

2022-2023

KHS STUDENT HANDBOOK

Whatever It Takes, Knox Students Are Worth It!

WELCOME TO KNOX HIGH SCHOOL

Dear KHS Student,

Knox High School would like to welcome you as a student. We look forward to assisting you in your journey to adulthood by challenging you to be the best you that you can be. We will challenge you inside and outside of the classroom to develop your skills. Our purpose will be to develop those skills needed for you to be successful in the career path of your choosing. You will be asked to work hard, but we will have fun along the way.

This handbook is the key to us working together successfully in pursuit of your future. This handbook sets forth our guidelines and expectations for you and your peer. We, the staff, will do our best to work within the parameters set forth by this handbook. We ask that you and your parents do the same. However, as professional educators, we recognize that each of you is an individual and that each individual situation has circumstances that should always be taken into consideration when making any decision.

When you and/or your parents have concerns regarding the handbook or how a rule within it is being applied, we ask that you follow some simple steps to resolve your/their concerns. First, please speak with the individual whose actions concern you/them. Then, if that does not help, please speak with their supervisor. If you need help with this, please call our office at (574)772-1670. We look forward to working together toward your future.

Sincerely,

Glenn Barnes and the KHS Staff

School Spirit and Purpose



Chapter Topics

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School Purpose

Accreditation

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

School 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

School Spirit

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.

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!

Knox Community High School

Lower Level

Swimming Pool
Gymnasium
Cafeteria
Auditorium
Classrooms (B-158, B-154, B-150, B-121, B-119, B-117, B-115, B-122, B-120, B-118)
C-100
C-256
C-286
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Student Registration

We will hold an annual Registration. Students and parents are encouraged to attend. This year's events will be held on:

July 19, 2022 from 8:00 am to 3:00 pm

July 20, 2022 from 11:00 am to 6:00 pm

Bell Schedules

Reg. Schedule	Mon.- Thur.		Friday	
Period	Start Time	End Time	Start Time	End Time
1	7:40	8:27	7:40	8:35
2	8:31	9:18	8:40	9:30
3	9:22	10:09	9:35	10:25
SRT	10:13	10:53		
4A Lunch (Class)	10:57 (11:31)	11:27 (12:22)	10:30 (11:05)	11:00 (11:50)
4B Lunch (Class)	11:52 (10:57)	12:22 (11:48)	11:20 (10:30)	11:50 (11:15)
5	12:26	1:13	11:55	12:45
6	1:17	2:04	12:50	1:35
7	2:08	2:55	1:40	2:25

2hr Delay School	Mon.- Thur.		Friday	
Period	Start Time	End Time	Start Time	End Time
1	9:40	10:20	9:40	10:20
2	10:25	11:00	10:25	11:00
3	11:05	11:40	11:05	11:40
SRT				
4A Lunch (Class)	11:45 (12:20)	12:15 (1:05)	11:45 (12:20)	12:15 (1:05)
4B Lunch (Class)	12:35 (11:45)	1:05 (12:30)	12:35 (11:45)	1:05 (12:30)

5	1:10	1:45	1:10	1:45
6	1:50	2:20	1:50	2:20
7	2:25	2:55	2:25	2:55

Assembly Schedule	Mon.- Thur.		Friday	
Period	Start Time	End Time	Start Time	End Time
1	7:40	8:35	7:40	8:35
2	8:40	9:30	8:40	9:30
3	9:35	10:25	9:35	10:25
SRT				
4A Lunch (Class)	10:30 (11:05)	11:00 (11:50)	10:30 (11:05)	11:00 (11:50)
4B Lunch (Class)	11:20 (10:30)	11:50 (11:15)	11:20 (10:30)	11:50 (11:15)
5	11:55	12:45	11:55	12:30
6	12:50	1:35	12:35	1:10
7	1:40	2:30	1:15	1:55
Assembly	2:35	2:55	2:00	2:25

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.

Personal Contact Information and Legal Updates

It is an obligation of each student to report to the office any change of address or phone number as soon as it occurs. Parents will be asked annually to update their contact information. Parents are also asked to provide any custodial decrees, protection orders, or no contact orders to the school in a timely manner.

Daily 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.

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.

E-Learning Days

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

Elevator Use

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.

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.

Family Educational Rights and Privacy Act

KHS 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.

Lost and Found

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

Pandemic Planning

Pandemic Preventative Measures for In-School Learning:

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

Pandemic Continuous Learning:

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

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)."

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.

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.
4. 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.

WINTERSTORM

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

2. Radio will broadcast the closing of school.
3. 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):

- Red Cross is to be notified.
- Officials of the visiting school should notify their parents. If necessary, the law enforcement agencies could make the notification.
- The gym area will be used for large group recreation.
- Quiet areas are to be set aside for resting. Wrestling and tumbling mats would be ideal for this.
- 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. Office staff answering a bomb threat is to notify the Principal immediately.

- No one other than the Principal should be informed of the call until he has completed an investigation.
- Principal will call the Superintendent and police for investigation, should conditions warrant.
- 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.

ACTIVE THREAT

When a threat is believed to be active, any student or employee will alert the school by any means necessary. The School Resource Officer and additional officers will respond and take control of the situation. All students and staff will be trained to respond to the threat in a manner that will save lives and eliminate the potential of being injured. Active threat drills will be practiced regularly, like Tornado and Fire drills, to assure that all students and staff are familiar on what the safest means are to respond to an active threat.

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.

School Resource Officer

Purpose

The Knox Community School Corporation has partnered with the Knox City Police Department (KPD) to provide a School Resource Officer (SRO) on the KCSC campus to ensure the safety of students, staff, and community members.

Advisory Role

They are responsible for working with school administrators, security staff, and faculty on developing comprehensive safety plans to ensure schools are safe places for students to learn. Anyone suspected of participating in unlawful or unsafe activities on the KCSC campus may be reported to the SRO. During any incident, the SRO may assist administrators by being present in student conferences. In conferences, the SRO will only function as an observer until they determine the situation requires the involvement of law enforcement. At that moment, the SRO will perform their duties as an officer of the KPD.

KPD

It should also be noted that the SRO is an officer of the KPD. As such, any information received by the officer may also be subject to outside referrals to the Knox/Starke County Police Departments, Starke County Division of Family and Children Services, Starke County Probation Department, or other agencies.

Severe Weather & School Closings

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.

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 in the Commons and Cafeteria and at the teacher's discretion in classrooms. If your 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 KHS litter free.

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.

Visitors & Parking

All visitors are asked to park in the south parking lot of KHS and required to enter through the secure vestibule. All visitors must show a state issued ID to enter the building. The visitor’s ID will be used to perform a background check using the Raptor Visitor Management System. Upon entering the school, visitors will be required to sign in and wear a visitor's tag. Student visitors during the school day are not permitted.

Weight Rooms

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.

Student Information

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Automobiles & 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).

Class Rings

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

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, a raised hand 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.

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 Main office and should be turned in to Student Services in advance of the date of the dance in question for approval.

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.

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 forfeits all privileges to attend extra-curricular activities. ID 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 or 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.

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 market-value charges for each occurrence if the laptop or accessories are damaged, lost or stolen:

- Replacement Power Adapter
- Replacement Webcam
- Replacement LCD (Screen)
- Replacement Screen Bezel
- Replacement Track pad
- Replacement Keyboard
- Replacement Bottom Cover
- Replacement Protective Cover
- Replacement Laptop Bag

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 Treasurer's office 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.

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:

1. 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.
2. Food and drink are not permitted in the LMC.
3. Always be quiet and respectful when working on a project with someone else.
4. Write on notebook paper, not on the furniture or other materials.
5. Keep your hands, feet and personal property to yourself.
6. Show respect for others and their property.
7. Failure to follow these guidelines may result in loss of library privileges.

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

1. Most books may be borrowed for a two (2) week period. They may be renewed if no one else has requested them.

2. Books cannot be renewed unless they are brought back to the LMC.
3. Reference materials may be checked out AFTER school for overnight use. They must be returned BEFORE school the next day.
4. Vertical file materials and magazines may not be removed from the LMC.
5. You may borrow up to a total of three (3) books at a time.
6. 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.

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.

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.

Substance Abuse Philosophy & Policy

PHILOSOPHY

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.

POLICY

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:

- Behavioral Health Center
- Porter-Starke Services
- Charter Beacon Hospital
- Kingwood Institute
- 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.

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.

Vocational Classes

Vocational class times vary with each program. Being job related skill instruction attendance and timeliness are expected and required. Class instructors will provide exact report times and locations for students. Class instructors will be responsible for informing KHS about student tardies and attendance.

A.M. 7:30 – 10:55

P.M. 11:30 – 3:30

Students who fail to adhere to the basic requirements of attendance and timeliness may be removed at any time by KHS Admin. Students who are removed will receive a WF for the course and be provided alternative credit opportunities.

Academics

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Academic Awards

Knox Community High School, with support of the Knox Community School Corporation, annually recognizes and honors outstanding academic achievement. Separate grade-level events will be scheduled for all Academic Awards. The following awards are presented:

Academic "K" - For all students enrolled in a minimum of 5 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.

Shirts - For students who make the semester honor roll by being enrolled in a minimum of 5 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", a gold bar will be awarded to the student for each time he/she makes the semester honor roll.

Cords – At graduation rehearsal, cords will be awarded for the following accomplishments:

- Cum Laude – 3.5 – 3.699 – Red cord
- Magna Cum Laude – 3.7 – 3.899 – Red & White Cord
- Summa Cum Laude – 3.9 and up – Red, White & Blue Cord

Academic Top 10

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 GPA ranking at the close of the fourth quarter of the Senior year of graduation. Top Ten Awards for purposes of the banquet **only** will be based on seventh semester GPA. Order will be corrected based on end of year ranking.

Correspondence Course Policy

A student at Knox Community High School is permitted to take APEX courses 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 Guidance Counselors and Principal will be responsible for the approval of courses.

Commencement

Commencement is scheduled for: May 26, 2023

Additional details and times will be disclosed during the spring of 2023.

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)

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.

Grading

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
A -	91 - 99
A- -	90
B+-	89
B -	81 - 88
B- -	80
C+-	79
C -	71 - 78
C- -	70
D+	69
D -	61 - 68
D- -	60
F -	Below 60

Calculations for semester grades:

- A. The final grade for each student for each of his/her subjects will be computed with the use of two (2) marking periods grades plus the grade on a final exam, if given. Each nine (9) week's grade is worth forty percent (40%), the final exam is worth twenty percent (20%) of the semester grade.

- B. The scale to be used in computing GPAs:

A+	4.33
A	4.0
A-	3.66
B+	3.33
B	3.0
B-	2.66
C+	2.33
C	2.0
C-	1.66

D+	1.33
D	1.0
D-	0.66

Graduation Requirements

KHS graduation requirements will meet all graduation requirements for the state of Indiana.

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.

Honor Roll

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

Academic Excellence Honor Roll - Minimum five (5) subjects No grade lower than an A-

Redskin Honor Roll - Minimum five (5) subjects No grade lower than a B-

Scholarship Night

Knox Community High School hosts an annual Scholarship Night each spring. A wide variety of clubs, organizations, and colleges make special presentations. Academic awards, honor cords and department awards are presented at a separate Senior Awards Program.

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.)

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 KHS 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.

Report Cards to Parents

Report cards are generated by guidance at the end of each grading period. These student records are then sent by secure document delivery to parents. A paper copy of the report is available upon request. Midterm reports are generated and distributed in the same manner.

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.

Semester Exams

All classes will give semester exams, unless those classes have been exempted by the building principal. These exams will count as 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. College credited courses are not exempted.

Student Achievement and Evaluation

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

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 (3) non-exempt absences in any one class during a nine-week grading period, 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 unexcused absence above 3 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.

Earn Back Policy

A student may earn back a nine-week grade that became an “NC” due to excessive absences by having met **all after school detention obligations** that were assigned due to violations of the attendance policy.

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.

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.

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 GPA ranking at the close of the eighth (8th) semester of their year of graduation. Student must be currently enrolled (no early graduation).

Withdrawals & 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.

Attendance & Health

Chapter Topics

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[Administration of Medication](#)

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Absences Arranged in Advance

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 make-up 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 their 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.

College Visits

The college visit is a very critical part of the college selection process. Forethought and planning must be part of the process. 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.

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.

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/Dean of Students.

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 NURSE'S 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.

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.

Attendance 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.

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:

A parent or guardian is required to call the attendance office at 772- 1671 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

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 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.

Truancy and Consequences

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. ALE and parent contact made by Administration
2. Administrative Sanction (ALE, 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)

Medical Appointments, Doctor's Care & 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 Attendance Office at 772-1671 or send a note.
 2. The Attendance 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 Main Office/Attendance 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.

Medical 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.

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. influenza. Today, *Streptococcus pneumoniae* and *Neisseria meningitidis* are the leading causes of bacterial meningitis.

What are the signs and symptoms of meningitis?

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

How is meningitis diagnosed?

Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. The spinal fluid is obtained by performing a spinal tap, in which a needle is inserted into an area 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 is 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 MenactraT) 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. pneumonia* (also called pneumococcal meningitis) which can also prevent other forms of infection due to *S. pneumonia*. 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

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.

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 conditions, 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.

Student Absences

Attending school has a huge impact on our student's success. This year our goal is to ensure every student attends school at least 97% of the days that we are in session. This means that no student should miss more than 5 unexcused days of school throughout the year.

An Excused Absence is an absence for part of or all of the school day that results in a phone call to the school or a written parent note prior to or upon return for excusing the absence for any of the following:

Personal Illness or injury

Medical, dental, court and/or other appointments Death in the immediate family

Major religious holidays (request verification)

- After 3 days of excused absences a doctor's note is required
- A verified statement from the doctor, dentist, etc. is required upon return to school

Any absence that is not an excused absence, is marked as an Unexcused

Absence. Our steps to combat unexcused absences from school are as follows:

- 3 Unexcused Absences: Letter sent out to the family
- 5 Unexcused Absences: Phone conference with parent
- 7 Unexcused Absences: Meeting with parents: Offer Services / Place student on an attendance contract
- 8 Unexcused / Violation of the attendance contract: Project Attend Hearing with the Prosecuting Attorney
- 10 Unexcused Absences: Referral to DCS

Student Conduct

Chapter Topics

[Addressing Staff](#)
[Breathalyzers](#)
[Bureau of Motor Vehicles](#)
[Criminal & Gang Activity](#)
[Damage to School Property](#)
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[Monday - Friday School Program](#)
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[Saturday School Policy & Program](#)
[Social Probation](#)
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[Student Dress and Grooming](#)
[Suspension/Expulsion](#)
[Sweep Program](#)
[Technology Guidelines](#)
[Telephones](#)
[Truancy](#)

Addressing Staff

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

Breathalyzers

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 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.

Bureau of Motor Vehicles & Student Suspension

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 IC20-8.15.1.

(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 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.

Criminal 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.

Damage to School Property

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

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 7:05 - 7:35 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.

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/Dean of Students.
11. Being in an unauthorized area.

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. Adult Learning Environment
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.
20. Social Probation.

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.

Electronic Devices

Cell phones, radios, tape players, CD players, I-pods, MP3 players, pagers, Air Pods, ear buds, headphones, watches with messaging capabilities, 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 alternate learning environment. 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.

Explosive & 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.

General Rules & Expectations

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 reviews 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.

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.

Alternate Learning Environment

An Alternative Learning Environment 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 Alternate Learning Environment by administrators of the High School. Students assigned to Alternate Learning Environment must follow all established rules of the Alternate Learning Environment Supervisor and do assignments as they are given to the student. Students will not be counted absent while they are assigned to Alternate Learning Environment. A student who has been assigned to Alternate Learning Environment MAY NOT be allowed to participate in any after school extracurricular sport or school-sponsored activity during the day of assigned Alternate Learning Environment. If a student is uncooperative or fails to follow the rules while in Alternate Learning Environment, that student will face Out-of-School Suspension and/or possible Expulsion.

Internet Code of Conduct & Use Policy

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

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

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

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

rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work.

The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

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

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

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless,

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

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

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

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

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

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

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

18 U.S.C. 1460 18 U.S.C. 2246

18 U.S.C. 2256

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

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

Adopted 4/19/10

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.

Passenger Bus Rules and Guidelines

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

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

Students Must:

- 1) Be ready for the bus 15 minutes prior to the scheduled time. Please allow 15 minutes before and after the scheduled time for bus to arrive at your location.
- 2) Cross in front of the school bus when crossing a street. Do not stop to check mailbox or head to the back of the bus to cross.
- 3) Keep bus clean, sanitary, and orderly.
- 4) Obey bus driver and bus aide. They are in full charge of the buses and pupils while in transit.
- 5) Always ride in assigned seat.
- 6) Never cause damage to the school bus, and report anything damaged to the driver. Any student disfiguring or mutilating a bus will be required to pay for the damage.
- 7) Never get off the bus at any stop other than your assigned bus stop, unless you have written permission note from the school office.

- 8) Never fight, scuffle, or incite any disturbance creating a hazard to the safety of others on the bus.
- 9) Never use obscenities or profane language on the bus.
- 10) Do not extend arms or head out of the bus window at any time. Window cannot be lowered more than half way down.
- 11) There is to be no food or drinks consumed on the bus.
- 12) Tobacco products in any form are prohibited.
- 13) No walking in the bus while it is in motion. This includes the bus slowing down at your stop or the school. Bus must be completely stopped before anyone starts to leave from their assigned seat.

Administrators reserve the right to impose any of the following consequences.

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

School officials reserve the right to impose greater consequences depending of the severity of the situation.

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.

Public Display of Affection

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

Saturday School Policy & 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 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.

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.). This COULD include Prom. 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.

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.

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 their 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. Planned spirit week dress days may involve special dress that may be in violation of the stated guidelines below.

Dress Guidelines: Shirts must have sleeves and cover the entire midriff. Shirts may not have holes or rips. Shorts and skirts are to be close to mid-thigh in length. Holes in pants are discouraged. If shorts or pants are worn with holes, the holes must be small (less than the size of a softball) and mid-thigh or lower. Undergarments are to be worn but are not to be exposed. 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. Hats, hoods, bandanas, and head coverings (other than those worn for religious reasons) are not to be worn in the building. Visible piercings are permitted but may not be excessive. (Final discretion will be left to the administration.) Jewelry is permitted, however, jewelry with spikes, sharp points or edges, and heavy chains of any kind are prohibited.

Knox High School administration will have the 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.

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:

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.

SUSPENSION FROM SCHOOL - PRINCIPAL (or Designee):

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days providing the student receives the following:

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

EXPULSION - Principal (or Designee):

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 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.

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:

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. 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.
- b. Setting fire to or damaging any school building or property.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- h. 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.
- i. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- j. 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.
- k. 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.

- l. 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.
- m. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

(Exception to Rule) a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
- n. 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.
 - o. 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.
 - p. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
 - q. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
 - r. 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.

- s. 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.
 - t. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
 - u. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 - v. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
 - w. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 - x. 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.
 - y. Engaging in pranks that could result in harm to another person.
 - z. Use or possession of gunpowder, ammunition, or an inflammable substance.
 - aa. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - i. engaging in sexual behavior on school property;
 - ii. engaging in sexual harassment of a student or staff member;
 - iii. disobedience of administrative authority;
 - iv. willful absence or tardiness of students;
 - v. 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;
 - vi. violation of the school corporation's acceptable use of technology policy or rules;
 - vii. violation of the school corporation's administration of medication policy or rules;
 - viii. possessing or using a laser pointer or similar device.
 - bb. 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.
- 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.

BULLYING

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.

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.

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.

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.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

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.

POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

No student shall possess, handle or transmit any firearm or a destructive device on school property.

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 rule or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

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.

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.

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

POSSESSING A DEADLY WEAPON

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

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.

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. The principal (or designee) will immediately inform the superintendent and notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

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.

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 written or oral statement of the charges;
 - if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - 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

Sweep Program

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.

Tardies

3rd Offense - Lunch Detention

4th Offense - Lunch Detention and Parent Notified

5th Offense - After School Detention Parent Notified

6th Offense - Saturday School Parent Notified

7th Offense – Parent Meeting

Technology Guidelines & 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

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

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.

Truancy

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. Alternate Learning Environment and parent contact made by Administration
2. Administrative Sanction (ALE, 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)

Athletic Code of Conduct



Chapter Topics

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Purpose

The Knox Community Schools recognizes the value of athletics and encourages students to involve themselves in the many programs that are available to them. Unlike the required nature of the regular education program, participation in athletics is a privilege offered to students who meet both the scholastic and physical conditions of eligibility.

By participating, a student agrees to represent Knox High School (KHS) or Knox Middle School (KMS) or Knox Elementary School (KCES) responsibly and honorably in practice, during contests, and in the community. The student/athlete will accept the rules and regulations of this code of conduct. The code of conduct is a 365-day policy.

A participant behaving irresponsibly, dishonestly, or dishonorably may be suspended or dismissed from participation in athletics by the coach, athletic director, or school administration.

Adhering to a code of conduct is a matter of self-discipline. The best performance an individual is capable of producing comes only when that individual is willing to sacrifice time and effort toward a conditioned training program which will help discipline and establish daily habits during the individuals' lifetime.

The rules contained herein are the official policy of the Knox Community School System as they pertain to student participation on athletic teams.

These rules apply to all athletes, regardless of whether or not a student has signed, or actually read the terms contained in the Code of Conduct. Each player shall be given a copy of the Code of Conduct, and thereafter shall be responsible for knowing and following the rules.

General Rules for Participation

- A. No student may quit one sport and go out for another after the season has begun without mutual consent of both coaches and the athletic director.
- B. Travel: Students must travel to and from contests away from KHS/KMS/KCES in transportation provided by the school, unless an injury, illness, an emergency situation, or a parental request necessitates alternate transportation. In case of a parent request, personal contact must be made by the parent PRIOR TO THE CONTEST with the coach to indicate that the parent is taking the athlete home with them. A consent travel release form must be completed and approved by an administrator before a student athlete can be transported. Forms can be picked up at the KHS & KMS offices and on the school website. The athlete will be required to remain in attendance at the event until the team(s) has completed all contests. (EX: A junior varsity player may not leave until the varsity contest is completed).

- C. Awards: Participant must COMPLETE a season in good standing with the coach in order to receive any awards. The season does not officially end until the team is eliminated from the state tournament or the completion of the athletic banquet (which ever event takes place last). A student/athlete may participate in multiple varsity sports simultaneously upon agreement from the two varsity coaches. The athlete must declare which varsity sport they wish to receive their varsity letter in. Should the athlete encounter a conflict between sports, he/she is required to attend the sport activity the student is earning their varsity letter in.
- i. Numerals: Awarded to freshman that complete the season in good standing.
 - ii. Varsity K: Awarded to athletes upon earning their first varsity letter (Due to extenuating circumstances, a coaching staff may vote a letter to a player even though they have not met the requirements).
 - iii. Metal Sports Figure, Metal Bar, and Certificates: After being awarded their first varsity letter, the subsequent awards shall be one metal sports figure and metal bars thereafter. A certificate is awarded to each participant that finishes a season in good standing.
 - iv. Blanket Award: Upon earning the eighth varsity K, an athlete will be awarded a K blanket.
 - v. Captain Star: Awarded to captains in a sport that designates team captains.
 - vi. Special Awards: Each sport shall designate a limited number of special awards. These awards shall be classified as statistical or non-statistical (local) awards. (Local awards might be MVP, Most Improved, Coaches Award, etc.). Statistical awards are based on performance.
 - vii. Criteria for lettering:
 - 1. Basketball: The athlete must play in 50% of all quarters, excluding sectional.
 - 2. Cheerleading: The athlete must attend 80% of the required games and practices.
 - 3. Winter Lifters: The athlete must attend 80% of the required games and practices.
 - 4. Cross Country: A runner must average in the top seven (7) runners in all varsity meets.

5. Football: A player must participate in $\frac{1}{2}$ of the total number of quarters played during the season.
6. Golf: A player must participate in at least $\frac{1}{2}$ of the varsity meets, and make the sectional or conference team.
7. Baseball/Softball: A player must participate in at least $\frac{1}{2}$ of all innings played. The designated hitter will be considered a starting player and will have played each inning until he/she is removed from that position. A pinch hitter or runner will have participated in that inning. A pitcher that is a regular starter and used in that capacity in the regular pitching rotation will be eligible for a varsity letter.
8. Tennis: A player must participate in a minimum of seven (7) varsity matches.
9. Track: The athlete must have a total of fifteen (15) points throughout the season, or score a point at conference or sectional meets.
10. Wrestling: The athlete must wrestle in a minimum of nine (9) varsity meets.
11. Volleyball: An athlete must have 25 points during the season. To earn points, a player will receive $\frac{1}{2}$ point per game entered.
12. Swimming: Swimmers will earn one (1) point for each varsity meet they participate in. The swimmer must earn 50 points during the season. Points will be totaled as follows:

	Individual Events	Relays
1st Place	4	2
2nd Place	3	1
3rd Place	2	$\frac{1}{2}$
4th Place	1	0

- Any senior that has served a program for four (4) years, but has not met the requirements, MAY be awarded a varsity letter.
- All awards will be presented at one of the banquets honoring each individual sport season.

D. A manager of a varsity sports team may earn a varsity letter. This letter WILL NOT count toward the athletic sports blanket.

Attendance Requirements

- A. 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 by 10:30am or ½ day (KMS). Extracurricular activities include athletic practices, contests, events, meetings, rehearsals, tryouts, performances, etc.

Exemptions to the above rule are:

- doctor or dental appointments arranged in advance;
 - college visits and military tests;
 - field trips;
 - funeral or death in immediate family or another person as approved by the Principal or his designee;
 - absences granted by state law;
 - absences approved by the Principal or his designee.
- B. A student injured and given medical treatment cannot participate until the date the doctor's release is received by the athletic director's office.
- C. Any athlete that is suspended in school or out of school is not eligible for practice or games until the suspension is served.
- D. Practice: All athletes are expected to be in attendance at EACH practice. Each coach may invoke penalties for missed practices (work is not an excuse to be absent from practice). Penalties may range from extra work up to dismissal from the team.

Academics

- A. You are a student first and an athlete second. Academic achievement is paramount and is the primary function of a school and is necessary for your future success. Therefore, you will be held to academic standards to be eligible to participate in athletics. Eligibility at KHS is determined by the number of solid credits earned the previous quarter or semester. Solid credits may be earned in all courses except study hall and teacher's aide/ office assistant. The following represent guidelines for athletic eligibility at KHS:
- B. All students must meet the IHSAA eligibility guidelines to participate in athletics.

1st Academic Quarter – Freshmen are automatically eligible. Eligibility for students in grades 10, 11, and 12 is determined by solid credits earned during the second semester of the previous school year.

1. Freshmen – Automatically eligible
Sophomores - If enrolled in 7 solid courses the second semester of the freshmen year, the student must have earned 5 solid credits.

- If enrolled in 6 solid courses the second semester of the freshmen year, the student must have earned 5 solid credits.
- 2. Juniors/Seniors – Must have earned 5 solid credits the second semester of the previous school year.

2nd Academic Quarter – Eligibility is determined by the solid credits earned during the 1st quarter of the current school year.

1. Freshmen:
 - If enrolled in 7 solid courses the first quarter of the freshmen year, the student must have earned 5 solid credits.
 - If enrolled in 6 solid courses the first quarter of the freshmen year, the student must have earned 5 solid credits.
2. Sophomores/Juniors/Seniors – Must have earned 5 solid credits the first quarter of the current school year.

3rd Academic Quarter – Eligibility is determined by the number of solid credits earned during the 1st semester of the current school year.

1. Freshmen:
 - If enrolled in 7 solid courses the first semester of the freshmen year, the student must have earned 5 solid credits.
 - If enrolled in 6 solid courses the first semester of the freshmen year, the student must have earned 5 solid credits.
2. Sophomores/Juniors/Seniors – Must have earned 5 solid credits the first semester of the current school year.

4th Academic Quarter – Eligibility is determined by the number of solid credits earned during the 3rd academic quarter of the current school year.

1. Freshmen:
 - If enrolled in 7 solid courses the 3rd academic quarter of the freshmen year, the student must have earned 5 credits.
 - If enrolled in 6 solid courses the 3rd academic quarter of the freshmen year, the student must have earned 5 credits.
2. Sophomores/Juniors/Seniors – Must have earned 5 solid credits the 3rd academic quarter of the current school year.

C. You can assure your eligibility by:

- i. Being in attendance each day
- ii. Doing any work assigned by teachers, and
- iii. Studying prior to any test. As an athlete, you must learn to budget your time between being a student and being an athlete.

KMS student athletes

- Must pass all subjects the previous grading period to be eligible to compete in athletics.
- A KMS student athlete and his/her parent/guardian may petition for re-eligibility if after three weeks into a new grading period all grades are passing. The final decision rests with the KMS Administrator, KMS Athletic Director, and the coach.

Substance Abuse Rules

Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only when the individual is willing to sacrifice time and effort toward a conditional training program. The rules set out in this paragraph are to be followed from the first day of practice in a student's sports career at, and until the last game of the last season of their senior year. These rules shall be in effect regardless of whether the student is actively participating in a sport, and regardless of whether or not the regular school year is in session. In the event any punishment or suspension is imposed while a student is not a member of an active team the punishments and suspensions provided for in this paragraph shall be imposed during the next sports season the student participates in.

- Drinking, use of tobacco, and the use of drugs in any form are regarded as detrimental habits for ALL persons, not just athletes. Consequently, the use, consumption, distribution, or possession of alcoholic beverages, tobacco products, including vapes and e-cigarettes, and drugs without a doctor's prescription is prohibited. Furthermore, use of inhalants, caffeine, and caffeine based/non-prescription performance enhancing substances are not permitted. Possession, use, transmitting, or being under the influence of caffeine-based substances, substances containing pehnylpropanolamine (PPA) or stimulants of any kind, be they available with or without a prescription are prohibited. Evidence of the violation of this rule may include, but are not limited to: charges filed by law enforcement agencies or officials, observation by members of the athletic staff or team, faculty, administration, receipt of a positive drug test, or by admission by the participant. Abstinence from the use of these substances is a 12-month-a-year responsibility. You should disassociate yourself from persons that use any of the above-mentioned substances. (Don't let substance abusers bring you down to their level).

Substance Abuse Penalties

A. 1st Violation:

1. 30% suspension from scheduled contests. Suspension begins after student/athlete has had a conference with the principal, athletic director, and coach. The 30% suspension may be carried over into the next sports season in which the student athlete participates if he/she does not complete it during the season in which the suspension occurred. If a student/athlete turns themselves in and confesses that they violated the code of conduct, the penalty can be reduced to a 20% suspension. This has to be agreed upon by the athletic director, athletic consul and the assistant principal. The athlete may also be given the option to do 10 hours of community service to have the penalty reduced.
2. He/she may practice, but not play in an actual game or contest during the suspension period. Participation in practice will be granted at the discretion of the coach.
3. A letter may be earned along with statistical awards. Non- statistical awards, such as most valuable, most improved, most inspirational, coaches award and mental attitude awards MAY NOT be attained.
4. He/she cannot be recognized as a captain.

B. 2nd AND ALL SUBSEQUENT VIOLATIONS:

1. Suspension from all scheduled contests will be for 60% of the season. Suspension begins after student/athlete has had a conference with the principal, athletic director, head coach, or club sponsor.
2. He/she may practice, but not play in an actual game or contest. Participation in practice will be granted at the discretion of the coach.
3. A letter may be earned along with statistical awards following the suspension and receipt of a negative test result. Non-statistical awards such as most valuable, most improved, most inspirational, and mental attitude award winner may not be attained.
4. He/she cannot be recognized as a captain.
5. He/she must complete an assessment program during the 1-year suspension period before further participation in athletics may be granted (except tobacco, because there are no programs available in the area).

Vandalism, Theft, Misuse of Property

Vandalism, theft, or destructive misuse of school property, equipment, or property of others is prohibited. This rule protects not only Knox Community Schools and its students, but also the community in which we reside. It also protects other schools that we face athletically and in competition. The rules set out in this paragraph are to be followed from the first day of practice in a student's sports career, and until the last game of the last season of their senior year. These rules shall be in effect regardless of whether the student is actively participating in a sport, and regardless of whether or not the regular school year is in session. In the event any punishment or suspension is imposed while a student is not a member of an active team the punishments and suspensions provided for in this paragraph shall be imposed during the next sports season the student participates in.

FIRST OFFENSE:

Suspension from competitive participation in ALL sports for a period constituting a minimum of 30% of all scheduled contests and maximum suspension of 1 calendar year, depending on the severity of the offence. The length of the suspension will be determined during a meeting with the principal, athletic director, and head coach of the sport involved. The athlete may also be given the option to complete 10 hours of community to reduce their penalty. Payment in full for all damage caused will be required. A letter and statistical awards may be earned in the sport during which the violation occurred, but no local award can be earned in the sport (i.e., Most Valuable Player, Most Improved, etc.).

SECOND OFFENSE:

Automatic suspension from competition/participation for 60% of season and restitution for all damages caused or for items stolen.

SUBSEQUENT OFFENSES:

Forfeiture of athletic participation throughout high school career.

Note: Stealing and vandalism will not be tolerated. If you are on a school-sponsored event, we expect you to conduct yourself in a manner that brings pride to our school and community. Stealing from other schools (shirts, shorts, etc.) will be dealt with in a severe manner; as will stealing from restaurants or stores while part of a Knox Athletic Team.

Juvenile/Criminal Offense

The rules set out in this paragraph are to be followed from the first day of practice in a student's sports career, and until the end of the last game of the last season in their senior year. These rules shall be in effect regardless of whether the student is actively participating in a sport, and regardless of whether or not the regular school year is in session. In the event any punishment or suspension is imposed while a student is not a member of an active team the punishments and suspensions provided for in this paragraph shall be imposed during the next sports season the student participates in.

FIRST OFFENSE:

Under the following circumstances, a student athlete may be suspended from interscholastic contest:

1. Admission of guilt.
2. The presentation of evidence deemed reasonable by the Athletic Director and Principal.
3. Conviction of a crime.

In such cases, the student athlete will be suspended for a minimum of 30% of the scheduled contests or a maximum of 365 days from interscholastic contests. The suspension will be determined during a meeting with the Principal, Athletic Director, and Head Coach of the sport involved. The athlete may also be given the option to complete 10 hours of community to reduce their penalty

SECOND OFFENSE:

Suspension of Athletics for 365 days

Violations of School Rules/Coach's Rules

All Knox High School athletes are expected to abide by the school rules as stated in the student handbook. The head coach may also implement additional training and, in season, conduct rules not contained within this document that are considered important to the development and success of his/her program. Such additional rules must be submitted by the head coach to the athletic director for approval prior to the official beginning of the season. Upon approval from the athletic director, the head coach will distribute those team rules to his/her athletes. A parent's signature verifying receipt/review of those rules is suggested. Knox Middle School students/athletes who are suspended twice by the administration during a sport season will be dismissed from the team or squad.

Self-Reporting

If an athlete violates one of the above rules, and they report themselves to the administration, a recommendation will be made to the athletic council to reduce the suspension by 20% of the original suspension. (Example: A 30% suspension would then be a 10% suspension. The report must be made on the next business day following the violation and all the details of the violation must be presented. If the incident is falsely represented, the original suspension will be put in place and additional discipline may be pursued.

Note:

Once during his/her junior high and once during his/her high school career an athlete may seek assistance with a substance abuse issue without athletic penalty. The self-referral must be made prior to being caught or investigated for a substance abuse violation. After referring oneself to an administrator or coach, the student must complete a substance abuse program through a certified substance abuse treatment agency. A release of information form must be signed allowing information to be shared to the school about the student's progress.

Supplementary Information

- A. The athletic season is defined as commencing with the first practice and ending with the athletic awards recognition night or the final event in the state tournament series, whichever occurs last.
- B. If there are insufficient contests remaining in the season for completion of the suspension period, the remaining portion of the suspension period will be served by suspension from the number of contests in the next season or sport in which the student participates.
- C. If the violation occurs during a time when the student is not participating in a sport, the penalty will be applied during the next season or sport in which the student participates.

Notification of Violation

- A. Student notified of code of conduct violation and of potential consequences as established in the code of conduct.
- B. Parent/guardian notified of code of conduct violation and of potential consequences as established in the code of conduct. The school corporation will attempt to notify the parent/guardian by telephone the same day as when the student is notified. Written notice will also be provided by the school corporation to the parent/guardian mailed on the same day or no later than the school day after the day the student is notified of such violation.

Athletic Council

The athletic council is comprised of the principal, athletic director, and the coach of the sport of the athlete in question. The athletic council exists to hear appeals from athletes of decisions of exclusion by the coach and/or athletic department. Recommendations, differing from the already imposed consequences, may or may not be made. Following the hearing the parent(s) or guardian will be notified with five (5) days by the principal or his/her designee of the council's decision. The council may accept, reduce or overturn the exclusion decision but may not invoke a more severe penalty.

APPEALS/HEARING:

An athlete and his/her parent(s) or guardian has the right to a hearing on exclusion by notifying the athletic director in writing with in five (5) days after the exclusion decision. The right of appeal is forfeited if not requested within this five (5) day limit.

Procedures for Reporting Accidents/Injuries

1. The student athlete must immediately inform the coach or athletic trainer of any injury that has occurred while at a practice or game.
2. The coach or athletic trainer will fill out an incident report.
3. If medical treatment is needed:
 - a. The student's personal insurance will have to be billed first.
 - b. In the meantime, the parent/guardian will need to come to the high school athletic office to fill out a form from "Student Athletic Protection". (This is the insurance company that will look at the remainder of the bills after the student's personal insurance has paid. Please note that they may not pay 100% of the balance due.)
 - c. Student Athletic Protection will then notify the parent/guardian of their procedures.

Extra-Curricular Student Code of Conduct

Chapter Topics

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Extra-Curricular and Co-Curricular Conduct

Students participating in Extracurricular and Co-Curricular programs are representatives of KHS. Much like our athletes, they will be held to high standards when representing KHS. Correspondingly, our students participating in these programs will be held to the same or reasonably comparable standards to those of our athletes.

If a student is participating in a Co-Curricular program, these students are at risk of not only being removed from performances, but also having their grade impacted due to their removal.

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.

Extra-Curricular Participation when Absent from School

A student who is absent from school all day due to illness, injury and/or a Non- Exempt absence will not be permitted to participate as a member of any extracurricular activity. If the absence is a partial day, the student must be in attendance by the start of 4th period. Furthermore, a student must be in school by the start of 4th period on Friday in order to participate in a school sponsored activity on the weekend. Extracurricular activities include athletic practices, contests and events, meetings, rehearsals, tryouts, performances, dances, 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 his designee;
5. Absences granted by state law;
6. Absences approved by the Principal or her designee.

Extra-Curricular sponsors

Senior Class (2023) – Tiffany Binkley
Junior Class (2024) – Carole Duran
Sophomore Class (2025) – Alexa Alva
Freshman Class (2026) – Amanda Pierce
Academic Super Bowl - Carole Duran
Auditorium - Craige Phipps
Band - Craige Phipps
Cheerleaders - Jana Hazelton/Sarah Richard
Chorus - Bobbie Sue McDaniel
Drama - Terrill Hahn
FFA – Mel Lenig
Musical - Terrill Hahn
National Honor Society – Carole Duran/Tamara Dearth
SADD - Carrie Stone
School Yearbook Sandbur - Elisabeth Amor
Science Club - Mark Krom
Speech Team - Carole Duran
Student Council – Julie Farus/Cathy Quella
Study Table - TBD

Fall Homecoming Guidelines

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

1. Each class will vote to 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. All candidates 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.

Student Council - Leadership

The Student Council Leadership will be primarily concerned with school wide issues and policies. The Student Council Leadership will be comprised of Student Body president, vice-president, secretary, and treasurer. The presidents and vice-presidents of each class will also be part of the Leadership. The election for these positions will be held in the spring, and juniors, sophomores, freshmen, and eighth grades will be eligible to vote. The president positions 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.

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.

Class Officers

Each class will have a set of class officers comprised of 6 offices:

Class President

Class Vice-President

Class Secretary

Class Treasurer

Boys Representative

Girls Representative

The election of these positions will coincide with the election of the Student Council Leadership 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 Student Council Leadership members and must meet the requirements listed under STUDENT GOVERNMENT.

Staff

KHS Staff & E-Mail

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Mrs. Elisabeth Amor
Mrs. Tammy Dearth
Miss Terrill Hahn
Mrs. Michelle Matysak
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VOCATIONAL ARTS

Mrs. Kathy Berg – Health Sciences
Mr. Curt Feece – Computer Technology
Mr. Bill Gregor - Robotics
Mr. Joshua Holdread – Auto Tech
Ms. Rachel Moore – Welding
Mr. Levi Schleg – Auto Tech
Mrs. Toni Palm - Cosmetology
Ms. Sara Stump – Early Childhood

SECRETARIES

Mrs. Shannon Bolen– Guidance
Mrs. Julie Farus –Student Services
Mrs. Jennifer Tow – Treasurer
Mrs. Amy Webb– Attendance/Athletics

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PARAPROFESSIONAL AIDES

TBD - MoMH
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Ms. Jewel Ketcham - MoMH
Mrs. Sue Lippner – E.D.
Mrs. Amanda Pierce - LD
Ms. Brandi Pitts - MoMH
Mrs. Cathy Quella –MoMH
Mrs. Lisa Shepherd – LD
Mrs. Dolores Surfus – Library

FOOD SERVICE

Kasey Clark, Food Service Director
Rose Patrick, Head Cook

MAINTENANCE/CUSTODIAL

A.M.

Mrs. Nikki Simpson

P.M.

Ms. Lindsey Fisher
Mrs. Jessica Pitts
Mrs. Juana Vazquez

GUIDANCE

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Mr. Greg Estok, Dean of Students
Mr. Richard Warren, Athletic Director

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