the day will be recorded and may result in disciplinary measures.

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 is \$1.15 and the price of lunch is \$2.10 for middle school students.

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

Visitors are to follow these guidelines to keep our students safe and to allow our teachers to best utilize teaching time with their students.

1. Use the main office, Door #1, (Main Street) when entering our building and sign in/out at the main office. When buzzing in, the visitor's name and reason for entering will be requested.
2. Leave all packages, lunches, homework, etc. in the office. The student will be allowed to come to the office to pick them up or a staff member will deliver the item.
3. Make appointments with the teachers to talk to them about your child's progress. Teachers are not to stop teaching to talk to parents.
4. All parents and the public are considered visitors to the school.

COMMUNITY INVOLVEMENT AND BUILDING USE

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

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 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:

<u>LETTER GRADES:</u>	<u>PERCENTAGES:</u>	<u>Other grading marks may include:</u>
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.

ADVISORY

K.M.S. 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 K.M.S. This time may also be utilized for clubs or athletic/academic teams to conduct meetings.

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	Girls	Wrestling	Boys

Any student participating in athletics will be under the Knox Community Schools Athletic 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 be signed 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 on Bower Street itself. Please do not use the North Parking Lot for pick up or drop off either 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.

DRESS RECOMMENDATIONS

Students are expected to come to school looking clean and neat. They 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) Clothing that may be appropriate for the beach is not appropriate for school. T-shirts and tops that show the belly or bare shoulders are not appropriate. Shorts must be at least finger-tip length. No spaghetti strap tops. Students are asked to wear sweaters or sweatshirts, rather than their coats, during the school day. No blankets allowed. Students will not be permitted to dress or appear in any manner that is unhealthy, obscene, or excessively distracting, or to wear attire that contains profane or offensive language. Clothing and/or attachments to clothing 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. Students should not come to school dressed in pajamas or cut off shirts. Earrings may only be worn in the ears. Only clear spacers may be worn in any piercings other than in the ears. Hair dye is not permitted unless it is of a natural color. These are distractions for the rest of the students and disrupt the educational process. Parents may be called to bring clothes or to take the student home to wash their hair. 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 on indoor recess days. Shoes that have wheels of any sort are not permitted due to obvious safety issues and the maintenance problems they cause to the floor.

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.

ICU

At KMS every student will complete every assignment. Missing work or low quality work can be the symptoms of a problem. The KMS Intensive Care Unit (ICU) focuses on helping students to complete missing assignments and provide extra academic support if they are having difficulty with class material. KMS staff members will meet with any student who is missing work during lunch or after school. Parents will receive a text or email notifying them when their student is on the ICU list. Keeping up with daily work will promote learning and mastery of the Indiana Academic Standards.

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, or locker areas, or computers.

TOYS AND VALUABLES

The school cannot be responsible for any valuables brought to school or left on school grounds. 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.

Bus Arrival
7:40 A.M.

Walker/Drop-Off Arrival
7:35 A.M.

Tardy
7:55 A.M.

Dismissal
3:05 P.M.

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.

KMS #1: RIGHTS OF STUDENTS

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

KMS #2: RESPONSIBILITIES OF STUDENTS

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

KMS #3: SCHOOL-WIDE CONDUCT

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

- a. Keep hands, feet, and objects to self.
- b. Use a low/normal tone of voice in the building at all times.
- c. 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.

KMS #4: CAFETERIA CONDUCT

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

- a. 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. Be sure table has been cleared and wiped before leaving.
- f. Do not bring energy drinks to school.
- g. 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.

KMS #5: PLAYGROUND CONDUCT

Recess is a time for every child to learn social skills such as getting along with others, sharing, communicating with peers and participating in sports. Recess is also an opportunity for students to release excess energy, enabling them to become more receptive to learning in the classroom. However, students must realize that recess is a privilege that, for the safety of themselves and others, requires them to follow certain guidelines. Any behavior that endangers the health and safety of any student or supervisor will result in immediate disciplinary action.

- a. Play away from classroom windows and entrances to the building.
- b. Enter and leave the building quietly. Remember, other students are still in class.
- c. Remain within the 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.

KMS #6: BUS CONDUCT

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

KMS #7: BULLYING

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event; or
 - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

INFRACTIONS AND CONSEQUENCES

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

DISCIPLINARY ACTIONS

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

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

ACTIONS DEFINED

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

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

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

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

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.

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. The classroom for Emotionally Handicapped children utilizes a Time Out Room for short periods to provide children with time to calm them or to remove them from other children when there is the possibility of physical injury.

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.

**SUBSTANCE ABUSE POLICY
FOR STUDENTS OF
KNOX MIDDLE SCHOOL**

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

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.

EMERGENCIES

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

**Knox Community School Corporation 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.