

KNOX COMMUNITY HIGH SCHOOL



Student Handbook 2019-2020

Absence Arranged in Advance	25
Academic Awards	37
Academic Top Ten	20
Accidents and Illness at School	29
Accreditation	9
Activity Conflicts	36
Addressing Teachers, Staff and Administrators	13
Administration of Medication	30
Alma Mater	9
Announcements	33
Attendance Appeals	26
Attendance Policy/Philosophy	22
Attendance Reporting Procedures	24
Automobiles and Parking	33
Back to School Night	59
Bell Schedules	10
Book Rental and Fees	37
Breathalyzer	39
Certified Staff	12
Change of Address and or Phone Number	32
Class Officers	53
Class Rings	37
COMMENCEMENT	66
Consequences of Truancy	27
Convocations	37
Correspondence Course Policy	19
Course Withdrawals	21
Criminal Gangs and Gang Activity	42
Damage to School Property	37
Dances	38
Detention	42
Disciplinary Actions	41
Discipline	40
Distribution of Materials	58
Drugs, Alcohol, Tobacco & Vapes	39
Early Graduation Process	20
e-Learning Days	63
Electronic Devices	59
Elevator	38
Emergencies	38
Exclusion	28
Explosives/Weapons	40
Extra Curricular Participation when Absent from School	28
Extra Curricular Sponsors	13
Extra Help	51

Fall Homecoming Guidelines	60
Family Educational Rights and Privacy Act (FERPA).....	19
FINAL EXAMS	66
Grading Scale.....	19
Guidance Department.....	14
Hall Passes	32
Harassment	44
Homework.....	51
Honor Roll.....	52
Honors Day.....	52
In-School Suspension.....	42
Internet Code of Conduct.....	53
Library/Media Center	60
Lockers.....	58
Lost and Found	58
Lunch	58
Make Up Work.....	27
Medical Appointments, Doctor's Care, and Early Dismissal	25
Meningitis.....	30
Mission Statement.....	8
Monday-Friday School Program	42
Morning Tutoring	21
National Honor Society	52
Parent Participation	51
Passenger Bus Rules and Guidelines	62
Perfect Attendance	23
Plagiarism/Cheating.....	59
Posters, Labels, Stickers	59
Project Attend	24
Public Display of Affection	59
Report Cards to Parents.....	51
Respect.....	8
Safety Information	63
Saturday School Policy	43
Saturday School Program	43
School Colors	9
School Publications.....	59
School Resource Officer	42
School Song	9
School Vision Statement.....	8
Section 504	61
Semester Exams.....	27
Severe Weather and School Closing.....	63
Snacks, Candy, Gum, Beverages	36
Social Probation	42
Special Medical Conditions	29

Speech and Conduct.....	45
Standard Reunification Method	65
Student Absences	23
Student Achievement and Evaluation.....	26
Student Commons.....	36
Student Council	53
Student Dress and Grooming.....	32
Student Government.....	52
Student ID Cards.....	32
Student in Need of Assistance.....	38
Student Laptop Usage	57
Student Suspension and the Bureau of Motor Vehicles	34
Substance Abuse Philosophy	39
Substance Abuse Policy	39
Support Staff	13
Suspension/Expulsion	45
Suspension/Expulsion Procedures	49
SWEEP Program	28
Tardies	28
Technology Guidelines and Expectations	56
Telephones	53
Truancy.....	27
Valedictorian/Salutatorian	20
Visitors	33
Vocational Classes.....	11
Weight Room	62
Withdrawals or Transfers	21
Work Permits	21



Knox Community High School

Dr. Elizabeth Ratliff, *Principal*

Mr. Glenn Barnes, *Assistant Principal*

Dear Students,

On behalf of the faculty and staff, it is with great pleasure that I welcome you to Knox Community High School. I come to Knox after having taught and been an administrator at the middle and high school level. It is my goal to continue the Knox tradition of building upon the programs and activities in order to provide both a pleasant and rewarding year for you. We challenge you to begin the year with a dedication of purpose to achieve success in both your academic and personal lives. The programs available to you are varied and extensive. The faculty and administration have developed these programs over the years to emphasize scholarship, leadership, citizenship, sportsmanship, and a basic democratic philosophy stressing the worth of each individual and his contribution to society.

As a young adult you are required to conduct yourself in a mature manner. Please be mindful that as a part of our student body, your cooperation, orderliness, and self-control is required at all times. We as a staff are committed to making available to you opportunities which will permit each student to realize his/her fullest potential. Take advantage of all that is offered. Your FREEDOM of choice depends upon your level of acceptance of responsibilities. Those freedoms end when they infringe upon the rights of others. Through your attitude and effort, the standards of the school are established and maintained. Become involved, take pride in yourself, develop school spirit, work hard, and strive to be a model in both education and initiative.

This booklet will assist you in becoming acquainted and enable you to enjoy yourself at Knox Community High School. While it may not answer all of your questions, follow its counsel and guidance, and you will gain more from all of the opportunities that are offered. You share in the RESPONSIBILITY of shaping the character, building the reputation, and carrying on the traditions of Knox Community High School. The benefits you derive from your experiences here rest largely with you. Sacrifice, dedication, and hard work will pay dividends now and in the future. As a faculty, we hope this school year will be enjoyable, memorable, meaningful, and rewarding for each one of you.

Sincerely,

Dr. Elizabeth Ratliff, Principal



Knox Community High School

Dr. Elizabeth Ratliff, *Principal*

Mr. Glenn Barnes, *Assistant Principal*

Dear Parents and Guardians,

We are excited to welcome you to the 2019-20 school year at Knox High School. At KHS we believe that all children can learn and that the most successful way we can collectively meet the needs of students is to create a strong partnership between the school, community, and home.

As the mother of a young student, I am well aware of the challenges that face us as parents and educators, but I am confident that as long as we have the best interests of our children as our focus we will be able to overcome any obstacles we may face. You as the parent play a major role in preparing your student for high school. This means being available to your child when his/her needs arise. It means listening without judgment, criticism or condemnation. It also means being compassionate, understanding, and sensitive to the concerns and issues that affect them at a time in their lives that will be filled with turmoil and uneasiness. We are excited to be with you as you rejoice with your child in their achievements and successes as well as taking them by the hand and helping them with difficulties that come with entering young adulthood. Effective parenting, like teaching, requires skills and abilities that few are born with but that many learn and perfect, in order to better improve a child's life during those critical school years. There are no shortcuts to success; only time, patience, and the belief that your child is a unique individual with special wants, needs, and desires.

We encourage you to contact our administrative team at Knox High School whenever the need arises as we are here to serve you and your family. We want and appreciate your input on school matters as we continue to strive to provide the best possible education for students at Knox High School.

Sincerely,

Dr. Elizabeth Ratliff, Principal

This Student Handbook is intended to be a helpful guide for students, parents, and teachers. It is not a limit on what the administration can do in a given situation.

Mission Statement

Whatever it takes, Knox students are worth it!

School Vision Statement

Knox Community High School is dedicated to the success of its students. As an exemplary school, Knox Community High School provides an environment that challenges, motivates, and prepares students for the 21st century by:

- Involving all members of the school community, including students, parents, teachers, administrators, counselors, business, and government leaders
- Promoting open communication (multifaceted, vertical, and horizontal) between and among all members of the school community
- Providing an intellectually and socially stimulating environment
- Maintaining a physically safe environment, one that demands respect be shown to all
- Providing an atmosphere that encourages each student to reach his/her highest potential
- Supplying students and staff with the latest technological advances and support systems
- Encouraging meaningful professional development opportunities
- Recognizing student achievements: academic, fine arts, and extracurricular activities
- Exceeding state and national testing requirements
- Achieving a graduation rate of 100%
- Facilitating post-high school vocational and college education
- Stimulating a passion for life-long learning

Respect

Knox Community High School is dedicated to providing a quality-learning environment for all students. In order to meet this goal, it is expected that everyone respect the environment. Students will contribute by showing respect on three levels:

1. Respecting the building — Knox Community High School is the physical space that all enjoy and work in. All will show respect by maintaining an environment that is conducive to learning. All will actively pursue a clean, safe and nurturing environment by refraining from graffiti, littering and general abuse to the building.
2. Respect for others — The staff and students of Knox Community High School are the lifeblood of the community. All will show respect by conducting themselves in a manner that allows others to pursue their own personal goals. All will actively contribute to this goal by engaging only in activities that do not hinder the education of others, foster relationships with others by avoiding physical confrontation, and will respect the views and opinions of others.
3. Respect for self — Knox Community High School is only as strong as the individuals who are engaged in the educational system. All will respect themselves by actively engaging in the learning environment through participation, conduct themselves in a manner that reflects a commitment to their future, and be focused on preparing themselves for the future that is ahead of them.

Accreditation

Knox Community High School is accredited through the Performance Based Accreditation Standards of the State of Indiana.

School Colors

Red / White / Royal Blue

School Song

On Knox High School, on Knox High School,
fight on for her fame.
Roll (kick) the ball clear down the court (field),
a basket (touchdown) sure this game. RAH! RAH! RAH!

On Knox High School, on Knox High School,
fight on for her fame.
Fight fellows, FIGHT! FIGHT! FIGHT!, to win this game. FIGHT, FIGHT, FIGHT, FIGHT, FIGHT,
FIGHT, FIGHT, FIGHT, FIGHT, FIGHT, FIGHT, FIGHT, FIGHT, FIGHT, FIGHT

On Knox High School, on Knox High School, fight on for her fame. Roll (kick) the ball clear
down the court (field),
a basket (touchdown) sure this game. RAH! RAH! RAH!

On Knox High School, on Knox High School,
fight on for her fame. Fight fellows, FIGHT! FIGHT! FIGHT!, to win this game. K-K-KNO, N-N-NOX, KNO-NOX,
KNOX! KNOX! KNOX!

Alma Mater

As the years bring back the memories Of Knox High School days
Loyal to your fame and honor
We will sing thy praise.
True to thee our own Knox High School We will do our best
Keep the Red and White victorious Hail to K.H.S.

2019-2020

BELL SCHEDULES

MONDAY-THURSDAY REGULAR DAY	FRIDAY EARLY DISMISSAL
<u>Block 1</u> , 8:05 – 9:30	<u>Block 1</u> , 8:05 – 9:30
<u>Block 2</u> , 9:35 – 11:00	<u>Block 2</u> , 9:35 – 11:00
<u>Block 3</u> A Lunch B Lunch L = 11:00-11:30 C = 11:05-12:25 C = 11:35-12:55 L = 12:25-12:55	<u>Block 3</u> A Lunch B Lunch L = 11:00-11:30 C = 11:05-12:25 C = 11:35-12:55 L = 12:25-12:55
<u>SRT</u> , 1:00 - 1:30 Announcements/Remediation/Enrichment	
<u>Block 4</u> , 1:35 - 2:55	<u>Block 4</u> , 1:00 - 2:25 (announcements at 1:00)

2 HOUR DELAY MONDAY-FRIDAY	
<u>Block 1</u> , 10:05 – 11:05	A Friday 2 Hour Delay will result in students remaining in school until 2:55 pm.
<u>Block 2</u> , 11:10 – 12:05	
<u>Block 3</u> A Lunch B Lunch L = 12:05-12:35 C = 12:10-1:20 C = 12:40-1:50 L = 1:20-1:50	
<u>Block 4</u> , 1:55 – 2:55	

MONDAY-THURSDAY 25 MIN-ASSEMBLY SCHEDULE	FRIDAY 25 MIN-ASSEMBLY SCHEDULE
<u>Block 1</u> , 8:05 – 9:30	<u>Block 1</u> , 8:05 – 9:30
<u>Block 2</u> , 9:35 – 11:00	<u>Block 2</u> , 9:35 – 11:00
<u>Block 3</u> A Lunch B Lunch L = 11:00-11:30 C = 11:05-12:25 C = 11:35-12:55 L = 12:25-12:55	<u>Block 3</u> A Lunch B Lunch L = 11:00-11:30 C = 11:05-12:25 C = 11:35-12:55 L = 12:25-12:55
<u>Block 4</u> , 1:00 - 2:25	<u>Block 4</u> , 1:00 - 1:55
<u>ASSEMBLY</u> , 2:30 - 2:55	<u>ASSEMBLY</u> , 2:00 - 2:25

COMBINATION RED/WHITE DAY (1 ST Day of School Year)	EARLY DISMISSAL
Red 1, 8:05 – 9:00 White 1, 9:05 – 9:45	<u>Block 1</u> , 8:05 – 9:00
Red 2, 9:50 – 10:30 White 2, 10:35 – 11:15	<u>Block 2</u> , 9:05 – 9:55
Red 3 A Lunch B Lunch L = 11:15-11:45 C = 11:20-12:10 C = 11:50-12:40 L = 12:10-12:40 White 3, 12:45 – 1:25	<u>Block 3</u> 10:00 – 10:50
Red 4, 1:30 - 2:10 White 4, 2:15 – 2:55	<u>Block 4</u> , 10:55 - 11:40

MONDAY-THURSDAY 1 HOUR DELAY/25 MIN-ASSEMBLY SCHEDULE	FRIDAY 1 HOUR DELAY/25 MIN-ASSEMBLY SCHEDULE
<u>Block 1</u> , 9:10 – 10:15	<u>Block 1</u> , 10:05 – 11:00 (ANNOUNCEMENTS – 10:55)
<u>Block 2</u> , 10:20 – 11:25	<u>Block 2</u> , 11:05 – 11:55
<u>Block 3</u> A Lunch B Lunch L = 11:25-11:55 C = 11:30-1:00 C = 12:00-1:30 L = 1:00-1:30	<u>Block 3</u> A Lunch B Lunch L = 11:55-12:25 C = 12:00-1:00 C = 12:30-1:30 L = 1:00-1:30
<u>Block 4</u> , 1:35 - 2:55	<u>Block 4</u> , 1:35 - 2:25

ISTEP TESTING SCHEDULE MONDAY-THURSDAY GROUP TESTING PULLOUT	ISTEP TESTING SCHEDULE MONDAY-THURSDAY EXTENDED TIME IN ROOMS
<u>Block 1</u> , 8:05 – 9:05	<u>Block 1</u> , 8:05 – 9:35
<u>TESTING Block 2</u> , 9:10 – 11:25	<u>Block 2</u> , 9:40 – 11:10
<u>Block 3</u> A Lunch B Lunch L = 11:25-11:55 C = 11:30-1:00 C = 12:05-1:30 L = 1:00-1:30	<u>Block 3</u> A Lunch B Lunch L = 11:10-11:30 C = 11:15-12:45 C = 11:35-1:15 L = 12:45-1:15
<u>Block 4</u> , 1:35 - 2:55	<u>Block 4</u> , 1:20 - 2:55

Vocational Classes

A.M.	7:55 – 10:55
P.M.	11:55 – 2:55

Knox Community High School
Chapter 1 Certified Staff 2019-2020

LANGUAGE:

Language Arts

Ms. Alexa Alva
Mrs. Elisabeth Amor
Mrs. Tammy Dearth
Miss Terrill Hahn
Mrs. Michelle Matysak
Ms. Hayley Windbigler

Foreign Language

Mr. Jeffery Kubaszyk
Ms. Ruth Bailey
Mr. Austin Heise

Social Studies

Ms. Robin Banks
Mr. Byron Faulstich
Mr. Dusty Minix

Science

Mr. Travis Flora
Mr. Mark Krom
Mrs. Laurie Simmons
Mrs. Kori Hamm

Mathematics

Mr. Patrick Compton
Mrs. Carole Duran
Ms. Diana Hall
Mr. Curtis Scherer

FINE ARTS:

Art

Mrs. Sharon Shorter

Choir

Mr. Josiah South

Band

Mr. Craig Phipps
Mr. Jordan Black

LIBRARY-MEDIA CENTER

Miss Ruth Bailey

PRACTICAL ARTS:

Graphic Arts

Mr. Jeff Sullivan
Ms. Maria Sullivan

Health/P.E.

Mr. Rob Krueger
Mr. Danny McGowen
Mr. John Hendryx
Ms. Jacqueline Zaiko

VOCATIONAL ARTS:

Business

Mrs. Mollie Dollahan

Family and Consumer Sciences

Mrs. Carrie Stone
Mrs. Jyll McNeil

Auto Tech/Welding

Mr. Joshua Holdread
Mr. Scott Manns
Ms. Rachel Moore

Computer Technology

Mr. Curt Feece

Cosmetology

Ms. Toni Palm

Early Childhood

Ms. Tonya Thompson

SPECIAL EDUCATION:

Mrs. Tiffany Hoar
Mrs. Shannon Kietzman
Ms. Tammie Radican

GUIDANCE:

Mrs. Shirley Fosler
Ms. Sarah Richard

Support Staff

Secretaries

Mrs. Beverly Albright — Athletics
 Mrs. Shannon Bolen— Guidance
 Mrs. Julie Farus —Student Services
 Mrs. Jennifer Tow — Treasurer

Aides

Vickie Fehland — MoMH
 Sue Lippner — E.D.
 TBD - MoMH
 Cathy Quella —MoMH
 Lisa Shepherd — LD
 Dolores Surfus — Library
 Brian Windbigler— Careers/I.S.S.

Cafeteria

Mary Holtrop — Food Service Director
 Terri Brock
 Dianna Freshour
 Clara Gilbert
 Judy Jones

Maintenance/Custodial

A.M.
 Paul Ray
 Mary Lou Elder
 P.M.
 Zachary Carlson
 Jessica Pitts
 Nikki Simpson
 Juana Vazquez

Addressing Teachers, Staff and Administrators

All teachers and office personnel are to be addressed with their appropriate title: Dr., Mr., Mrs., Miss, or Ms.

EXTRA CURRICULAR SPONSORS

Senior Class (2020).....	Elisabeth Caudill
Junior Class (2021)	Lisa Shepherd
Sophomore Class (2022).....	Mollie Dollahan
Freshman Class (2023)	Tiffany Binkley
Academic Super Bowl.....	Carole Duran
Auditorium	Craig Phipps
Band.....	Craig Phipps
Cheerleaders.....	Mollie Dollahan
Chorus	Josiah South
Drama.....	Terrill Hahn
Foreign Exchange	Ruth Bailey
Guidance	Shirley Fosler
Musical.....	*Terrill Hahn Josiah South
National Honor Society	Michelle Matysak, Shannon Kietzman
SADD	Carrie Stone
School Yearbook — Sandbur	Elisabeth Amor
Science Club	Mark Krom
Science Olympiad	TBD
Speech Team	Carole Duran
Study Table	TBD

Guidance Department

The guidance department has been planned primarily to provide information and counsel to the students which will enable them to plan more intelligently their educational and vocational futures. Every student should plan to have at least one conference each year with the counselor.

Guidance will assist students in the following ways:

1. program planning
2. educational progress
3. personal problems
4. self-evaluation of abilities
5. career information
6. college selection and application
7. job placement
8. vocational school planning
9. orientation of new students

All costs for tuition, fees, books, and transportation are the responsibility of the student and/or parents. Release time from school can be granted for students enrolled in this program to allow students to attend college or university classes during the normal school day.

Knox Community High School will observe the following when awarding credits for courses taken at the college level:

- 1/2 high school credit for 1 or 2 college credit hours;
- 1 high school credit for 3 or 4 college credit hours; or
- 2 high school credits for 5 college credit hours earned in a course.

Course and Credit Requirements

English/ Language Arts	8 credits Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12) 2 credits: Algebra I 2 credits: Algebra II 2 credits: Geometry <i>Students must take a math or quantitative reasoning course each year in high school List of quantitative reasoning classes are on the next page.</i>
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	12 credits (3 Required Courses: 1 Speech, 1 Careers, and 1 Computers) (College and Career Pathway courses recommended)

46 Total State Credits Required

High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

CORE40

with Academic Honors Class of 2016 and beyond (min. 47 credits)

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list. See two pages back.
 - C. Earn two of the following:
 - 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 - 2. 2 credits in AP courses and corresponding AP exams,
 - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
 - E. Earn an ACT composite score of 26 or higher and complete written section

CORE40

with Technical Honors Class of 2016 and beyond (min. 47 credits)

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 - 1. State approved, industry recognized certification or credential, or
 - 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits. See two pages back.
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
 - A. Any one of the options (A - E) of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information–Level 5.
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

Indiana General High School Diploma	
<p>The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.</p> <p>To graduate with less than Core 40, the following formal opt-out process must be completed:</p> <ul style="list-style-type: none"> The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress. The student's Graduation Plan (including four year course plan) is reviewed. The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum. If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined. 	
Course and Credit Requirements (Class of 2016 & Beyond)	
English/Language Arts	8 credits Credits must include literature, composition and speech
Mathematics	4 credits 2 credits: Algebra I 2 credits: Any math course <i>General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</i>
Science	4 credits 2 credits: Biology I 2 credits: Any science course <i>At least one credit must be from a Physical Science or Earth and Space Science course</i>
Social Studies	4 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Econ. or Global Econ. or Soc. or Psy.
Physical Education *	2 credits
Health and Wellness	1 credit
College and Career Pathway Courses	6 credits
Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities	
Flex Credit	5 credits Flex Credits must come from one of the following: <ul style="list-style-type: none"> Additional elective courses in a College and Career Pathway Courses involving workplace learning such as Cooperative Education or Internship courses High school/college dual credit courses Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts
Electives	8 credits (1 Speech, 1 Computers, & 1 Careers Class) High school schedules provide time for many more elective credits during the high school years.
42 Total Credits Required	

(Updated Dec., 2011)

GRADUATION PATHWAYS CLASS OF 2023 AND STUDENTS OPTING IN

Students in the graduating via pathways must satisfy all three of the following graduation Pathway Requirements by completing one of the associated Pathway Options. The High School principal will have the final approval of all student transfers (CLASS OF 2020-2022) and activities utilized for Graduation Pathways. KHS will not offer the class of 2020-2022 a waiver for graduation pathways or allow students to graduate early using this process.

GRADUATION PATHWAYS
CLASS OF 2023 AND STUDENTS OPTING IN

Graduation Requirements	Graduation Pathway Options CLASS OF 2023 AND STUDENTS OPTING IN
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
<p data-bbox="37 305 391 440">2) Learn and Demonstrate Employability Skills¹ (Students must complete <i>at least one</i> of the following.)</p> <p data-bbox="86 472 391 500">Project-Based Learning Experience</p> <p data-bbox="86 784 391 812">Service-Based Learning Experience</p> <p data-bbox="86 1125 391 1153">Work-Based Learning Experience</p>	<p data-bbox="423 305 1033 391">Learn employability skills standards through locally developed programs. Any demonstration needs to be validated locally by: student work product AND School validation.</p> <p data-bbox="423 427 1033 578">Project-Based Learning Experience; OR Project-based learning allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge.</p> <p data-bbox="423 583 623 610">Demonstrations include:</p> <p data-bbox="423 617 692 644">Completion of a course capstone</p> <p data-bbox="423 651 695 678">Completion of a research project</p> <p data-bbox="423 685 788 712">Completion of the AP Capstone Assessment</p> <p data-bbox="423 748 1046 868">Service-Based Learning Experience; OR Service-based learning integrates meaningful service to enrich and apply academic knowledge, teach civic and personal responsibility (and other employability skills), and strengthen communities.</p> <p data-bbox="423 904 634 932">Demonstrations include:</p> <p data-bbox="423 938 1025 966">Participation in a meaningful volunteer or civic engagement experience</p> <p data-bbox="423 972 966 1032">Engagement in a school-based activity, such as a co-curricular or extracurricular activity or sport for at least one academic year</p> <p data-bbox="423 1068 763 1096">Work-Based Learning Experience.</p> <p data-bbox="423 1102 1040 1253">Work-based learning is a strategy to reinforce academic, technical, and social skills learned in the classroom through collaborative activities with employer partners. Work-based learning experiences allow students to apply classroom theories to practical problems, to explore career options, and pursue personal and professional goals.</p> <p data-bbox="423 1260 692 1287">Completion of a course capstone</p> <p data-bbox="423 1294 653 1321">Completion of an internship</p> <p data-bbox="423 1328 818 1356">Obtaining the Governor's Work Ethic Certificate</p> <p data-bbox="423 1362 742 1390">Employment outside of the school day</p>

3) Postsecondary-Ready Competencies³

(Students must complete *at least one* of the following.)

- ☐ **Honors Diploma:** Fulfill all requirements of either the Academic or Technical Honors diploma; OR
- ☐ **ACT:** College-ready benchmarks; OR
- ☐ **SAT:** College-ready benchmarks; OR
- ☐ **ASVAB:** Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military

State- and Industry-recognized Credential or Certification Apprenticeships and Co-Ops are defined as intensive work-based learning experiences that provide a combination of on-the-job training and formal classroom instruction.

- ☐ **Career-Technical Education Concentrator:** Must earn a C average or higher in at least 6 high school credits in a career sequence or as changed by the DOE; OR
- ☐ **AP/Dual Credit:** Must earn a C average or higher in at least three courses. One course must be in the content area. A score of 3 or higher on an AP exam may satisfy the C requirement for one particular course.

Family Educational Rights and Privacy Act (FERPA)

K.H.S. must provide directory information (name, address, telephone numbers and grade) to military recruiters. If parents want to opt their student out of the disclosure, the parent must provide the school in writing, annually, the request to not disclose directory information.

Grading Scale

Semester Grade Averaging

All classroom teachers will utilize the board approved grading system shown below. This grading scale should be clearly communicated to students on a routine basis to clarify learner expectations:

A+	100%	B+	89%	C+	79%	D+	69%
A	91-99%	B	81-88%	C	71-78%	D	61-
A-	90%	B-	80%	C-	70%	D-	60%

Correspondence (APEX) Course Policy

A student at Knox Community High School is permitted to take one APEX course each year.

APEX courses may only be taken providing credits are needed to meet graduation requirements and/or a particular course is unable to be worked into the students' schedule during any academic school year, including summer school. The Director of Guidance and Principal will be responsible for the approval of courses.

Valedictorian/Salutatorian

SELECTION POLICY

For a student to be eligible for consideration and recognition as Valedictorian or Salutatorian, he/she must have been in attendance and successfully completed a minimum of at least six (6) consecutive full-time semesters of course work at Knox Community High School. These six (6) consecutive semesters must be at least two (2) semesters of the Junior year and two (2) semesters of the Senior year.

Valedictorian and Salutatorian will be determined by total G.P.A. ranking at the close of the eighth (8th) semester of their year of graduation. Student must be currently enrolled (no early graduation).

Academic Top Ten

SELECTION POLICY

For a student to be eligible for consideration and recognition as an Academic Top Ten member, he/she must have been in attendance and successfully completed a minimum of at least (3.5) consecutive full-time semesters of course work at Knox Community High School. These (3.5) consecutive semesters must be at least two (2) semesters of the Junior year and (1.5) semesters of the Senior year. Student must be currently enrolled (no early graduation).

Academic Top Ten will be determined by total G.P.A. ranking at the close of the third quarter of the Senior year of graduation. Order will be corrected for Valedictorian and Salutatorian based on end of year ranking.

Early Graduation Process

- 1) The parent(s) or guardian(s) of the student involved must go the Guidance Office and sign a "Request for Early Graduation".
- 2) The deadline for signing the "request for Early Graduation" shall be 3pm on the last day of school of the sophomore year.
- 3) The six semester graduates will be responsible for meeting all deadlines and arrangements for participation in the end of year graduation if they wish to participate in the ceremony. Arrangements or deadlines for which they will be responsible are the following:
 - i) Ordering and payment of cap and gown.
 - ii) Ordering and payment of announcements.
 - iii) Correct form of name on the diploma.
 - iv) Attendance at the senior practice for graduation.

As a 6th semester graduate, you are not allowed to participate in the following senior activities:

- 1) Any extracurricular senior awards ceremony
- 2) Senior incentive time during SRT.
- 3) Group senior picture and spirit point events. (Student will be pictured in the yearbook as a senior.)

Morning Tutoring

Knox High School will offer a morning tutoring program for students in grades 9 -13. The purpose of the tutoring program is to:

1. Increase student achievement and accountability.
2. Provide an opportunity for one-on-one help for students.
3. Provide an opportunity for students to get and make up work because of absences. The tutoring will take place Monday-Thursday starting at 7:30 a.m. and ending at 8:00 a.m.

Students have the option of going to after school tutoring on Tuesday, Wednesday, or Thursday from 3:00 to 4:00 p.m. if they cannot make it in the morning.

The library and the computers in the library will be open at 7:30 on Monday-Friday for student use. No pass will be required.

Course Withdrawals

When it is determined by a teacher and guidance staff that a student lacks sufficient academic ability or background preparation for success in a scheduled course, a grade of "W" (Withdrawn) may be given during the first four weeks of a semester. Students withdrawing after the fourth week will be penalized with a "WF" for the semester.

Use of "W" or "WF" will be used for the following incidents:

1. WF - Expulsion (to be listed with dates on cumulative record)
2. WF - Attendance Removal (to be listed on cumulative record)
3. W - Administrative removal from a class (discipline)
4. W - Procedural approved student removal from class
5. WF - Class dropped after fourth week (Guidance Permission)

Withdrawals or Transfers

The exact procedure for withdrawing or transferring is as follows:

1. Make an appointment with a Guidance Counselor to obtain a withdrawal form.
2. Have the form signed by teachers after books checked out by the student have been returned.
3. For those participating in athletics, have the coach or Athletic Director sign the form to indicate the return of equipment.
4. Get clearance from the school library.
5. Have forms signed by the office personnel after all fees have been paid.
6. Have parents sign clearance for transcripts to be sent to another school.
7. Final signature and approval will be given by the Principal or Guidance Counselor.

Work Permits

Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after she/he begins work. When it appears that a job is detrimental to a student's academic status, it is our responsibility to advise the parents and employer, so we can work together to ensure that the student's education remains the primary focus.

Therefore, it is important for students, parents, and employers to know the guidelines that accompany the responsibility of being a working teen.

GRADES

1. A student must pass six (6) credit classes before a work permit will be issued.
2. If a student does not pass six (6) credit classes after a work permit has been issued:
 - a. The student's parents and employer will be sent a warning letter and the student will be placed on probation for the next grading period.
3. If the student does not pass six (6) credit classes during the probation period:
 - a. The school will revoke the work permit for the next grading period and the parents and employer will be notified.
4. The work permit will be reissued to the student when six (6) credit classes are passed.

ATTENDANCE:

1. A student may not be absent from school more than five (5) days nonexempt in a semester.
2. If the student's record of nonexempt absences is more than the allowed five (5) days in a semester:
 - a. The student's parents and employer will be sent a warning letter and the student will be placed on probation for the next semester.
3. If nonexempt absences persist during the probation period:
 - a. The school will revoke the work permit for the next grading period and the parents and employer will be notified.
4. The work permit will be reissued if the student's attendance reaches an acceptable level during the next grading period.

Should the work permit be revoked at the end of the school year, special provisions will be given to that student and she/he will be allowed to work during the summer while school is not in session. However, such students will lose their work permit at the start of the new school year until they meet the attendance and grade standards established by the school for receiving a work permit.

The student has the right to appeal this decision, but the school will override its decision only upon a student's demonstration of just cause. Appeals are made to the school principal in writing.

To obtain a work permit, a student must pick up an "Intent to Employ" card at the Knox Community High School Guidance Office. This card must then be filled out and signed by the student, parent, and employer. An "Intent to Employ" card, when returned to the school office, will be processed into a work permit. General rules governing work permits are listed on the "Intent to Employ" card. Processing time for a work permit takes one school day.

Attendance Policy/Philosophy

The development of high standards of dependability and reliability is a joint endeavor between the school and the parents of each student. Since business, industry and the professions expect, and demand, a high level of attendance and time-on task, the education of our students must reflect these expectations and responsibilities. Through the combined efforts of parents, students, and the school, the goals of self-discipline and assumption of responsibility become major priorities in developing life skills and attitudes as well as preparing for entry into the adult world.

Knox High School is a closed campus. Students are not to leave school grounds without permission from Student Services. Students must be signed out in Student Services.

Knox High School considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons.

First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds

upon itself.

Second, research shows that achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved. As a result, each student is expected to be in school every day. When absent, each student is required to have an acceptable excuse or justifiable reason. More importantly, it is the law. **The Compulsory Attendance Law, IC. 20-8.1-3-34, states: Duty of Parent: it is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.**

Student Absences

Although it is understood that some level of absence from school is unavoidable, students are responsible for being at school every day possible. Based on Indiana Code and local policy, student absences for the following reasons will not be counted toward attendance limits:

1. Out-of-School Suspension
2. In-School Suspension
3. Religious observances
4. Nurse Excused
5. Taking part in a school-sponsored activity, field trip, etc.
6. Serving as a page in the General Assembly
7. Absence because of bus problems
8. Working election polls
9. Appearance as a witness in court when a subpoena is issued
10. College visits or military related tests/physicals (see section IV)

Types of Absences

Knox High School recognizes 2 types of student absences that are as follows:

Exempt - Absences that do not count against a student's total and include:

1. Those supported by verified medical excuses.
2. Absences covered by the Indiana Code and/or local policy as listed above.
3. Absences which are determined to be exempt by the school administration. (Make-up work is allowed.)

Non-Exempt - Absences that count toward all limits for 9 week and semester grading periods:

1. **Excused** - Non-exempt absences that count toward all limits for 9 week or semester grading periods but are deemed excused absences by the school. (Make-up work is allowed.)
2. **Unexcused** - Non-exempt absences that count toward all limits for 9 week or semester grading periods, in which no excuse is turned in to the attendance office. These absences include, but are not limited, to truancies, skipping class, and days above the attendance policy limits. (No Make-up work is allowed.)

Perfect Attendance

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

Attendance Reporting Procedures

So that all parties involved in the education of our students can assist in the maintenance of excellent attendance and the development of self-discipline, the following policy and procedures are presented.

When a student is absent from school, the following procedure will be followed:

1. **A parent or guardian is required to call the attendance office at 772-1677 before 9:00 a.m. to notify the school of the absence.** This number has a voice mail that is available 24 hours a day. The call should include the following:
 1. The student's name
 2. The name of the person making the call
 3. The reason for the absence
 4. A telephone number so that the call can be verified
2. A call should be made every day that the student is absent unless the parent designates the number of days to be missed when the first call is made. It is the responsibility of the student to bring a note to the attendance office within 2 days after being absent.

The note must be brought into the attendance office between 7:30 a.m. and 7:45 a.m. The note must contain the following information:

1. The student's name - first and last
2. Grade
3. Date(s) of absence and reason for absence
4. Note must be signed by parent or guardian

Failure to submit a note within 2 days of absence will be an unexcused absence.

Project Attend

Project Attend is an educational program designed to assist schools in the reduction of truancy at the elementary, middle, and high school levels. ***Please note that this is separate from the No Credit Policy. In the Project Attend program, absences carry over through the school year.***

Schools identify families with excessive attendance problems. The family works with local agencies to develop a written contract designed to reduce unexcused absences. The programs objectives are: education of families and children about the importance of school attendance; communication and collaboration between family, school official, and community agencies, and an increase in student attendance. This program will be available to all Starke County Schools.

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

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

The third step is after seven (7) unexcused absences. You will receive a phone call from the Assistant Principal, and be referred to the Juvenile Probation Officer, the Prosecutor and Child Protective Services.

The final step is after ten (10) unexcused absences. You will be referred to the Starke County Prosecutor for Educational Neglect.

Absence Arranged in Advance

1. Pre-arranged Absence- It is the position of Knox High School that students should take vacations during non-school time since extended absences from the classroom are detrimental to a student's academic achievement. When family circumstances necessitate removing the child from school, the following criteria will be followed for a Pre-Arranged Absence:

1. A prearranged absence form must be completed at least 3 days prior to the absence.
2. All absences must be with the student's parents or guardians.
3. All makeup work, quizzes, and tests must be completed **prior** to the first day of absence.
4. No prearranged absences will be honored during days designated for Final Examinations.
5. The principal, or her designee, retains the right to rule on any and all requests and render any decision that is in the best interest of the student and conforms to the educational goals of Knox High School.
6. **All pre-arranged vacations will count under the non-exempt absence guidelines.**

Any absence that does not meet the aforementioned points and procedures will be an unexcused absence.

2. College Visits.

A. The college visit is a very critical part of the college selection process. Forethought and planning must be part of the process. A total of six "college visit" days are available to each student during his or her career at KHS. Two of these days may be taken when the student is a sophomore and two of these days may be taken when the student is a junior and two of these days may be taken when the student is a senior. The procedure will be as follows:

1. Proof of a confirmed appointment must be provided in order to approve the absence.
2. **A "prearranged absence" form is to be properly completed prior to the intended date, completed 3 days prior to the intended visit or with an administrator's approval.**

B. Military related tests and physicals are also permitted and will be excused if arranged in advance by the student's parents or guardian. Proof of a confirmed appointment must be provided in order to approve the absence.

A student who follows the correct procedure for college visits or military-related tests/physicals will have that absence as an "exempt" absence. Any absence relating to a college visit or military-related test/physical that does not meet the aforementioned points and procedures will be Non-Exempt.

Medical Appointments, Doctor's Care, and Early Dismissal

A. Parents should make every effort to schedule medical and dental appointments during non-school hours. If it is necessary that a student miss school for an appointment, the following steps must be followed:

1. The parent or guardian should either call the Student Services Office at 772-1677 or send a note to Student Services.
2. The Student Services Office will write the student a pass to leave at the specified time.
3. The student will show the pass to the teacher and must sign out in the Student Services Office before

leaving the building.

4. The student must provide the school with a medical slip showing the time of the appointment upon returning to school. Failure to do so may result in an unexcused absence.
5. Students are expected to be in school prior to and/or following the appointment. Students who are absent beyond the time of the appointment and reasonable travel time as determined by the building administrator will be considered unexcused.

B. Students under prolonged or constant doctor's care will be considered as a special attendance situation and it is advised that the parents provide confirmation or notification of such care to the School Nurse.

C. Students will not be allowed to leave school grounds without the approval of school officials and only after parent contact has been made by telephone for parent or guardian approval, except for an emergency situation. **Any student leaving school without the permission of school officials is truant.**

Student Achievement and Evaluation

Because attendance and class participation are important in daily activities, student absences prevent academic progress and student achievement.

A. Exceeding the Number of "Non-Exempt" Days Allowed

All students shall be guaranteed the opportunity to earn credit in course work. However, if a student accumulates more than (4) non-exempt absences in any one class during a semester, the student will receive a grade of "NC" for that particular class for that grading period. An "NC" shall be counted as 59% (or the actual % if failing) in determining the student's semester grade. In addition, for every non-exempt absence above 4 in any one class during a nine-week grading period, a student may be given an Administrative Sanction.

Students who receive an "NC" during the second nine-week grading period of a semester in any class, and who have previously received an "NC" or "F" during the first nine-week grading period of the same semester, will lose credit in that class and may be removed from class.

B. Removal from School

Students who lose credit in three or more classes due to attendance can be expelled from school. All cases of expulsion will follow the "grounds for expulsion or suspension" outlined in the K.H.S. student handbook.

C. Attendance in Vocational or Similar Programs

A student that accrues more than 4 days of non-exempt absences during a nine-week grading period may be removed from a Vocational or similar program.

D. Attendance and Participation in Physical Education Classes

Physical Education is a class required for graduation. A "non dress" is considered a non-exempt absence.

Non-dress consequences:

ND#1 — Warning by teacher

ND#2 — Parent contact by teacher

ND#3 — 1 Letter Grade Drop (on Quarter Grade)

ND#4 — 2 Letter Grade Drop (on Quarter Grade)

ND#5 — 'F' for Quarter Grade

Students may be placed in study hall after the 5th non-dress. Other consequences can result. The teacher will contact the parent at each step in this process.

Attendance Appeals

Students may appeal any loss of credit to a committee consisting of the Assistant Principal, a Guidance Counselor, and the Principal. The appeal should be made in writing to the principal no later than five days after the semester in which the loss of credit occurred. The committee will hear all appeals and make a final determination as to whether there are any extenuating circumstances that warrant an exception to the attendance policy.

Semester Exams

All classes will give semester exams, unless those classes have been exempted by the building principal. These exams will count 20% towards the student's final grade. All students are required to take exams for each of their classes in which an exam is offered.

Truancy

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

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

Consequences of Truancy

A. Full or partial days

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

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

Make Up Work

With the exception of unexcused absences, all work missed because of absence may be made up for credit.

All make-up work is to be completed within a time frame equal to the number of days in the individual absence if credit is to be received.

Work missed due to a suspension from school is to be completed and turned in at a later date agreed on by both the teacher and the student. Similarly, all tests missed during a suspension from school are to be made up at a later date agreed on by both the teacher and the student. It is the responsibility of the student and his/her parent to collect assignments. (Reminder: No student is allowed on school property while under suspension.)

Extra-Curricular Participation when Absent from School

A student absent from school all day due to illness, injury and/or a Non-Exempt absence will not be permitted to participate as a member of any extracurricular activity. If the absence is a partial day, the student must be in attendance for the last half of his/her schedule and be in attendance for two full blocks. Furthermore, a student must be in school for the last half of the day on Friday and be in attendance for two full blocks in order to participate in a school sponsored activity on the weekend. Extracurricular activities include athletic practices, contests and events, meetings, rehearsals, tryouts, performances, etc.

Exemptions to the above rule are:

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

TARDIES

I. Tardy

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

II. Consequences of Being Tardy may include out-of-school suspension. Steps of the tardy policy will be repeated each 9 Week grading period.

1. Notification and Warning to the student
2. 30-minute Teacher assigned classroom detention and Parent Contact by the Teacher
3. **In School Suspension**
4. Administrative Sanction
5. Progressive Administrative Sanction

SWEEP Program

Hall Sweep

Periodically, administrators will conduct school-wide checks to ensure all students are in class on time. Any student not in class by the time the bell rings will be sent to a designated location in the building to sign in. Each student will be immediately assigned a lunch detention and receive a notice for the lunch detention date. All students who serve a lunch detention are provided sack lunches in lieu of hot lunch.

Sweep Reward

In addition to hall a Hall Sweep, administrators will conduct school-wide checks to reward students for being in class on time. When a Sweep Reward is announced, all students who were on time for class can enter their names into a drawing. Winners will be drawn by lunch hour and given a prize of some kind.

Exclusion

Immunization Law (I.C. 20-8,1-7-10.1)

STATEMENT OF IMMUNIZATION HISTORY. When a child enrolls in a school corporation, the governing body shall require the parents to furnish a written statement of the child's immunization, accompanied by the physician's certificates or other documentation, unless such a written statement is on file with the

corporation. The statement shall show, except for a child covered by section 2 or 2.5 of this chapter, that the child has been immunized against diphtheria, whooping cough, tetanus, measles, rubella, and poliomyelitis. The statement shall recite the child's age at the time he received each immunization or test. No child shall be permitted to attend school for more than thirty (30) days beyond the date of his enrollment without furnishing this written statement. However, if the local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances, and that the required immunizations will not be completed before this thirtieth day, the parent of the child shall furnish this written statement and a time schedule, approved by a physician or the local health department, for completion of the remainder of the immunizations. In this case, the child may attend school. Neither a religious objection under section 2 of this chapter nor an exception for the child's health under section 2.5 of this chapter shall relieve any parent from the reporting requirements imposed under this section. The State Board of Health shall have exclusive power to adopt rules and regulations for the administration of this section.

Any student may be excluded from school in the following circumstances, subject to provisions of this chapter.

1. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community.
2. If the student's immediate removal is necessary to restore order to protect persons on school corporation property. This shall include conduct off school property where on account thereof the student's presence in school would constitute an interference with an educational function or school purposes.

Accidents and Illness at School

All accidents and illnesses at school **MUST** be reported to the office or to the 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 consent from the office.** 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.**

If you should receive an injury while in school, emergency first aid will be given by the school nurse, Principal, or Assistant Principal.

Special Medical Conditions

In recognition of the increased importance of high school diplomas and of the welfare and best interest of students, the following policies and procedures are hereby adopted relating to special medical conditions:

1. Students will not be automatically eliminated from the instructional program.
2. Students may be eliminated only from curricular and extra-curricular activities that may endanger the health of the student.
3. It shall be the responsibility of the student and parent to advise the school of health condition, including allergies and sensitivities to chemicals, pesticides, etc.
4. It shall be the responsibility of the school to take any and all steps necessary to help insure the health and safety of all students.
5. Students shall have on file, in the office, the name, address, and telephone number of the doctor, in the event of an emergency situation.

6. In the event the school is not informed by the student regarding special conditions, the Knox Community School Corporation or its employees will not be held responsible for any circumstances which could have been avoided had they been informed of the student's health condition.

Administration of Medication

Knox Community High School does not offer or administer aspirin for student use. However, medication may be administered by the school nurse, Principal, or the principal's designee with the written consent of a parent/guardian and with a physician's written authorization. The physician's written authorization may be waived with a specific written waiver of physician's authorization by the parent or guardian.

All medication to be administered by school personnel **MUST BE KEPT IN STUDENT SERVICES OFFICE!**

Written withdrawal of consent to administer medication may be presented at any time and no further medication shall be administered.

The administration of medication may require skills beyond those possessed by school employees. While the school attempts to cooperate with parents and health care practitioners, the school does not assume or accept responsibility for providing health care for students beyond the procedures mandated by statute, rules of appropriate governmental agencies with rule making authority, and these policies.

When health care procedures are prescribed for a student during school hours, a schedule of the procedures properly signed by the prescribing health care practitioner shall be provided to the school.

When a student is unable to perform his/her medical procedures in accordance with the prescribed schedule, the parent/guardian shall assume responsibility for performing these procedures.

By its acceptance of medication of a schedule of procedures, the school affirms its commitment to cooperation but accepts no responsibility for administration of medical procedures or medication.

Meningitis

What is meningitis?

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes 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 in 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.

However, sometimes the bacteria that cause meningitis have spread to other people who have had close or prolonged contact with a patient with meningitis caused by *Neisseria meningitidis* (also called meningococcal meningitis) or Hib. People in the same household or day-care center, or anyone with direct contact with a patient's oral secretions (such as a boyfriend or girlfriend) would be considered at increased risk of acquiring the infection. People who qualify as close contacts of a person with meningitis caused by *N. meningitidis* should receive antibiotics to prevent them from getting the disease. Antibiotics for contacts of a person with Hib meningitis disease are no longer recommended if all contacts 4 years of age or younger are fully vaccinated against Hib disease (see below).

Are there vaccines against meningitis?

Yes, there are vaccines against Hib, against some serogroups of *N. meningitidis* and many types of *Streptococcus pneumoniae*. The vaccines against Hib are very safe and highly effective.

There are two vaccines against *N. meningitidis* available in the U.S. Meningococcal polysaccharide vaccine (MPSV4 or Menomune®) has been approved by the Food and Drug Administration (FDA) and available since 1981. Meningococcal conjugate vaccine (MCV4 or Menactra®) was licensed in 2005. Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the U.S. (serogroup C, Y, and W-135) and a type that causes epidemics in Africa (serogroup A). Meningococcal vaccines cannot prevent all types of the disease, but they do protect many people who might become sick if they didn't get the vaccine. Meningitis cases should be reported to state or local health departments to assure follow-up of close contacts and recognize outbreaks. MCV4 is recommended for all children at their routine preadolescent visit (11 to 12 years of age). For those who have never gotten MCV4 previously, a dose is recommended at high school entry. Other adolescents who want to decrease their risk of meningococcal disease can also get the vaccine. Other people at increased risk for whom routine vaccination is recommended are college freshmen living in dormitories, microbiologists who are routinely exposed to meningococcal bacteria, U.S. military recruits, anyone who has a damaged spleen or whose spleen has been removed; anyone who has terminal complement component deficiency (an immune system disorder), anyone who is traveling to the countries which have an outbreak of meningococcal disease, and those who might have been exposed to meningitis during an outbreak. MCV4 is the preferred vaccine for people 11 to 55 years

of age in these risk groups, but MPSV4 can be used if MCV4 is not available. MPSV4 should be used for children 2 to 10 years old and adults over 55, who are at risk.

Although large epidemics of meningococcal meningitis do not occur in the United States, some countries experience large, periodic epidemics. Overseas travelers should check to see if meningococcal vaccine is recommended for their destination. Travelers should receive the vaccine at least 1 week before departure, if possible. 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.

Date: October 12, 2005

Content source: Coordinating Center for Infectious Diseases / Division of Bacterial and Mycotic Diseases

STUDENT ID CARDS

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

HALL PASSES

Students are not to be out of the classroom during any instructional time without a hall pass from their teacher. Students who are not in class and who do not have a pass from a teacher/staff person during instructional time may be considered to be truant or in an unauthorized area and thus in violation of school discipline/attendance policy.

Students are not permitted to roam the building and grounds during instructional or non-instructional time.

Students are not permitted to leave authorized areas of the first floor during lunch. Students must be supervised by a coach, sponsor, teacher, or aide.

Change of Address and or Phone Number

It is an obligation of each student to report to the office any change of address or phone number as soon as it occurs.

Student Dress and Grooming

We take pride in the appearance of our students. Proper student dress and grooming is basically a responsibility of the student and his/her parent/guardian. However, a student's dress and grooming must be in the best interest of the school with respect to health, welfare, and safety of the student and the student body. **The appearance of the student must not interrupt the orderly process of education in the school at any time.**

- **Visible piercings are permitted but may not be excessive. (Final discretion will be left to the administration.)**
- **Shirts must cover the shoulders, have sleeves, and cover the entire midriff.**
- **Shorts and skirts are to close to the knee in length.**
- **Bags may be brought to school but must remain in the student lockers. Clear backpacks are allowed and available for purchase.**
- **Undergarments are to be worn but are not to be exposed.**
- **Shirts may not have holes or rips.**
- **Holes in pants are discouraged. If shorts or pants are worn with holes, the holes must be small and mid-thigh or lower.**
- **Clothing or symbols that may be gang related or promote alcohol or sexual connotations are not allowed.**
- **Pajama pants and/or slippers may not be worn.**
- **Blankets are not allowed.**
- **Hair must be worn in a manner that does not cause a distraction.**

The Knox High School administration will have final say in the appropriateness of any student attire or grooming issue.

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

Announcements

Announcements to students are read daily. It is the responsibility of each student, including those who are absent, to be aware of their content. Students who are absent may acquire copies of the announcements that are available in the office. All announcements are to be signed by a teacher, coach, club adviser or an administrator before they will be published or read.

Visitors

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

Automobiles and Parking

Students are permitted to drive automobiles to school and park them on school property in designated locations. They must have completed a student driving form and have a student parking permit. The parking permit must be obtained within the first three (3) days of school or before the student starts driving the vehicle to school.

Students are expected to drive cautiously and safely always. When students arrive at school, they are expected to leave their cars immediately and not return to them until the end of the school day. Students are to park their cars only **in their assigned parking lot**. Students who need to go to their cars for any

reason during the school day **MUST** receive permission from a school administrator. Driving to Knox High School is a privilege, and as such may be revoked by failing to abide by the rules. Students who withdraw or are expelled from school for attendance or disciplinary matters are subject to having their driving privileges suspended by the Bureau of Motor Vehicles (PL 121 -1 989).

Student Suspension and the Bureau of Motor Vehicles

IC 9-24-2-1 Suspended, expelled, and withdrawn students

Sec. 1. (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- (1) Is a habitual truant under IC 20-8.1-3-17.2.
- (2) Is under at least a second suspension from school for the school-year under IC20-8.1-5.1-8 or IC 20-8.1-5.1-9.
- (3) Is under an expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10.
- (4) Has withdrawn from school for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24
 - (a) Before graduating.
 - (b) At least five (5) days before holding an exit interview under IC 20-8.1-3-17(b)(2), the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:
 - (1) That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
 - (2) If the principal determines that the reason for the student's withdrawal is not financial hardship:
 - (A) the student and the student's parent or guardian will receive a copy of the determination; and
 - (B) the student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section. As added by P.L.2-1991, SEC 12. Amended by P.L.131-1995, SEC.]; P.L.]32-1995, SEC.].

IC 9-24-2-4 Invalidation and re-validation of licenses; suspended, expelled, and withdrawn students.

Sec. 4 (a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

- (1) The person becomes eighteen (18) years of age.
 - (2) One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
 - (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-8.15.1.
- (b) The bureau shall promptly mail a notice to the person's last known address that states the following:
- (1) That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
 - (2) That the person has the right to appeal the invalidation of a license or permit.
- (c) If an aggrieved person believes that:
- (1) the information provided was technically incorrect; or

- (2) the bureau committed a technical or procedural error;
the aggrieved person may appeal the invalidation of a license under IC 9-25.
- (d) If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.
- (e) Upon certifying the information received under subsection (d), the bureau shall re-validate the person's license or permit.
- (f) A person may not operate a motor vehicle in violation of this section.
- (g) A person whose license or permit is invalidated under this section may apply for a restricted driving permit under IC 9-241.5.
- (h) The bureau shall re-validate the license or permit of a person whose license or permit was invalidated under this section who does the following:
 - (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
 - (A) enrolled in a full-time or part-time program of education; and
 - (B) participated for thirty (30) or more days in the program of education.
 - (2) Submits to the bureau a form developed by the bureau that contains:
 - (A) the verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
 - (B) notification to the bureau that the person has complied with subdivision (1).

A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located. As added by P.L.2-1991, SEC. 12. Amended by P.L. 131-1995, SEC 2; P.L. 132-1995, SEC.2.

SECTION 18. IC 20-33-2-11, AS ADDED BY HEA 1288-2005, SECTION 17, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2005]:

- Sec. 11 (a) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or a learner's permit, and subject to subsections (c) through (e), an individual who is:
- (1) at least thirteen (13) years of age but less than fifteen (15) years of age;
 - (2) a habitual truant under the definition of habitual truant established under subsection (b); and
 - (3) identified in the information submitted to the bureau of motor vehicles under subsection (f); may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age.
- (b) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20-33-8-12:
- (1) a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one
 - (1) school year;
 - (2) the procedures under which subsection (a) will be administered; and
 - (3) all other pertinent matters related to this action.
- (c) An individual described in subsection (a) is entitled to the procedure described in IC 20-33-8-19.
- (d) An individual described in subsection (a) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of the individual's attendance record in school to

determine whether the prohibition described in subsection (a) shall continue. The periodic reviews may not be conducted less than one (1) time each school year.

- (e) Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit.
- (f) Before:
 - (1) February 1; and
 - (2) October 1; of each year the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under subsection (a) to be issued an operator's license or a learner's permit.

Student Commons

The Student Commons is located on the East end of the first floor of the building adjacent to the gymnasium. It is designed for student use. Care should be exercised always in order that the area remains open for all to use and enjoy. Individuals who abuse or misuse the area will not be permitted entry.

Snacks, Candy, Gum, Beverages

All of us share equally in keeping all areas of our school neat, clean, and free of refuse. All snack, candy, and gum wrappers are to be disposed of in the proper trash containers. Beverages are permitted only in the Commons and Cafeteria. If your candy or beverage becomes stuck in the vending machine, report to the main office to receive reimbursement. Do NOT shake, kick, or hit the machines. If problems with snack items, gum, candy, or soft drinks exist, these items may be prohibited. Please do your part in keeping K.C.H.S. litter free.

Activity Conflicts

We feel it is important that students at Knox High School be encouraged to participate in a wide range of school-sponsored activities. Expanding extra-curricular and co-curricular programs at Knox have allowed the opportunity for scheduling conflicts to occur.

By providing clearly defined guidelines, staff members, students and parents will be able to communicate with each other in an atmosphere of fairness and consistency.

Prior to Fall, Winter, and Spring sport seasons, in advance of conflicting situations and before discussing possible conflicts with student participants, involved staff members will meet with the athletic director and principal to determine if there will be conflicts and how they can be resolved. (Principal will call this meeting).

The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

- A. Scheduled IHSAA, ISSMA, and State Association Division of Student Activities contests, including travel time, shall have number one priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.
- B. If a scheduled IHSAA, ISSMA, or State Association Division of Student Activities contest is a state-qualifying event (i.e. District, Sectionals, Regionals, Semi-State, State Finals), this will take priority over other regularly scheduled IHSAA, ISSMA, or State Association Division of Student Activities events.
- C. If a conflict between two state-qualifying IHSAA, ISSMA, or State Association Division of Student Activities occur, the student shall make the choice without penalty. Or: The importance of the

student's participation in the success of the total group's performance is the third priority. This shall be determined by the principal, the athletic director, and the coaches or sponsors involved.

- D. Regularly scheduled games, events, and major performances beyond item A shall be the second priority.
- E. A previously scheduled event on the school calendar will take precedence over a calendar addition or rescheduled event. If a conflict exists between two of these activities, the student shall make the choice without penalty.
- F. If a conflict exists between a scheduled game, contest, or concert event and a practice or rehearsal, the student is to attend the game, contest, or concert with no penalty for missing the practice or rehearsal.
- G. The importance of the student's participation in the success of the total group's performance is the third priority. This shall be determined by the principal, the athletic director, and the coaches or sponsors involved.

After Fall, Winter, and Spring conflict meetings, there will be a joint meeting with the students to inform them of the conflict(s) and to permit each student to choose the activity in which he or she will participate. Following the meeting, and within seven (7) days thereof, each student will notify both involved staff members and the principal of his or her decision in writing.

Convocations

The convocation program is operated with the assistance of the Knox Community High School Student Council. Although many of the convocations are put on by school groups, other presentations may be brought in to the school.

The programs are scheduled not only to entertain the student body, but also to improve their moral and cultural background.

Respect and courtesy will be the key word for student body behavior at all convocations. Every student is responsible for maintaining a high level of appropriate behavior at convocations.

Whenever the speaker or person in charge steps to the microphone, this is the signal for immediate quiet and attention. This attention and quiet is to be maintained until the student body is dismissed.

Students who cannot abide by these simple requests will be removed from further convocations and assemblies.

Book Rental and Fees

Book Rental and Fees that go unpaid are turned over for collection. Parents having specific problems are asked to contact the school treasurer to make appropriate arrangements prior to court filings. Prompt attention is appreciated.

Damage to School Property

Any student who destroys, damages, or steals school property will be financially responsible for the replacement of this property. Appropriate punishment will be administered which may include expulsion from school.

Class Rings

Students may order class rings during the fall semester. A deposit is required. Rings are delivered prior to Christmas vacation.

Academic Awards

Knox Community High School, with support of the Knox Community School Corporation, annually recognizes and honors outstanding academic achievement. The following awards are presented:

Academic "K" - For all students enrolled in a minimum of 6 solid subjects, who have received all A's or A's and B's in those subjects in a given semester for the first time. Frames are available for purchase in KHS office, while supplies last.

Shirts - For students who make the semester honor roll for the second time by being enrolled in a minimum of 6 solid subjects and receiving all A's or A's and B's in those subjects.

Hooded Sweatshirts - For students who make the semester honor roll for the fourth time by being enrolled in a minimum of 6 solid subjects and receiving all A's or A's and B's in those subjects.

Bars - After a student has received an Academic "K" Frame, a gold bar will be awarded to the student for each time he/she makes the semester honor roll.

Jacket - For all students who receive straight A's on their semester report card for 4 semesters. These students must have taken a minimum of 6 solid subjects and received all A's for each of the 4 semesters

Blanket - For Seniors who have made the Academic Excellence Honor Roll (no grade lower than an A-) for 7 consecutive semesters while being enrolled in a minimum of 6 solid subjects during each of the 7 semesters in question.

Note - The following are not considered solid subjects:

1. Teacher or office assistant
2. Cadet Teaching
3. Peer assistants

Student in Need of Assistance

A student who is self-referred to school personnel for purposes of assistance will be given excused leave time to secure appropriate professional care.

A student referred to intervention programs by student assistance personnel at the schools will be given excused leave time to participate in the necessary programs.

EMERGENCIES

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

Elevator

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

Dances

Students must have their school I.D. card to enter the dance, without exception. Periodically, different school groups may host a dance at Knox High School. All school rules and the dress code apply at dances just as they do at other extra-curricular events. Students must arrive within 30 minutes at the start of the dance (with the exception of teams arriving late from an event) and once students leave the dance, they must leave campus and not return. Knox High School welcomes opportunities for students from other high schools to attend school dances. However, guests are required to provide proof that they are in good standing and in attendance at another high school. Guest Verification Forms may be picked up in the Student Services office and should be turned in to Student Services in advance of the date of the dance in question for approval.

Drugs, Alcohol, Tobacco, & Vapes

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

Breathalyzer

Students who are suspected of using or being under the influence of alcohol while at school, coming to or from school, or at any school sponsored activity will be subject to submitting to a breathalyzer test. Students who fail a breathalyzer test will be subject to the guidelines outlined in the student handbook on page 35 under sections: DRUGS, ALCOHOL, & TOBACCO and SUBSTANCE ABUSE POLICY FOR KNOX COMMUNITY HIGH SCHOOL. Students who refuse to take a breathalyzer test are considered openly defiant and would be subject to suspension and/or expulsion from school according to Due Process and having the authorities notified.

Substance Abuse Philosophy of the Knox Community School Corporation

The use or abuse of drugs and alcohol is an increasing problem for the youth in our community, in Indiana, and in the United States. Although schools have a responsibility in this area, the nature of the drug and alcohol problem indicates that the entire community must be involved in solving the problem — schools, parents, clergy, legislative bodies, and other social agencies. It is our belief that a drug and alcohol policy should be broad and flexible with a primary concern being that which benefits the common good yet keeps in mind the welfare of the individual who might be a drug or alcohol user or abuser. Our policy and regulations are directed toward guidance and rehabilitation services to ensure that the causes, not merely the symptoms, of drug and alcohol abuse are treated.

Substance Abuse Policy for Knox Community High School

PROCEDURES

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 students found in violation shall be subject to expulsion for the remainder of the semester or school year, 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 high school level 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.

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 for 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 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 KHS Administration. Counseling must be completed in a timely fashion, to be determined by KHS Administration.

Explosives/Weapons

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

Discipline

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

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

1. Counseling with a student or group of students.
2. Verbal/Written warnings and lectures on proper conduct and behavior.
3. Conferences with a parent or group of parents.
4. Assigning students additional work.
5. Detention before, during, or after the school day.
6. Rearranging class schedules.
7. Requiring a student to remain in school after regular school hours to do additional work or for counseling.
8. Restriction of extra-curricular activity.
9. Restriction of driving privileges.
10. Invalidation of driver's license.
11. Two Hour Detention on Monday thru Saturday.
12. Saturday School.
13. In-School Suspension.
14. Out-of-School Suspension.
15. Suspension from commencement exercises.
16. Disciplinary removal from class.
17. Revocation of work permit.
18. Expulsion.
19. Time Out.

Disciplinary Actions

Discipline records are maintained for each student referred to the administration for disciplinary reasons. The disciplinary measures employed for a student will be based on the following:

1. Type of offense or problem
2. Degree of misconduct
3. Frequency of misconduct for a similar offense
4. General discipline record of the student(s)

Accordingly, the measures employed will be individualized to best meet the needs of the student(s) involved, and comparisons between discipline for individual students is not possible. However, the consequences assigned by the administration are similar for all students involved in the same type of misbehavior after review of the four criteria listed above.

BEHAVIOR INFRACTIONS

1. Passive Resistance (lack of effort and work).
2. Violations of the dress code.
3. Class disruptions.
4. Verbal disrespect or insubordination toward faculty members or other adults.
5. Fighting.
6. Verbal aggression toward other students including swearing, bullying, name calling and threatening.
7. Loud or boisterous conduct in the halls or lunchroom.
8. Unwillingness to follow all classroom rules as defined by the teacher.
9. Possession of radios, tape recorders, or other articles that are disruptive to work in a classroom or disturbing to others in the school without specific permission from the teacher or principal.
10. Any conduct that requires the intervention of the Assistant Principal.
11. Being in an unauthorized area.

SERIOUS OFFENSES

The following are very serious in nature and will be treated as such:

1. Sexual misconduct.
2. Smoking, the use of alcohol or the possession, distribution, or use of any illegal substance at school or at any school related activity.
3. Possession or use of any explosives and/or weapon including pocket knives.
4. Open defiance of school authority, including verbal or physical aggression.
5. Deliberate destruction of school, private or public property.
6. Theft.
7. Chronic truancy from school.
8. Inciting other student(s) to participate in any of the above offenses.
9. Gang related activity including student dress, graffiti, drawings, recruitment or intimidation of others.
10. Pagers/cellular phones that become a disruption in class will be considered a serious offense and will be handled as such.
11. Repeated violation of school rules.
12. Failing in a substantial number of instances to comply with directions of teachers or other school

personnel.

School Resource Officer & Outside Agencies

The Knox Community School Corporation has partnered with the Knox City Police Department to provide a School Resource Officer on the KCSC campus to ensure the safety of students, staff, and community members. They are responsible for working with **school** administrators, security staff and faculty on developing comprehensive safety plans to ensure **schools** are safe places for students to learn. Anyone suspected of participating in unlawful or unsafe activities on the KCSC campus may be reported to the School Resource Officer. Students may also be subject to outside referrals to the Knox/Starke County Police Departments, Starke County Division of Family and Children Services, Starke County Probation Department, or other agencies.

Criminal Gangs and Gang Activity

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

Detention

Detention shall be served within one (1) day of student attendance from the date of being assigned. Detentions may be served in the morning from 7:30 - 8:00 a.m., and in the afternoon from 3:00 - 3:30 p.m., or at other times determined by the assigning teacher or administrator. The student is responsible for his/her own transportation. Failure to serve assigned detention will result in disciplinary action being taken and may result in suspension and/or expulsion.

Monday-Friday School Program

As an intermediary step between After School Detentions and Saturday Schools, we will implement a Monday-Friday School Program. Students will be assigned to Monday-Friday School for up to two hours between the hours of 3:00 and 5:00 on selected days. Failure to attend the assigned Monday-Friday School will result in extended Detention time, Saturday School Assignment, and/or Out-of-School Suspension.

Social Probation

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

In-School Suspension

An In-School Suspension program has been implemented as a step between after-school detentions and Out-

of-School suspensions. Students may be assigned for a determined amount of time to the In-School suspension room by administrators of the High School. Students assigned to In-School Suspension must follow all established rules of the In-School Suspension Supervisor and do assignments as they are given to the student. Students will not be counted absent while they are assigned to In-School Suspension. A student who has ISS will NOT be allowed to participate in any after school extracurricular sport or school-sponsored activity during the day of assigned IN SCHOOL SUSPENSION! If a student is uncooperative or fails to follow the rules while in In-School Suspension, that student will face Out-of-School Suspension and/or possible Expulsion.

Saturday School Program

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

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

1. The outside entrance will be open at 7:50 a.m. Students will not be admitted after 8:00 a.m.

2. Students will not be permitted to leave until 10:00 a.m. Restrooms are in the area and may be used with permission.

3. All regular school rules are in effect. The Saturday School supervisor is in charge and failure to follow his or her directives will result in dismissal or referral to the administration.

4. Students who are dismissed or violate the rules may be assigned out of school suspension in addition to being required to complete the Saturday School assignment. Credit will not be given for partial completion of Saturday School.

5. Each student is expected to bring study materials for the 2 hours. Acceptable working materials include textbooks, library books, appropriate paperback books, magazines, and homework assignments. It is recommended that students contact their teachers for assignments.

6. Students who fail to bring materials or who fail to keep busy on appropriate work may be dismissed from the program and referred to an administrator for further action.

7. Students who are dismissed from Saturday School are instructed to call home before leaving school grounds.

8. Excused absences include: personal illness, unavoidable family emergency, death in the family, or medical appointment. A parent's note or phone call **must** be received by the assigning administrator on the first day the student returns to school following his/her Saturday School assignment.

Saturday School Policy

Students guilty of misconduct at school may be assigned Saturday School as an alternative to suspension. This assignment will be made only by an administrator at the high school.

This program allows the school to separate discipline for misconduct and attendance problems from academic achievement because Saturday School will be served on the student's own time where they will not miss class.

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

If a student misses Saturday School for the second time unexcused, he/she will be suspended out of school for five (5) days in lieu of Saturday School assignment and his/her driver's license will be invalidated.

Harassment

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

SEXUAL HARASSMENT

A. Verbal:

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

B. Nonverbal:

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

C. Physical Contact:

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

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

A. Verbal:

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

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

B. Nonverbal:

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

C. Physical:

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

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

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

2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent of schools.

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

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

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary

action will be taken immediately to prevent the continuance of the harassment or its recurrence.

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

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

Speech and Conduct

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

Suspension/Expulsion

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

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

1. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.

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

GROUND'S FOR SUSPENSION OR EXPULSION

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c) Setting fire to or damaging any school building or property.

- d) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e) Intentionally making noise or acting in any manner to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
 3. Engaging in violence and/or threat of violence against any student or staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 5. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
 6. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
 7. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
 8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 9. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
 10. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 11. (Exception to Rule) 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 12. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 13. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 14. The student has been instructed in how to self-administer the prescribed medication.
 15. The student is authorized to possess and self-administer the prescribed medication.
 16. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 17. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

18. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
19. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
20. Failing to comply with directions of teachers or other school personnel during any period when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
21. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
22. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
23. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
24. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
25. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 - a) Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
 - b) Engaging in pranks that could result in harm to another person.
 - c) Use or possession of gunpowder, ammunition, or an inflammable substance.
 - d) Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - e) engaging in sexual behavior on school property;
 - f) engaging in sexual harassment of a student or staff member;
 - g) disobedience of administrative authority;
 - h) willful absence or tardiness of students;
 - i) engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - j) violation of the school corporation's acceptable use of technology policy or rules;
 - k) violation of the school corporation's administration of medication policy or rules;
 - l) possessing or using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rules the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

B. BULLYING

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event
 - c. Traveling to or from school or a school activity, function, or event or
 - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule,

humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion

from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

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

D. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - -a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - -an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The Superintendent (shall immediately) (may) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. UNLAWFUL ACTIVITY

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

F. LEGAL SETTLEMENT

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

RIGHT TO APPEAL

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

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

Suspension/Expulsion Procedures

SUSPENSION PROCEDURE

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

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

EXPULSION PROCEDURE

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

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

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

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

Parent Participation

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

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

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

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

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

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

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

Homework

It is not intended that students will finish all school work during the school day. Students should plan to do work at home each night or as necessary. If a student does not understand an assignment, he should see the teacher and ask to have it clarified. Failure to understand is no excuse for failure to complete it.

Homework assignments will vary according to the classes a student is taking. Generally speaking, the time required to complete homework assignments will vary from thirty minutes to two hours.

Obviously, the heavier the student's academic load, the more time he or she will need to devote to homework.

Extra Help

Students may always seek extra help from teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussion. Arrange conferences with teachers before or after school or at a time convenient to both of you during the day. **A teacher may, with parent notification, request a student to stay after school if it is apparent that the student is having difficulty with his work.** This is not to be thought of as punishment but rather as the desire of the teacher to help students make progress of which they are capable.

Report Cards to Parents

The students receive a report card each grading period. Report cards are issued following the end of the nine-week period. The report card should be given to your parents or guardian for examination.

Honor Roll

All subjects count towards Honor Roll. The categories are as follows:

Academic Excellence Honor Roll

Minimum six (6) subjects
No grade lower than an A-

Redskin Honor Roll

Minimum six (6) subjects
No grade lower than a B-

Honors Day

Knox Community High School hosts an annual Senior Honors Day each spring. During this convocation academic awards are presented, the top 10 seniors in scholastic standing are recognized and a wide variety of clubs, organizations, and colleges make special presentations.

National Honor Society

Knox Community High School has established a chapter of the National Honor Society to provide continuous recognition to those students who maintain high levels of academic performance and personal standards. Those students who are scholastically eligible for membership shall be voted upon by the faculty council in the areas of character, leadership, and service. Students shall be notified of their election in the spring of the year. The faculty council is composed of 4 teachers and one administrative representative selected by the Principal.

Selection Procedure

1. Student academic records will be reviewed to determine scholastic eligibility. The NHS sponsor(s) will combine their efforts with those of the Guidance Department to prepare a list of students who are scholastically eligible. To be scholastically eligible, one must:

- A. attain an average of "B" or above
- B. attend KCHS for at least one semester
- C. be in grades 10-12.

2. Students who are scholastically eligible will be notified by the NHS sponsor(s) and will be told that for further consideration for selection to the NHS chapter, they must complete the student activity information form.

3. If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates. However, the actual selections must be made by the 5 appointed faculty council members.

4. The student activity form will be reviewed by the faculty council. Candidates receiving a majority vote of the faculty council will be inducted.

Student Government

Any enrolled student running for class office must have a "C" average the previous semester. Each student must show and sign a statement asserting his/her good behavior and character and pledge to continue to uphold those standards during their term of office. Individuals involved in attendance and/or discipline problems at Knox High School or who within the last year have been arrested and convicted of any local, state, or national law are ineligible for office. There is also an expectation of these leaders to participate fully in fundraisers and class functions. Refusal, or negligence, to participate in these distinct activities may lead to

dismissal by the class sponsor and the administration. The class sponsor would then have the option to appoint new officers with administrative approval.

Student Council

The Student Council will be primarily concerned with school wide issues and policies. The Student Council will be comprised of a president, vice-president, secretary, and treasurer, and one male and one female representative from each class. The offices of president, vice-president, secretary and treasurer of the Student Council will be open to all students regardless of grade. The election for these positions will be held in the spring, and juniors, sophomores, freshmen, and eighth grades will be eligible to vote. The two representative positions (one male and one female) from each class will be decided by a vote of the respective class's student membership.

All Student Council members are expected to conduct themselves in a manner reflecting high standards of moral, ethical, and leadership behavior associated with an elected position. Any behavior or activity that brings discredit to the individual, the school, or to the Student Council may result in disciplinary measures. Upon recommendation to the Student Council by its sponsor, individuals may be impeached and subsequently suspended from office. The building Principal serves as the final appeal and all decisions are final.

There is also an expectation of these leaders to participate fully in fundraisers and class functions. Refusal, or negligence, to participate in these distinct activities may lead to dismissal by the class sponsor and the administration. The class sponsor would then have the option to appoint new officers with administrative approval.

Class Officers

Each class will have a set of class officers comprised of 4 officers: Class President, Class Vice-President, Class Secretary and Class Treasurer. The election of these positions will follow the election of the Redskin Council in the spring of the school year.

All class positions will be decided by a vote of the respective class's student membership. All class officers will be held to the same standards as Redskin Council members and must meet the requirements listed under STUDENT GOVERNMENT.

Telephones

Students are not to use the phones in any of the school offices unless it is an absolute emergency. In the event a student must make an emergency call, he/she may use the phone in the office with Administrative permission. Students are requested to remind parents that they should not call the student at school except in cases of emergency. Students will not be called to the phone nor will messages be taken except in cases of emergency and then only from the parent. Students are requested to inform their employers that this condition exists and that employers should not expect messages to be delivered.

KNOX COMMUNITY SCHOOL CORPORATION

Internet Code of Conduct

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

1. Protect your Internet logon information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or

demonstrate other antisocial behaviors.

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

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

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

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

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

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's

Internet Protection act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection act. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

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

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

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

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

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

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

47 U.S.C. 254(h), (i), 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

Technology Guidelines and Expectations

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

Knox Community School Corporation Laptop Initiative

Learning in the Present; Preparing for the Future

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

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

I agree that I will:

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

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

I agree that I will:

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

I agree that I will not:

- Send defamatory or harassing e-mail
- "Hack" into any computer system

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

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

Student Laptop Usage

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

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

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

- Replacement power adapter - \$50
- Replacement LCD (Screen) - \$125
- Replacement keyboard - \$120
- Replacement hard shell - \$20
- Replacement carry case - \$30
- Battery - \$65
- Track pad - \$50
- Top cover - \$50
- Motherboard - \$150
- Total loss - \$300
- Each incident of damage will require the student/parent to pay the cost of the repair. The student and parent(s) will meet with school administration to ascertain consequences.
- If the student deliberately damages or continues to show careless behavior with the laptop, the school will repossess the laptop and the parent will be responsible for the cost of the damage to the machine.

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

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

Students may not:

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

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

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

Lockers

The school provides lockers as a convenience to students. All lockers made available for student use are the property of the school. Locker combinations should not be given to your friends and your locker should be kept locked always. The school does not accept responsibility for any items missing from a student locker. Since the lockers are school property, and as such are under jurisdiction of school authorities, the school reserves the right to locker inspection whenever such action would be in best interest of the school. In accepting a locker, a student acknowledges the school's right of inspection. When it is practical, the student will be invited to be present when such an inspection takes place. Students should have no expectation of privacy. Sharing of student lockers is prohibited and may result in disciplinary procedures against those involved.

Lost and Found

Lost and found articles are to be turned in to the Student Services area. Lost articles which are not claimed within a reasonable length of time will be donated to community closet.

Distribution of Materials

No printed or any other type of materials may be distributed and/or displayed at Knox Community High School without administrative approval. This includes any high school related activity either on or off school grounds. Any questions should be directed to the building principal.

Lunch

Students will be thumb scanned at the Cashier Station. Each student will have his or her own separate account. Prepayment is encouraged. Students can bring in any amount of money to be deposited to his or her account. Payment can be for Breakfast, Lunch or Ala Carte. Any items the student purchases will be automatically deducted from the account. When a student's balance gets low or when the student wants to know how much money is left in the account, the Cashier will tell them. Lunch passes will not be issued. KHS Breakfast is \$1.45 and Lunch is \$2.50.

Students are NOT permitted to leave the building during lunch without administrative permission. Students are to report to the cafeteria at their assigned time according to the schedule. Students are not allowed to go to any vehicle on school property at any time during the school day, including lunch, without administrative permission. **Any lunch brought in to school must be delivered to the Main Office or Student Services through Door 2 only.**

Back to School Night

We will hold an annual Open House. Students and parents are encouraged to attend.

Posters, Labels, Stickers

All posters or announcements of any kind for any reason that are to be displayed anywhere in the school building must be approved by the administration. Labels and stickers are not to be used at any time.

School Publications

Knox Community High School has two publications, a yearbook and a newspaper, both of which are classroom products, and are not open forums for public discussion.

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 KHS 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. KHS is not responsible for lost or stolen items. Cell phones, I-Pods and similar devices may be used (with headphones) during the lunch hours and passing periods unless the student is assigned a lunch detention or ISS.

Parents can leave important messages for their children by calling Student Services at 772-1677. Parents are discouraged from calling/texting student cell phones during classroom hours. Parents must contact Student Services if they need to pick up their child from school. Students leaving school grounds without permission from Student Services 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 any KCSC staff member. Confiscated items will be turned in to Student Services. Parents may be called to retrieve the items if determined by KHS administration.

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

Public Display of Affection

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

Plagiarism/Cheating

Plagiarism

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

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

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

First Offense — No credit for work done.

Second Offense — No credit and suspension from school for one (1) day.

Third Offense — Suspension from school for three (3) days and "F" for the final class grade.

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

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

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

Teachers are responsible for decisions regarding cheating.

Fall Homecoming Guidelines

Selection of class representatives for Fall Homecoming will be as follows:

1. Each class will hold a class meeting and nominate homecoming candidates.
2. From the list of nominees, individuals have an opportunity to accept or decline nomination. This will be approximately three (3) weeks prior to Homecoming.
3. From the finalized list underclassmen (grades 9-10-11) will select two (2) **individuals of each gender** by written ballot. Seniors will select three (3).
4. Only Senior candidates will be eligible for Homecoming Queen & King.
5. The Knox Community High School Student Body will vote on the Homecoming Queen & King in final balloting during the week of Homecoming.
6. All candidates are expected to dress appropriately. ~~Candidates are responsible for their escorts.~~ All candidates ~~and escorts~~ will be approved by the high school administration prior to final balloting.
7. Underclass candidates and the Homecoming Queen will be announced at the Homecoming game.

Library/Media Center

The purpose of the Library/Media Center (LMC) is to provide a place to study, to do research, and to find reading materials for assignments and for free time.

The LMC is open from 7:35 am to 3:00 pm. You may use the facilities at any time during the day, if you have a pass and a specific purpose or assignment to study, to take a test, to find a book to read, to read a magazine, or to use a computer.

The guidelines for using the LMC are as such:

- a) Come for a reason, and have your pass signed by a teacher, which states your reason for using the LMC. Place the pass in the box marked "Passes" or hand it to the student assistant.
- b) Food and drink are not permitted in the LMC.

- c) Always be quiet and respectful when working on a project with someone else.
- d) Write on notebook paper, not on the furniture or other materials.
- e) Keep your hands, feet and personal property to yourself.
- f) Show respect for others and their property. Failure to follow these guidelines may result in loss of library privileges.

When borrowing LMC materials, the following guidelines need to be followed:

- a) Most books may be borrowed for a two (2) week period. They may be renewed if no one else has requested them.
- b) Books cannot be renewed unless they are brought back to the LMC.
- c) Reference materials may be checked out **AFTER** school for overnight use. They must be returned **BEFORE** school the next day.
- d) Vertical file materials and magazines may not be removed from the LMC.
- e) You may borrow up to a total of three (3) books at a time.
- f) If you do not return overdue books/materials or pay for lost or damaged items, you will not be allowed to check out other materials until you return or pay for these items.

Section 504

Section 504 of the Rehabilitation Act of 1973 was enacted to eliminate discrimination based on disabilities in any program or activity receiving federal financial assistance. For any students with disabilities as defined in Section 504 of the above act, a public-school corporation must provide a free appropriate public education to the student. For any employee with disabilities as defined in Section 504 of the above act, a public-school corporation must make reasonable accommodations to the known physical or mental limitations of the employee. For further information please contact the school principal.

Weight Room

The Weight Room is open to any student of Knox Community High School. School supervision must always be present. Non-school personnel must have administrative permission. All individuals using these facilities are to follow posted rules and supervisor instructions.

Passenger Bus Rules and Guidelines

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

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

Failure to follow these bus rules and guidelines could result in suspension of bus riding privileges.

Severe Weather and School Closing

In case of severe weather i.e. snow, low temperatures, mechanical failures, etc., the official closing of school will be announced over these radio stations and School Messenger. Listen to those stations and do not call the administrators at their homes! Tune in to the following stations for weather news. ***PLEASE DO NOT CALL SCHOOL OFFICIALS.***

WKVI-1520 AM — 99.3 FM-Knox, WBST-TV-Channel 22-South Bend

e-Learning Days

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

Safety Information

FIRE DRILLS

The school is required by law to hold a fire drill each month. It is most important that students take these drills seriously and maintain a quiet atmosphere that will permit instructions to be heard.

Students should walk far enough from the building when they leave so that all students will have room to exit quickly.

No one is permitted to enter the building after the fire drill until he/she is instructed to do so by an administrator or their designee. The fact that the fire signal stops does not mean students should go back into the building. A fire could cause the alarm to stop.

Each teacher has the exit procedure for his/her room posted in the room. Please familiarize yourself with the proper exit from each of your classrooms.

1. Teachers should have their grade books with them to account for each student.
2. Students outside the building will remain there until the teacher gives them permission to return to the building. Students should move away from the building.
3. Teachers are to wait for the Principal's authorization to return to the building.
4. Utilities will be turned off by:
 - a. Teachers in the Science and Home Economics areas.
 - b. Teachers in the Industrial Technology and Art areas.
 - c. Maintenance personnel in all other areas.

EARTHQUAKE

In the event of an earthquake, students are to follow the instructions of the classroom teacher. Every room is unique, and every set of instructions could be unique, as well.

The following guidelines are to be followed:

1. Move away from windows, shelves, heavy objects and furniture that might fall.

2. Take cover under tables or desks if they are available.
3. If no shelter exists, kneel alongside interior walls, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind the neck. If notebooks or jackets are handy, hold these over your head for added protection from flying glass and debris.
5. In the library, immediately move from the windows and bookshelves, and take appropriate cover under the tables and/or counter.

THERE IS TO BE NO MOVEMENT THROUGH THE HALLS.

NUCLEAR

In the event of a nuclear crisis, students will be notified by short continuous ringing of class bells in conjunction with the Civil Defense warning signal. Students are to remain in place until further instructions are issued.

TORNADO

The alert for a tornado "Watch" is different than for fires. These will be issued over the public-address system which has auxiliary power in case of total power failure.

In event of a tornado "Warning", students will be evacuated to the interior hallways and the designated locations. Tornado drills will be conducted at various times during the school day to familiarize students and faculty of procedures for all times of the day.

It is important that students make ***NO*** noise, so they can hear any instructions that may be given.

Students are to remain on their knees, facing a wall or locker, heads down, hands clasped behind their necks.

WINTER STORM

Before school:

1. Upon the Superintendent's decision to close school, WKVI Radio will broadcast the closing of school.
2. Teachers will be notified by the emergency phone call system.
3. Administrative personnel will remain at school in case students who did not receive word should come to school.

During school:

1. Upon the Superintendent's decision to close school, WKVI Radio will broadcast the closing of school.
2. Bus drivers will be notified to verify each child is safely inside the house. If the child is not able to enter the house, he/she will be taken to a neighbor's house.

During evening activities (When people are forced to remain at schools):

1. Red Cross is to be notified.
2. Officials of the visiting school should notify their parents. If necessary, the law enforcement agencies could make the notification.
3. The gym area will be used for large group recreation.
4. Quiet areas are to be set aside for resting. Wrestling and tumbling mats would be ideal for this.
5. Maintain written documentation of those stranded in the building.

BOMB THREATS

When a bomb threat is received, the recipient of the call should attempt to delay the caller and try to determine from the conversation as many facts as possible, such as sex, age, emotional state, and any other information which might help in identification.

1. Office staff answering a bomb threat is to notify the Principal immediately.
2. No one other than the Principal should be informed of the call until he has completed an investigation.
3. Principal will call the Superintendent and police for investigation, should conditions warrant.
4. If conditions warrant, the building will be evacuated immediately when the fire alarm sounds, using the same procedures as outlined in the fire drill guidelines.

STANDARD REUNIFICATION METHOD

STUDENT/PARENT REUNIFICATION

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

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

NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID. "

PARENT/GUARDIAN EXPECTATIONS

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

WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

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

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be

released on their own.

HOW IT WORKS

For students, the school asks that students be orderly and

quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is

driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification “Check In” area and form lines based on the first letter of their student’s last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent. From the “Check In” area parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students. Parents should be aware that in some cases, they may be invited into the building for further information.

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

FINAL EXAMS

SEMESTER 1

THURSDAY

DECEMBER 19

FRIDAY

DECEMBER 20

SEMESTER 2

THURSDAY

MAY 21

FRIDAY

MAY 22

COMMENCEMENT - FRIDAY, MAY 29

