

Welcome to East Knox Elementary! We hope you feel welcomed and feel part of our “East Knox family” that is dedicated to meeting the needs of every child. Everyone at East Knox Elementary strives to create a positive learning environment by providing a quality education for every student and promoting student success through positive reinforcement, parental support, and partnership. Our expectations for all of our students are: to put forth their best efforts, to be successful, and to do what is right by showing good character toward all students and staff members. As a building, we have high expectations and expect to perform at a level of EXCELLENCE.

In this handbook, you will find our policies, rules, and regulations put in place in order to create and maintain an educational climate. Please take the time to read our handbook so you will become familiar with our expectations that are of utmost importance to all students and parents. If you have any questions or need additional information you can visit our website at [www.ekschools.org](http://www.ekschools.org) or you can contact us by telephone at (740)599-7000.

Sincerely,

Cody Reese

Elementary Principal



## Handbook Review Signature Page

Thank you for taking the time to become familiar with the important information within this handbook. After reviewing the contents, please sign below and return this page to your student's homeroom teacher.

My child, \_\_\_\_\_ and I have reviewed and understand the Student Handbook.

\_\_\_\_\_ Parent Signature

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

Respectful behavior will be encouraged by:

1. Treating others as we want to be treated.
2. Practicing common courtesy and friendliness at all times.
3. Being cooperative, attentive, and supportive to each other.

## **OUR SCHOOL DAY: ARRIVAL AND DISMISSAL**

**East Knox Elementary School hours are 8:45 a.m.-3:15 p.m.**

**8:25 am** Students may enter the building. Students may not enter before 8:25 am.

**8:45 am** Classes Begin

**11:00 am** Lunch periods begin

**1:00 am** Lunch periods end

**3:15 pm** Dismissal

**Arrival:** Please do not arrive at the school before 8:25 a.m. The doors will be unlocked at this time for students to come inside. Staff will not be on duty prior to this time, therefore, there is no supervision. If your child is a bus rider, please remind them to walk to the building to ensure no one falls or gets hurt. If your child is dropped off please make sure the students are dropped off at the side entrance in the designated parent drop off area.

**Dismissal:** Parent pick up is located at the side entrance. Students for parent pick up will be dismissed out the side door (west doors) before students that ride buses are released. At this time, walkers will also be released from the east doors of the building. Please pick your child up at this entrance rather than coming into the building. This is a very busy time of day especially for our front office staff with the dismissal of 500 plus students, after school meetings, and other end of the day activities. Therefore, it is very congested in the main office and at the main entrance. We want to ensure a timely and orderly dismissal and picking students up from the front office rather than the parent pick up area slows the process down. Also to ensure that we safely get all students to their proper destination, please remind your child they must go to the parent pick up area for dismissal rather than being pulled out of line on the way to the bus, taken out of line when classes are coming out of the building, or taken out of the cafeteria/front office area prior to the release of parent pick ups/walkers.

There will be no pick-ups in the office after 3:00. All students will be sent to the pick-up area (west doors) location for regular pick-up of students.

If a student will be going home differently than usual, **YOU MUST CALL THE SCHOOL BEFORE 2:00.** Students will be sent home on the bus as usual if prior

arrangements have not been made before 2:00. Students will not be permitted to call home.

Changes to your student's schedule: If you have a change in the way your child is to be dismissed, please make sure to let the front office know **by no later than 1:00 p.m.** This will ensure that the staff has enough time to communicate the change to your child, the teacher, and the bus driver.

## **ATTENDANCE:**

Regular attendance is a significant student/parent/guardian responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study. **Be sure to call the office in order to report your child's absence.**

## **Truancy**

Truancy: Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, or forty-two (42) or more hours in one (1) month, or Page 35 of 48 seventy-two (72) or more hours in one (1) school year. In addition, a student will be considered habitually truant if the student is absent, with or without a legitimate excuse, for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in one (1) school year. Students that are habitually truant (and their parents/guardians) will meet with the District Absence Intervention Team to develop solutions for better school attendance. If a student is still habitually truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State Law and Board Policy 5200.

Absences can fall into 3 categories, tardiness; excused or unexcused.

## **Tardiness**

Tardiness occurs when the student is not in the assigned class at the assigned time. This includes arriving late and leaving early. Any student arriving at school after 8:45 a.m. or leaving before 3:15 may be classified as tardy, ½ day absent or full day absent depending on the arrival or dismissal time. **5 tardies will equal ½ day absence.**

***Late Arrival***-The parent/guardian is asked to sign the student in at the school office when the student arrives late. Do not send your tardy student to the office without your presence.

8:45 a.m.-10:45 a.m.-Tardy

10:45 a.m.-1:15 pm-1/2 day absence

Arrival after 1:15 p.m.-full day absence

***Early Dismissal***-No student may leave school prior to dismissal time without a parent/guardian signing the student out from the office. No student will be released to a person other than a custodial parent or guardian without written permission by the custodial parent/guardian.

1:15 p.m.-3:15 p.m.-Tardy

12:00 p.m.-1:15 p.m.-1/2 day absence

Dismissal prior to 12:00 p.m.-full day absence

## **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work or test.

1. Personal illness
2. Family illness
3. Quarantine of the home
4. Death of a relative
5. Observance of religious holiday

6. Work at home due to absence of parent/guardian
7. Emergency or unusual set of circumstances

Parents are to notify the school before school begins on the day of the absence to explain the nature of their child's absence from school. As per state policy, each absence must be followed with a note upon the child's return to school. It is the obligation of the parents to establish that their child's absence complies with the above stated excuses.

***Special Absence Request***-Occasionally, a student may request a special consideration for absence, (i.e. family vacation etc.) the student **MUST** do the following:

1. Obtain a request for special absence form from the office
2. The parent or guardian completes the section marked parent request
3. Each teacher's signature and comments need filled out on the form
4. Return the completed form to the principal one (1) week prior to the intended absence
5. Get all assignments before leaving
6. Students should complete all missing work for the class when he/she returns to school.
7. ***Vacations are considered unexcused absences under Ohio law***

**THE FINAL DECISION TO GRANT THE SPECIAL ABSENCE REQUEST WILL BE DETERMINED BY THE PRINCIPAL.**

### **Unexcused Absence**

Any student who is absent from school without a legitimate excuse as noted above shall receive an unexcused absence and is considered truant. The student and his/her parent or guardian shall be subject to the truancy laws of the state.

### **HEALTH AND SAFETY**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of terrorist or other violent attack,

accident reporting procedures, and medical reporting procedures including distribution of medicine.

### **Emergency Medical Forms**

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office. This form will be sent home at the beginning of each academic school year. Parents are responsible for completing this form and promptly returning it to the school office. Additionally, parents are responsible for keeping the office informed of changes in telephone numbers, address, and other pertinent information.

### **Specific Health Care Needs**

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school nurse.

### **Injury and Illness**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the nurse will follow school emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released without proper parental permission.

### **Bee Stings and Other Allergies**

Parents are responsible for informing the school of the child's allergies; especially allergies to bee stings. In the case of bee sting allergies, the parents are responsible for providing the school with the appropriate medication and a doctor's statement about how the medication is to be administered.

## Use of Medications

Students' who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication. **No** medication will be stored or administered to any student without a Medication Authorization Form filled out and signed by the Doctor and parents. **This includes all over-the-counter medications as well such as Ibuprofen, Tylenol, Tums, etc.**
- C. All medications must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist,
- D. Medication that is brought to the office will be properly secured. Except as noted below; medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

## Non-prescribed (Over-the-Counter) Medication

No staff member will dispense non-prescribed, over the counter (OTC) medication to any student. If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the office and the medication will be confiscated.



## **Communicable Diseases**

### **Control of Casual-Contact**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific communicable diseases include but may not be limited to: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

### **Control of Non-casual-Contact**

The School District has an obligation to protect staff and students from non-casual contact, communicable diseases. When a no-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Pediculosis (Head Lice)**

East Knox Elementary endeavors to protect the health of all students within our school while maintaining confidentiality whenever possible in health

related matters. As part of this commitment, the following procedure will be instituted in dealing with the issue of head lice.

### ***School Attendance Regarding Head Lice***

Students excluded from school for head lice will be subject to the following attendance procedures:

1. If a student is sent home with head lice, he/she will be granted the next day (per incident) as an excused absence to receive treatment. Any days missed after that will be considered unexcused.
2. A maximum of three occurrences per year.
3. A cumulative total of three (3) days of excused absences, any absences after the first 3 will be unexcused
4. The attendance officer will be notified upon the third (3) occurrence.

To be readmitted to school, parents/guardians must accompany their child to school and the school nurse or designee will check the student. The nurse or designee will make the determination if the student may return to class or if the child will need additional treatment. Students who are sent home with head lice are not permitted to ride the school bus until they are lice free as determined by the school nurse or school designee.

### **Suspected Child Abuse**

According to Ohio law, people whose duties bring them into contact with children are expressly required to report immediately instances of suspected child abuse or neglect. Some of those persons include teachers, school employees, and school administrators.

### **Visitors**

East Knox Elementary welcomes visitors to the school. Any person who is not a school district or other educational agency employee shall first report to the office for instructions upon entering the building. Due to safety and confidentiality concerns, please report to the school office and wait in the seating area until a staff member can assist you before contacting any student or staff member.

## **Civility Policy**

It is the intent of the East Knox Elementary to promote mutual respect, civility, and orderly conduct among employees, parents, and the public. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, other staff, parents and other members of the community.

Any individual who:

1. Disrupts, threatens or attempts to do or does physical harm to school personnel, students, others lawfully on a school premises
2. Intentionally causes damage to school property
3. Uses loud, vulgar, obscene, or offensive language
4. Enters a part of the school not open to the public

May be directed to leave the school property by the administrator or designee. If the person refuses to leave the premises as directed, the administrator or designee shall seek the assistance of law enforcement and request that law enforcement take action as necessary. If the offender threatens personal harm, the administrator or designee shall contact law enforcement immediately.

If any school employee receives written communication, an e-mail, or voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the written communication, e-mail or voice message.

## **STUDENT SERVICES AND ACADEMICS**

### **Meal Service**

Students may purchase a lunch at school for \$2.25 or pack their own lunches. Students who pack may purchase milk for .50 cents at school. Applications for free and reduced lunches can be submitted for consideration. Contact the school office to receive a form.

Parents are encouraged to send money with their child to cover lunch purchases for a week at a time or longer. We are now using a computerized accounting system to keep track of how much has been used and how much remains in each student's account. Once a student submits funds, they will not be permitted to withdraw those funds for any purpose other than for purchases from the cafeteria.

### ***Meal Charge Policy and Procedures***

1. Lunches are to be paid for on the day they are served. It is the responsibility of the parent or guardians to pay for meals provided or send a lunch from home.
2. Students who are not prepared to pay for their lunch will be allowed to charge up to \$20.00.
3. When a student's account has a negative balance, only full lunches may be charged. There is no charging allowed for ala carte items.
4. Unpaid charges for students will result in the following:
  - o A verbal reminder to student
  - o A written reminder sent home with student
  - o Telephone call home
  - o Letter sent home
  - o Meeting between school representative and parent/guardian
  - o Participation in school events will be limited including graduation
5. Free and Reduced Lunch Applications are available throughout the school year. They can be picked up at the Board Office at 23201 Coshocton Road during school hours. The applications are also available in each school building office or can be sent home with your child by request.
6. Contact the East Knox Local Schools Food Service Department at 740-599-7000 with any questions or concerns.

Parents are permitted and encouraged to eat lunch with their children on special occasions such as your child's birthday. Please coordinate your request with the principal.

### **The school will not be liable for any loss or damage to personal valuables.**

Parents are permitted and encouraged to eat lunch with their children on special occasions such as your child's birthday. Please coordinate your request with the principal.

### **Lost And Found**

The lost and found area is in the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper

description. Unclaimed items will be given to charity after students have been notified and at the close of the school year.

### **Eligibility of Non-Resident Students**

The Board of Education reserves the right to verify the residency of any student and validity of the claim of any student to an education in this district. A student whose parent/guardian has signed a contract to buy, build, or rent a residence in this district may be enrolled at the discretion of the Superintendent. Regularly enrolled students whose parents have moved out of the school district may be permitted to finish the school year at the discretion of the Superintendent. Other non-resident students may be admitted to this district on payment of tuition or through open-enrollment upon recommendation of the Superintendent and approval of the Board.

### **Student Records**

The School District maintains many student records including both directory information and confidential information. Directory information includes: a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, and awards received.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the guidance office.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in the State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or

the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Karen Smith, Guidance Counselor, ext 2008. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student or if an unemancipated minor, his/her parents, to submit to or participate in any survey analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parents
2. Mental or psychological problems of the student or the student's family
3. Sex behavior or attitudes
4. Illegal, antisocial, self-incriminating or demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or his/her parents, or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Karen Smith, Guidance Counselor, ext 2008 to inspect such materials.

Further parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
2. The administration of any survey by a third party that contains one or more of the items described in 1-8

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)  
[FERPA@ED.Gov](mailto:FERPA@ED.Gov)  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## **Schedule Changes**

Scheduling decisions are made with the student's best interest in mind. Therefore scheduling changes will not be taken lightly. If at the discretion of

the principal it is believed that a schedule change is in the best interest of a student or group of students, the principal will make the change.

## **School-wide Celebrations/Incentives**

### **Bulldog Pride Reward**

The goal of Bulldog Pride Rewards is to promote good character and schoolwork habits by rewarding students who have no discipline problems and no missing assignments. Reward days will occur during the week after the nine weeks grading period. There will be a total of 4 reward days.

**Eligibility:** Admittance to reward day will be determined by student behavior and academic effort.

**Behavior:** No student sent to the office by any school employee will be eligible for membership in the Bulldog Pride Club.

**Academic Effort:** Students who fail to put forth an effort in completing assignments will not be admitted to the Bulldog Pride Club. The classroom teacher will make this determination.

**Determination:** Teachers will submit a list of students to Mr. Reese or Ms. Frere who are eligible for reward day. All students have a chance to attend Bulldog Pride at the beginning of each new reward period.

### **Dog Pound Bucks**

Students will be able to earn Dog Pound Bucks for making positive choices and going above and beyond normal expectations. Students can use their Bulldog Pound Bucks to purchase items at the school store in the Cafeteria.

### **Student of the Month**

Student of the month awards are selected by the students' classroom teachers to recognize students that embody the three A's: Achievement, Attendance, and Attitude. The students will also be expected to be role models of good character. The Student of the Month awards students will have their pictures placed on the wall for that month by the main office and will receive a certificate as well.



## **Quarterly Positive Behavior Programs**

### **Perfect Attendance**

Perfect Attendance is an important aspect of learning. Students that are at school every day and tardy less than 5 times in a quarter will be recognized at the quarterly honors assembly.

### **Honor Roll**

Students that receive all A's on their report card for the quarter will receive an award at the quarterly awards assembly.

### **Merit Roll**

Students that receive all A's & B's on their report card for the quarter will receive an award at the quarterly awards assembly.

## **Discipline of Students**

The school will enforce all school rules and policies, as they are vital prerequisites to establish a safe learning environment for all. Character counts! Even though the ultimate goal is self-discipline, the fact must be accepted that authority of the teachers, staff, and principal is necessary as children are led slowly and gradually to the point where they can participate in the disciplining of themselves. It is our intent to give children freedom, but it is only possible when children have demonstrated good character, make good choices, and can accept freedom by using it wisely and responsibly.

STUDENTS ARE SIMPLY EXPECTED TO FOLLOW THE SCHOOL RULES. If they "choose" not to do so, they have then also "chosen" the known consequences. Their classroom teacher may send students to the office. Behaviors will be addressed and dealt with appropriately, on an individual basis, with parents notified as needed. Even though each teacher may have slightly different rules in their classroom, it is understood that all rules are in place to allow teachers to teach and all students are able to learn without interruption and to create an appropriate educational climate. Each teacher will have the CLASSROOM RULES POSTED and there should be no question as to what is expected of the students.

**Code of Conduct:** This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

- 1) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
- 2) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

### **Rules and Regulations**

The rules and regulations of our school are intended for the safety and general welfare of all the students along with creating and maintaining an appropriate educational climate. The violation of school rules and regulations during the time that a student is properly under the auspices of school personnel and/or authorized volunteers, may result in disciplinary action including but not limited to: removal from class, loss of privileges, in-school suspension, suspension from school, detention during lunch or recess, criminal and/or civil prosecution, and a court reference.

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

### **Telephone/Cell phone/Electronic Device Policy**

Students will not be permitted to use the school phone. School staff will make all phone calls to parents. Cell phones are not permitted during school hours. Students may have their cell phone off and in their book bags during the school day. Cell phones will be confiscated and taken to the office if found during the school day. The school is not responsible for any technology devices brought to school that are damaged or stolen.

- **First Offense** – Cell phone will be returned at the end of the day and parent contacted.
- **Second Offense** – Parent contacted and cell phone returned to the parent only.
- **Third Offense** – Parent contacted and cell phone taken for a determined amount of time and returned only to the parent.

Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

**Unauthorized Bodily Contact:** The act of physically touching or hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school-sponsored event.

**Tobacco Policy:** Any product containing nicotine is prohibited on school property and school sponsored events. The possession, use, or evidence of consumption of a product containing nicotine will result in disciplinary action from the building principal or assistant principal.

**Drugs and Alcohol:** Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, or any paraphernalia capable of being used to use drugs. Evidence of use of alcohol or drugs at school or a school-related event is a violation of the Code of Conduct.

**Lockers:** Lockers are school property and subject to search at any time.

**Search and Seizure:** Student lockers, desks, cabinets, and similar property are the property of the East Knox Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

### **General Building Rules**

- Show good character: be kind, be caring, be respectful!

- No cell phones or electronic devices are permitted out during school hours. They should remain off and in the book bag when brought to school.
- No weapons, drugs, [alcohol](#), or counterfeit weapons or drugs of any kind permitted at school, on the bus, or school grounds.
- UNAUTHORIZED BODILY CONTACT IS PROHIBITED, as well as taunting and encouraging others to participate in unauthorized bodily contact.
- No bullying, hazing, or harassing of students or school personnel in any manner.
- There will be no tolerance for disrespect toward teachers or other students.
- No profanity or abusive language
- Follow the directions given by any member of the school staff the first time given. Do not become argumentative or disrespectful.
- Do not deface or damage school or private property. Care for and respect school property.
- Do not bother or take personal property from other students' desks or from the desk of the teacher.
- Follow all bus rules given by all the drivers.
- Take all EMERGENCY DRILLS seriously. Follow the instruction of the adult in charge.
- No gum chewing
- No running in the building or while getting on/off the buses.
- No pushing, shoving or horseplay. Respect other students and their property.
- Open doors slowly. Protect the person on the other side.

- When moving from one learning area to another, or going to and from specials and outside recess, stay in line, no talking, with hands and feet to yourself.
- No throwing gravel, rocks, sticks, snow, or any other objects that might cause injury to others at any time.
- Clean mud off shoes or boots before entering the building.
- **Playground Safety Rules**
- Dress according to the weather for recess outside.
- No throwing of hard objects such as rocks or snowballs.
- No standing on or jumping off the swings.
- Go down the slide sitting down, feet first, and facing forward.
- Play football, soccer, etc. in the designated area.
- Stay within sight of a supervising adult.
- Respond promptly to the signal of the supervising adult.
- No sitting or standing on top of swings, horizontal ladder, or other climbing apparatus.
- There is to be NO going in and out of the building without permission from the supervising adult.
- Unauthorized bodily contact, bullying, and threatening of students will not be tolerated; nor will the taunting or encouraging of others to participate in unauthorized bodily contact.

### **Outside Recess**

All students are to go outside for recess at the time scheduled, weather permitting. Recess is held after lunch and in the afternoon. If your child takes a jacket or coat outside and does not want to wear it, they must tie it around his or her waist. Recess usually lasts for no more than 30 minutes at a time, and often this is shortened when the wind chill factor makes it uncomfortable to stay out. **We expect students to be dressed for the weather each day, as**

**they will be expected to participate in scheduled recesses.** This includes hats, gloves, scarves, etc. Please consider sending extra clothes (sweat pants, socks, etc.) when the playground is wet/muddy.

### **Student Dress**

It is the intent of the East Knox Local Board of Education to regulate student's dress in such a manner that attire and personal appearance do not create a distraction in our schools. It is further our intent to create a POSITIVE learning environment in which students, as well as adults, can develop a feeling of pride and unity; therefore, we present the following guidelines to help assure that a positive educational atmosphere is maintained.

1. Students shall be neat and clean.
2. Student's hair shall be neat and clean and of length, style, and color that does not create a disturbance or distraction to the educational process.

#### **3. The following will not be permitted:**

- a. Sleeveless shirts or tank tops on boys or girls as outer garments.
  - b. Torn or frayed clothing.
  - c. Bare, midriff-type outfits on boys or girls.
  - d. Hats, headbands, or sunglasses worn inside the building.
  - e. Clothing with alcohol or tobacco advertising, references to drugs, or sexually suggestive pictures or obscene slogans at the discretion of the staff.
4. Dresses, shorts, and skirts are to be of modest length, not to be shorter than the student's fingertips when the arms are extended at the sides.
  5. Leggings must be accompanied by a dress, shorts, or a skirt, not to be shorter than the student's fingertips when the arms are extended at the sides.
  6. These are minimum standards. With approval of the Administration, classroom teachers and advisors of extracurricular activities are permitted to

establish any specific, reasonable dress or grooming requirements that they deem suitable for participation.

### **K-3 CONSEQUENCE SYSTEM:**

It is as important to have a strong consistent consequence system, as it is to use a positive approach to behavior. East Knox will be using a color-coded behavior approach for their consequence system for grades K-3. By using such an approach, students will be able to easily and consistently understand the behavior system as they move from grade to grade. The colors are as follows:

**Stars** – this is above and beyond the color system and should grant an additional reward

**Purple** – above and beyond expectations (Excellent)

**Green** – meeting expectations (Good) this is the color every student should start on everyday

**Yellow** – Warning

**Red** – Note Home and loss of Privilege

**Blue** – Phone Call home and loss of additional Privilege

#### **Office/Discipline Referrals**

Our proactive and re-teaching strategies are designed to keep students in class as much as possible and to keep the power of classroom management with the teacher. However there are times when it becomes necessary for a student to be removed from class and for intervention to take place from the school administration. Student misbehavior is separated into two categories: Office Managed behavior and Classroom Managed Behavior. If a student displays an office-managed behavior they are one of two types:

**Immediate Consequence**-These are behaviors conducted by a student that require a consequence per the school code of conduct and per state guidelines. These behaviors will be processed by administration. Such behaviors may include but are not limited to unauthorized touching, illegal behavior such as drugs, weapons, etc., or other physically dangerous behavior that pose an immediate threat to cause harm or disruption to the educational climate.

**Chronic Misbehavior**-This is any behavior that is a chronic disruption in the classroom. In these cases, the classroom teacher has exhausted their strategies and proactive practices as outlined in the classroom plan.

## **Transportation**

### **STATE MANDATED SCHOOL BUS SAFE- RIDING RULES**

We know you share our concern for the safety of every student who rides a school bus. We ask that you impress upon your child that it is absolutely necessary to follow the rules and to obey the bus driver. It is very important to review these rules and responsibilities.

1. Students shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten Students life, limb or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must sit quietly facing the front of the bus, with their feet on the floor, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus. (NO suckers or chewing gum)
9. Cell phone use is prohibited on the bus.
10. Students must not use tobacco on the school bus.
11. Students must not have alcohol or drugs in their possession.
12. Students must not throw or pass objects on, from, or into the bus.



13. Students may carry on the bus only objects that can be held in their laps. If objects cannot be held in their lap, parents should provide transportation.

14. Students may not bring live animals on the school bus. If animal projects are needed, parents should provide transportation.

15. Students must leave or board the bus at locations to which they are assigned.

16. Students must not put head or arms out of the bus windows.

17. Children being dropped off in the afternoon, the bus driver must see a presence of an adult or an older sibling at the drop off location.

### **Consequences For Misbehavior**

The bus driver has the authority to enforce regulations and will deal with student behaviors on the bus. Persistent or severe inappropriate behavior will be reported to the principal for action and a bus note will be sent home with the student concerning the behavior. Students may be videotaped as they ride the bus. The videotape may be used as evidence for disciplinary purposes.

### **Consequences For Misbehavior:**

1. Warning
2. Parental notification
3. Clean/sweep the bus
4. One to five days of detention during recess and/or lunch
5. One to five days bus suspension
6. One to ten days school suspension
7. Pay restitution for damage
8. Expulsion from school

## 9. Contact with police

### **Transportation Pick Up and Drop Off Policy/Procedures**

\*Students will be permitted two bus stop locations.

1. The student's primary residence
2. A bus stop of the parents choice that is within the East Knox School District

\*Students will not be permitted to ride any bus other than those that were assigned to the route that covers the two permitted bus stop locations.

\*Parents/Guardians/Designated individuals may bring or pick up a student from school. If a student is being picked up from school, they must be signed out at the office.

\*Parents/Guardians may request a change in pick up location twice (2) in a school year. This does not include a change in primary residence. For example, if your family moves from one house to another the primary residence has changed. This would not count toward two (2) requests for change.

#### **Procedure for requesting a pick up or drop off change:**

1. All requests for change must be requested in writing; no request will be taken over the phone.
2. All requests must be made on the appropriate school designated form, which are located in each school office and online.
3. All requests must be turned into the school office.
4. If there is a change in primary residence a request form must be completed and proof of address change must be attached to the form.
5. The transportation department will notify the parents/guardians as to the approval or denial of the request.

6. Once a request is approved, the change in location will begin two weeks (2) from the date of approval. Transportation will provide you with the start date.

**Students Permitted to Ride on the Elementary Bus Routes**

Students from the Junior High/High School will only be permitted to ride elementary bus routes in the morning or afternoon if they have prior permission from the administration. Students desiring to ride the elementary route the day of without prior permission will not be permitted to ride the elementary bus routes.