

# North Knox Primary

## School Handbook 2022 - 2023



**Home of the Warriors**

**Principal – Scott Sturgeon**

**215 E. 4<sup>th</sup> Street  
Bicknell, IN 47512  
Phone (812) 735 - 2547  
Fax (812) 735 - 2348**

**NORTH KNOX PRIMARY**  
**2022 - 2023**  
**STUDENT - PARENT HANDBOOK**  
Personnel Information

**Board of Education**

Jared Saucerman  
Kate Hammelman  
Michael McKinley  
Max Nickless  
Elaine Pepmeier

**Administration – Corporation**

Dr. Darrel Bobe– Superintendent  
Ethan Singleton – Director of Technology  
Terri Roesler– Adm. Assistant/ Business Manager  
Debbie Utt – Payroll/Personnel  
Bryant Heffernan – Transportation Director (NKP)

**Special Assignments**

Title IX Coordinator – Matt Sandefer  
Section 504 Coordinator – Dr. Darrel Bobe  
Knox County Special Education Director – Sheryl Schaefer - Jones  
Alternative School Administrator – Scott Sturgeon  
EEOC Coordinator – Dr. Darrel Bobe

**School Office Personnel**

Scott Sturgeon – Principal  
Macey Alsman – Counselor  
Tonjia Mason – Nurse  
Janel Phillips – Secretary/Treasurer

**Phone Numbers**

**Corporation Administrative Offices**

(812) 735 - 4434      (812) 328 - 6262      (812) 882 - 7538      FAX (812) 328 - 6262

**North Knox Junior Senior High School**

(812) 735 - 2547      (812) 735 - 2348      FAX (812) 735 - 2348

**Knox County Special Education Office**

(812) 882 - 0102

**North Knox School Corporation Attorney**

Katie Kotter

### **MISSION STATEMENT**

The mission of North Knox School Corporation is to provide all students with the skills and attitudes that enable life-long learning. If all students are to have the tools necessary for life-long learning in the Information Age, we must do more than pass along isolated facts. We will actively involve students in the learning process so that they learn how to direct their own learning, how to think critically, how to solve problems, how to communicate effectively, and how to work cooperatively with others.

North Knox School Corporation will provide a positive learning environment where, working together, students and teachers can strive for personal excellence. In partnership with parents and the community, we will help build responsible, caring citizens who participate effectively in a democratic society and who make healthy choices for themselves and for our community.

**2022-23**  
**SCHOOL CALENDAR**  
**NORTH KNOX SCHOOL CORPORATION**

Monday, August 8, 2022	Teacher In-service Day
Tuesday, August 9, 2022	First Day of School
Monday, September 5, 2022	Labor Day - No School
Wednesday, September 14, 2022	Early Release Day
Thursday & Friday, October 13-14, 2022	Early Release Days
Monday through Friday, October 17-21, 2022	Fall Break - No School
Wednesday, November 2, 2022	Early Release Day
Wednesday through Friday, November 23 - 25, 2022	Thanksgiving Vacation – No School
Wednesday, December 21, 2022 through Tuesday, January 3, 2023	Christmas Vacation - No School
Wednesday, January 4, 2023	First Day of 2 <sup>nd</sup> Semester
Monday, January 16, 2023	Martin Luther King Jr. Day or 1 <sup>st</sup> Snow Make-Up Day
Wednesday, January 18, 2023	Early Release Day for PD
Wednesday, February 8, 2023	Early Release Day for PD
Monday, February 20, 2023	President's Day – No School or 2 <sup>nd</sup> Snow Make-Up Day
Monday through Friday, March 20-24, 2023	Spring Break - No School
Friday, April 7 & Monday, April 10, 2023	Good Friday/Easter Monday – No School
Thursday, May 25, 2023	Last Day of School
Friday, May 26, 2023	Teacher Record Day & NKHS Commencement
Monday, May 29, 2023	Memorial Day
Tuesday, May 30, 2023	Additional Snow Make-Up Days Begin if Needed

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87 Student Days - 1st Semester  
93 Student Days - 2nd Semester

88 Teacher Days - 1st Semester  
94 Teacher Days - 2nd Semester

## **SCHOOL HOURS**

Students may enter the building at 7:30 A.M. Office hours are from 7:30 A.M. to 3:30 P.M.

## **GUESTS AND VISITORS**

Parents are welcome and encouraged to visit our school. However, to prevent interference with our testing programs and other special activities, it would be helpful to check the schedule with the classroom teacher or with the principal's office. Parents should not go directly to the classroom when entering the building. Please inform the office that you are in the building and sign-in to get a **visitor's** pass. This is for the protection of each of our students.

Permission for visiting by persons other than parents must be approved by the principal. Younger brothers and sisters, other students on vacation are not to visit the school unless accompanied by a parent or permission has been granted by the principal.

For student and staff safety, doors will be locked at 8:10 A.M. and remain locked throughout the school day. Entry can be gained through the front doors using the buzzer system.

## **NORTH KNOX ATTENDANCE POLICY**

The importance of regular attendance cannot be over emphasized. A child must be in school every day that he/she is physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular. Parents are asked to send a note to school when a child returns after being absent stating the reason for the absence. An alternative to writing a note would be to call the school giving us information about your child's absence and possibly arranging to pick up assignments, if your child will be absent for more than one day. If possible, please provide us with a doctor's note excusing the days absent. If a student is repeatedly absent without proper cause, the school will initiate an investigation into the problem. Attendance is very important to a child's success and attendance at school is a required component by the State of Indiana as well.

Absences in excess of 5 days may be reason for a requested conference between the teacher, parent, and principal. If attendance problems continue, another conference may be requested at the time of 10 days of absence. A child missing 10 days or more during the school year may be retained at their present grade level. The Knox County Prosecutor's Office may also be notified of habitual absences or tardiness if failure to comply with attendance policy occurs. Extenuating medical problems can be an exception to this retention rule, but parents must provide adequate written proof of medical problems to the principal in order for this retention rule to be waived.

The following reasons are granted by law or recognized by the North Knox School Corporation as approved absences:

1. Illness, verified, in writing by a physician. Written verification from a physician should be turned in to the office on the day the student returns to school.
2. Death in the immediate family. Immediate family is defined as mother, father, sister, brother, grandmother, grandfather, aunt or uncle. Other funeral requests will be given consideration by the administration.
3. Serious illness or injury, other family emergencies, that incapacitates a parent/guardian or sibling which requires the presence of the student.
4. All medical and dental appointments must be verified in writing by the physician to be excused for the fractional part of the day during which the appointment occurs. Parents are strongly urged to schedule appointments during non-school hours.
5. Court appearance as ordered by a subpoena or by other recognized legal authorities with proper verification.
6. Service in the state legislature.
7. Approved service in an election.
8. Other activities as required by law.
9. Approved school activities: The principal of a school may approve a student's absence to participate in a school activity.
10. Educational Opportunities: The principal may approve the absences of a student to participate in an activity that is considered to be an exceptional educational value when the parent or guardian of the student presents a written request for the absences before the activity occurs. The student agrees to make up all assigned school work occurring during the absence. These types of absences still count as an "absence" and will be counted against the student on the report card.

## **TRUANCY**

1. Absence without the knowledge of school or parents is a gross violation of school policy. Any student who leaves school without permission or authorization shall be considered truant.
2. The first offense of truancy shall result in an In-School Suspension.
3. Additional offenses of truancy will result in out-of-school suspension and possible expulsion from school.

## STUDENTS ARRIVING LATE AND LEAVING SCHOOL EARLY

Students arriving late should be escorted to the office by an adult to sign them in. Students are marked as tardy after 8:05 A.M. as the instructional day has already begun at this time. Parents wishing to pick up a child from school before the regular dismissal time should send a note to school on the morning of the early dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. Parents are asked to come to the school office to pick up their child. Students will not be allowed to meet their ride outside the school building.

If a student is to ride a different bus or to alter the means of getting home in any way, parent/guardian signed permission is required and must be given to the office in the form of a phone call or note sent with the child. This would include riding a different bus or being picked up by someone at the school. In emergencies, a telephone call to the school office **prior to 2:00 PM** will be sufficient. In emergencies after dismissal, if no one at the Primary can be reached you can call the corporation office and speak to the Transportation Director at (812) 735 - 4434. Bus discipline problems should be reported to the bus driver first and then to the building principal.

## CURRICULUM AND INSTRUCTION

### TITLE I

Title I is a federal program that provides additional educational opportunities and programming for **an** at-risk population that is mostly determined by the free/reduced lunch program.

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from North Knox School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the school principal at 812 - 735 - 2547.

### 1<sup>st</sup> and 2<sup>nd</sup> Grade GRADING SCALE

Reports cards are sent home with the students quarterly, and reflect the grades that they received for that nine weeks. Kindergarten doesn't have letter grades, but instead have skills-based cards. Each card has an explanation as to what the grades stands for. Below is the grading scale for 1<sup>st</sup> and 2<sup>nd</sup> grade.

94 – 100 – A; 92 – 93 – A-; 90 – 91 – B+; 88 – 89 – B; 86 – 87 – B-; 84 – 85 – C+; 81 – 83 – C; 78 – 80 – C-; 75 – 77 – D+; 72 – 74 – D; 70 – 71 – D-; 69 – 0 – F

### Kindergarten GRADING SCALE

E	Excelling	95 – 100
M	Mastery	90 - 94
P	Progressing	79 - 89
N	Not Meeting	70 - 78
U	Below Grade Level	0 - 69

## **SCHOOL PROCEDURES AND POLICIES**

### **STUDENT DISCIPLINE**

In accordance with I.C.20-8.1-5-7, the following discipline policy shall be in force for the schools in the North Knox School Corporation and a written copy shall be distributed to each student, student's parent or legal guardian effective July 1, 1990. Consequences for actions will be appropriate, and ***it is important that parents work with the school and reinforce the lessons that are being taught.***

The superintendent, principal, any administrative personnel, any designee of the principal or any teacher of the North Knox School Corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in I.C. 20-8,8-5-7(a), that is reasonably desirable or necessary to help any student to further school purposes, or to prevent an interference therewith, such action including but not limited to:

1. Counseling with a student or group of students
2. Conferences with a parent or group of parents
3. Assigning students additional work
4. Rearranging class schedules
5. Requiring a student to remain in school after regular hours to do additional school work or for counseling
6. Restriction of extra-curricular activity or other school privileges
7. Corporal punishment
8. Removing a student from the classroom
9. Suspension and expulsion

Students on suspension or expulsion are not to be present on any North Knox School Corporation properties or at any extracurricular and school sponsored activities.

### **GENERAL LEGAL GUIDELINE**

Engaging in any activity forbidden by the laws of the state of Indiana, which constitutes an interference with the school purpose or an educational function, may result in expulsion for one calendar year.

### **DRUG - FREE SCHOOLS**

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defended by State Statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **BULLYING**

Bullying is not something that will be tolerated and any student that engages in this behavior is subject to discipline. Bullying is defined by the State of Indiana per IC 20-33-8-0.2 as "overt, unwanted, **repeated** acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment." Students are subject to school discipline when students are on school property immediately before, during or after school as well as any time when the school is being used by a school group. Students are also subject to school discipline if they are at a school function, activity, or an event as well as traveling to or from school, school activity, function, or event.

## **SEXUAL HARASSMENT GUIDELINES**

Sexual harassment is unlawful and will not be tolerated. "Sexual Harassment" is defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature, occurring on school property or at a school-sponsored event.

You should report alleged violations to:

1. Building Principal
2. Superintendent
3. North Knox Title IX Coordinator

## **DANGEROUS WEAPONS GUIDELINES**

Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon: on the school grounds or off the school grounds at any educational function or event sponsored by the school may result in expulsion up to one calendar year.

## **NORTH KNOX SCHOOL CORPORATION CRIMINAL GANG ACTIVITY POLICY**

**A.** It is the policy of the North Knox School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property, on school buses, and at school-sponsored functions.

**B.** It is the policy of the North Knox School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

**C.** Definition of "criminal gang" and "criminal gang activity"-

A "criminal gang" as defined per IC 35-45-9-1 means a group with at least three (3) members that specifically: (1) either: (A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang activity" is defined as a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

**D.** Per IC 20-33-9-10.5, any school employee of North Knox School Corporation shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions taken will be graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct. Any North Knox School Corporation employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident. The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity. The principal shall submit the report to the superintendent of the North Knox School Corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings. Each school within the North Knox School Corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year. The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. The superintendent of the North Knox School Corporation is authorized to define the range of ways in which each school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services. The principal shall inform parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall

ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

**E.** The North Knox School Corporation shall provide students and school employees with annual gang awareness education. The North Knox School Corporation may partner with local agencies (i.e., law enforcement, juvenile probation, community health agency, etc) to provide gang awareness training. North Knox School Corporation shall annually revise the gang awareness education to reflect current trends in gang and gang-like activity.

**F.** The North Knox School Corporation shall provide training for all school employees on gang prevention and intervention resources on a periodic basis. The gang awareness information shall be revised and updated regularly to reflect current trends in gang activity. The North Knox School Corporation may collaborate with local law enforcement agencies, community health agencies, School Resource Officers, and other providers for programming updates. The North Knox School Corporation shall collaborate with local community-based prevention and intervention providers (Knox County School Safety Commission) to regularly update information pertaining to gangs and gang activity within Knox County.

### **DRESS CODE**

A student will be considered to be appropriately dressed and groomed except in cases where such dress and/or grooming shall be considered by school authorities to be unsafe, unhealthy, and/or disruptive to the educational process.

1. Shirts displaying alcohol and other drugs or tobacco related messages as well as abusive, offensive, or vulgar language and/or illustrations are not to be worn at school.
2. Coats or jackets are not to be worn in school or classrooms at any time.
3. Hats and sunglasses are not to be worn in the school building at any time unless approved by the office.
4. No excessively short shorts.
5. No bare midriffs.
6. No spaghetti straps or straps under one inch, or athletic jerseys are to be worn without a T-shirt underneath.
7. No excessively long pants as to create a safety hazard.
8. No extremely tight fitting clothes.
9. Bib overalls must be fastened on both sides.
10. No jewelry that can be considered a weapon such as wallet chains, or dog collar necklaces.
11. No facial jewelry other than earrings in the ears.
12. No "sagging" of pants.

### **PERSONAL BELONGINGS**

Pupils should not bring athletic and playground equipment (baseballs, footballs, bats, jump ropes, etc.) to school. These items will be furnished by the school. Any personal items brought to the school become the responsibility of the student and the school will not accept any responsibility in case of damage or loss. It is asked that students limit themselves to one item or toy to school if they want to play with it at recess only. The item is to remain in the child's backpack until recess and then put back after. The school does reserve the right to ask students to refrain from bringing anything to school that is disrupting in any nature.

### **INVITATIONS**

Invitations for events or parties outside of school must be handed out to the entire class or all the students of the same gender of the student with the invitations.

### **POSSESSION OF ELECTRONIC EQUIPMENT**

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, tape recorder, "boom-boxes", portable TVs, laser pens, pagers, cellular telephones, beepers, or other paging devices. The property will be confiscated, and disciplinary action will be taken.

### **BUILDING ACCESS AFTER SCHOOL**

Students need to be accompanied by an adult or supervisor of the activity that they are taking part in. No one is allowed in the classroom, lounge, or office after hours. This is for the protection of the students and the property of North Knox Primary.

## GENERAL SCHOOL AND BUS PROCEDURES FOR STUDENTS

1. Each student shall be seated and remain seated immediately upon entering the bus in the place assigned by the driver. Aisles must be kept clear at all times and no bus may move until all students are seated.
2. Drinking of beverages on the bus or at school is prohibited.
3. Chewing of gum and eating of candy and/or food shall be prohibited. (allowed at the discretion of the staff or bus driver.)
4. Profane language and/or indecent gestures shall not be tolerated. Conversation on the bus should take place in a normal tone of voice. A sudden scream or yell is especially dangerous.
5. Tobacco products, matches or other flammable materials are strictly prohibited.
6. Buying or selling of items at school or on the bus is prohibited.
7. Students shall not be allowed to tease, scuffle, trip, hold, hit, spit or use their hands, feet, or body parts in any manner that interferes with the safety of students at school or on buses.
8. School and bus windows and doors will be opened and/or closed only with the permission of the teacher or bus driver.
9. Buses shall come to a complete stop before loading and unloading of students.
10. Except when transferring from one bus to another at a regular point, students are to remain on the bus until their final destination has been reached unless written permission has been granted.
11. The student should be waiting at his/her pick-up point when the bus arrives. The school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the pick-up point. If the school bus driver is already three minutes late, he/she need not wait at all.
12. Items other than those necessary for school purposes must be small enough to be located under the seat in order to assist with safety on the school bus. Any items that would further impede the bus driver's vision shall not be carried on the bus.
13. Students riding a bus other than their designated bus shall only be allowed to do so with written and/or verbal permission from the parent and/or building principal.
14. Deliberate destruction of a bus or other school property shall result in reimbursement for repair to the School Corporation and/or contracted bus owner and disciplinary action.
15. No public displays of affection on school bus or grounds.
16. Students are to refrain from bullying, harassment, and intimidation.
17. Unless authorized by the driver or used for emergency purposes, student cell phones are not to be used on the school bus.

NOTE: School bus drivers are to have control of all students transported between the home and the schools. The driver shall keep order, maintain discipline, treat students in a civil manner and see that no student is imposed upon or mistreated, and use every care for the safety of the students in his/her charge. School bus drivers shall require that the preceding regulations be observed by all student passengers.

The attention of students and parents is directed to Indiana Code 20-9.1 which states in part, "When students are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and are subject to disciplinary manners by the bus driver and the governing body of the North Knox School Corporation."

This means that if violation of the rules and regulations on a school bus occur, a student may be suspended from all North Knox bus transportation (for one or more days) and his/her parent must provide transportation to and from school during such period of suspension.

The bus drivers will work closely with the building principals, superintendent, and the business manager to assure the safe transportation of the students to and from the North Knox schools.

We trust that your child will, with your encouragement, obey all rules and regulations which will maintain his/her privilege to ride the school buses of the North Knox School Corporation.

## **PLAYGROUND RULES**

1. When the bell rings or the teacher signals, all activity must stop and students should begin lining up.
2. Students should not handle or throw rocks or sticks on the playground.
3. Hard baseballs will not be allowed on the playground during school hours.
4. Children must obtain permission at recess to enter the building for any reason.
5. Students should be held responsible for any equipment they take outside during recess.
6. Students should stay inside the playground areas at all times during recess unless given specific permission from the teacher.
7. Children should use playground equipment in the manner it was designed to be used:  
One child in a swing, no swinging sideways, no standing in swings or jumping out, etc.
8. Students should not use rollers skates, skateboards, or play tackle football during recess periods.
9. When using the slide, students should climb to the top and slide down immediately one person at a time.
10. Candy and other food items should not be eaten on the school playground. Pop bottles and cans should not be brought onto the school premises unless packed with a lunch.
11. Students are not to run or climb on the bleachers.
12. These are not all inclusive rules and teachers should use their judgment concerning the safety and proper behavior of children in other instances.

## **TELEPHONE**

Students will not use the office phone for personal calls except in emergencies and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency.

## **SCHOOL LUNCH INFORMATION**

Our school cafeteria will be serving nutritious meals each day. Students are encouraged to purchase their meals on a weekly basis by bringing their lunch money on Monday morning of each week, but students may purchase meals on a daily basis. Families needing assistance in paying for school lunches should complete the appropriate form available in the school office. Students can also bring their lunches. We do not offer refrigeration and do not recommend sending any type of carbonated beverages or beverages that are in glass bottles.

## **LUNCH AND BREAKFAST CHARGES**

The maximum number of charges allowed will be five (5) lunches and five (5) breakfasts. When charges are paid the student will be allowed to charge again. If a student is at his/her maximum charges they will be offered either a peanut butter sandwich, peanut butter and crackers, or a cheese sandwich, fruit choice and milk for lunch or breakfast.

## **OTHER FOOD ITEMS**

Food items brought in for special events by students (i.e. Class Parties, Birthdays, etc.) need to be prepackaged store bought items.

## **TEXTBOOKS AND LIBRARY BOOKS**

All basic texts are rented to students for their use during the school year. Parents are responsible for the book fees by the end of each semester. Notebooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. The care of textbooks is the responsibility of each student. If textbooks are damaged or lost, the student is expected to pay for them.

Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

All students use our library regularly and are allowed to borrow books for their personal use. We ask that parents be aware of materials their children bring home, cooperate in caring for them properly, and assist in returning materials promptly. Books are extremely expensive and sometimes impossible to replace. When books are damaged or lost, the instructional program and the quality of pleasure reading suffer. Children are reminded when their materials are overdue; parents are required to pay for materials that are not returned.

## **BAD WEATHER PROCEDURES**

Listen to any of the listed radio and television stations between 6:00 A.M. and 8:00 A.M. or during the bad weather for possible early dismissal: Also the School Messenger telephone program will notify all parents that have current phone numbers listed in the Harmony system.

If buses are running on snow routes, any student missing because of snow must bring a parental note stating such to be counted present. Otherwise, you will be counted absent for the day.

## **SCHOOL HEALTH POLICIES**

### **CONDITIONS REQUIRING EXCLUSION AND READMISSION FOR SCHOOL**

1. Temperature of 100 degrees or more even though there are no indicative symptoms. Exclude for protection of the child in school and advise medical attention.
2. A child with a rash associated with elevated temperature of 100 degrees will be excluded.
3. Unexplained inflamed eye condition. Advise medical attention.
4. Unexplained discharging ears until medically treated and evaluated.
5. Sore or inflamed throat if associated with elevated temperature of 100 will be excluded.
6. Pediculosis. Exclude until clean of live lice and evaluated.
7. Any child who is unclean or emits an offensive odor may be excluded.
8. Readmission will proceed according to the school procedure if all symptoms of illness have disappeared or and the pupil has been fever free for 24 hours without medication, or if the pupil has readmission slip as stated above.
9. Follow Guidelines for Emergency Care of Injuries and Illness occurring at school per Indiana State Department of Education, Office of Student Services.

### **COMMUNICABLE DISEASE POLICY**

1. Excuse student from classroom.
2. Refer to a physician for diagnosis and proper course of action.
3. Inform parents of children in close prolonged contact with an infectious person.
4. Follow Guidelines per Communicable Disease Flip chart for School Personnel per ISBH.

### **IMMUNIZATION**

By state law, no child will be permitted to attend school for more than twenty (20) days beyond the date his/her enrollment unless he/she is either (a.) fully immunized, or (b.) has begun his/her immunization and can produce a schedule for the completion of same.

The exceptions to the above state laws are:

1. Medically contraindicated.
2. Religious objections.
3. Other serious objections. Parents are to file a written statement.

### **HEALTH EDUCATION**

The School Corporation believes that provision should be made for the teaching of reproductive health, family planning, and the recognition, prevention and treatment of sexually-transmitted diseases, as essential ingredients in a comprehensive school health education curriculum.

## MEDICATION POLICY

A law enacted by the General Assembly of the State of Indiana requires that any medication, ointment, aspirin, or lotion sent to school for a child must be accompanied by a written permission slip from the parent or guardian. Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis. No medication can or will be given to the child without a slip. If the medication is a prescription medication, it must be sent with the original prescription directions on the bottle. Teachers or school nurse cannot aid in giving medication unless the above requirements are met.

We ask for your full cooperation in handling medication to be administered at school. We suggest the following schedules to give medication at home so it can be under your supervision and you do not have to send medication to school:

Once a day: before school      Twice a day: before school and after school  
Three times a day: before school, upon arrival home from school, and at bedtime

If the above schedules are used, transporting medication to the school setting would be eliminated. If a child requires 4 doses a day, the child should be under a doctor's care, and the noon dose should be prescribed by a doctor.

All medication sent to school should be turned in to the office. A student's medication permit must accompany the medication before the school personnel will administer it. We ask that parents/guardians bring in the medication and not send it in backpacks.

We hope that through cooperation of the local physicians, parents, and school personnel, we can implement a successful medication procedure for the safety of all students.

## TYLENOL ADMINISTRATION POLICY

Tylenol (dose determined by age group) will be administered by school personnel if all of the following guidelines are met:

1. No known allergies to Tylenol.
2. Health Card on file, annually, with parent permission signed
3. Tylenol may be administered also if the following criteria are met:
  - a. An elevated temperature of 100 degrees F and/or above.
  - b. Parents or guardians unable to be reached by telephone.
  - c. All emergency numbers on enrollment information have been exhausted.

## PESTICIDE NOTIFICATION

Occasionally pesticides are used on the North Knox School property. As a parent if you wish to be notified when this occurs, please notify the school principal in writing at the beginning of each year.

## NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

The 1987 Asbestos Hazard Emergency Response Act (AHERA) not only requires inspections of all public and private schools (K - 12) to identify asbestos containing building materials, but also requires that an Asbestos Management Plan be developed to safely manage the identified asbestos in each school facility. To further ensure that the identified asbestos containing materials are maintained in a safe condition, AHERA also requires that the asbestos materials be checked every 6 months and that these materials be re-inspected by an IDEM accredited inspector every 3 years to reassess the condition of the asbestos, for as long as the materials remain in the building. In the year 2022 (March), the triennial re-inspection was conducted for the North Knox School Corporation.

The Asbestos Management Plan is available for your review. Anyone wishing to view a copy of the Management Plan for an individual school will find it available at the North Knox School Corporation Administration Office. The Asbestos Management Plan may be copied, at a nominal fee during regular school hours. Please notify the school in advance to prevent scheduling difficulties.

If you have any questions concerning the AHERA Program, please contact your building principal and/or Mr. Kevin Curtis.

## STUDENT INSURANCE

The school assumes no medical liability for student injuries. Student insurance will be available on an optional basis to all students. Students with school insurance who become involved in accidents which require medical attention should pick up a student accident form in the school office.

Students who plan to participate in athletics must have either the student insurance or a statement from their parents indicating that they are covered by another insurance plan. The school strongly urges all students who are taking Physical Education to be covered by some kind of insurance.

## **SAFE SCHOOL POLICY**

The North Knox School Corporation believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the School Board, administrators, teachers, students, parents and the community. A variety of prevention and intervention strategies, programs and activities must be in place to ensure students' and staff welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, bullying, extortion, violent behavior, possession of weapons, drugs, alcohol, or tobacco will not be tolerated. (ZERO TOLERANCE) Anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the student's handbooks, the Indiana Student Code and civil and criminal law.

We believe that:

1. The school district should provide the resources necessary to maintain safe schools.
2. Each school's safety and security plan, with stipulated procedures to be followed, will enhance the feeling of well being at each school site.
3. Various safety and security measures should be implemented, including intervention and police security, as necessary.
4. Administrators, teachers and support staffs are the individuals responsible for appropriately supervising, monitoring and assisting students.
5. Parents' presence in schools, as visitors or volunteers, on a regular basis enhances school security.

The Superintendent shall establish procedures to be followed regarding implementation of school safety and security measures.

## **HUMAN DIGNITY POLICY**

The North Knox School Corporation Board of Education believes it is part of our mission to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board believes that all employees, parents/guardians and students are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve their maximum potential as students, citizens and productive members of society.

North Knox Schools has a diverse, multicultural school community; a fact the Board considers an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the moral imperative of an equal opportunity society free of prejudice and discrimination. Accordingly in this school district, statements of behavior by any member of the school community which insults, degrades, harasses or stereotypes any other person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin, sexual orientation, religion or other similar behavior is unacceptable with zero tolerance.

## **NORTH KNOX SCHOOL DISTRICT NETWORK and INTERNET ACCEPTABLE USE POLICY**

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the North Knox professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The purpose of District-provided Internet access is to facilitate communication in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the North Knox School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on the school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- A. to access, upload, download, or distribute materials that are unlawful, obscene, abusive, sexually explicit, or non-school related;
- B. to use network printers for personal use unless given permission by the teacher in charge;
- C. to violate any local, state, or federal statute;
- D. to vandalize, damage, alter, or disable system software or hardware;
- E. to access another individual's materials, information, or files without permission;
- F. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- G. to use email or chat rooms, unless this communication is part of a teacher-directed and teacher-supervised project;
- H. to sign up for promotions, catalogs, or anything else that requires my name or any other personal information.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language and behavior. When and where applicable, law enforcement agencies may be involved.

The North Knox School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for the accuracy, nature, or quality of information stored on provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.