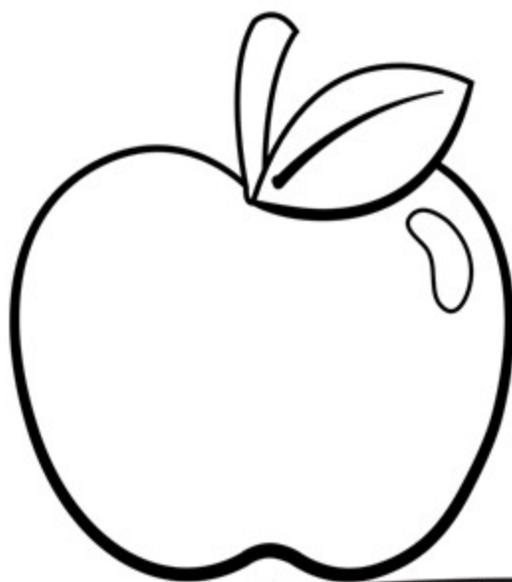


**Knox Community  
Elementary School  
Early Childhood  
Parent Handbook**



## Mission Statement

Whatever it takes, Knox students are worth it!

## Accreditation

The Knox Community School Corporation is fully accredited by the Indiana Department of Education.

## Enrollment Requirements

Per Title-One there will be a screening process prior to enrollment. Children must be 4 or 5 by August first of the upcoming school year. Children who demonstrate the most developmental need will be placed in the class. All others will be on a waiting list. Once contacted for enrollment please come to the main office and bring proof of your child's birth certificate, social security card, and immunization record. You will then fill out an enrollment packet.



# Welcome to Our Classroom

Dear Preschool Families:

We are looking forward to a working with you and your child this year and helping them achieve their full potential. Our days and weeks will be filled with many wonderful experiences and opportunities to learn and grow. We are so excited you will be part of our school family this year!

I would like to introduce myself, my name is Mrs. Hazelton, and I am delighted to be your child's teacher this year at Knox Elementary.

We believe that a good parent-teacher relationship is necessary for maximum school success. Throughout the year I will communicate with you through notes, telephone calls, text reminds, progress reports, and parent teacher conferences.

I encourage you to contact me if you have any questions or concerns.

You can call me at school

(574) 772-1633 ext. 1761, or contact me via e-mail:

[jhazelton@knox.k12.in.us](mailto:jhazelton@knox.k12.in.us)

You can also visit our Canvas page.

We are looking forward to a wonderful year with you and your child!

Mrs. Jana Hazelton



# Contact Information

Phone: (123) 772-1633 ext. 1761

E-mail: [jhazelton@knox.k12.in.us](mailto:jhazelton@knox.k12.in.us)

All calls received during class time will go directly to voicemail; calls will be answered as soon as possible after school or during planning time.

Remind text is also utilized to send and receive messages. Information will be sent home.

If you would like to schedule a conference to discuss your child's academic progress, please feel free to call or send an e-mail or note.

## Important Corporation Numbers

Knox Community Elementary Office (574) 772-1633

Transportation Office (574) 772-1612

Superintendent's Office (574) 772-1600



# SCHOOL HOURS

Mondays-Fridays

Morning Class time 8:30-11:00

Afternoon Class time 12:00-2:30

(early dismissal on Friday's at 2:00)

## **School Closings and Delays**

When school is closed or delayed due to inclement weather, power outages, or other emergencies, WKVI (99.3) will be notified. Parents can also sign up to be alerted to closings or delays with e-mail or text message notifications. Please contact the main office to register. If a delay occurs there will be no AM preschool. If a cancellation occurs, KCSC may utilize an E-Learning Day.

## **E-Learning**

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



# Checklist

Are you ready for the first day of school?

- Backpack large enough to hold notebook
  
- Extra Change of Clothes in backpack

\*\*Please include the following items:  
Underwear, socks, shirt, pants or shorts\*\*

- School Supplies

\*\*please see supply list\*\*



# Our Daily Schedule

Here is a snapshot of our day

Check in time

Snacks

Free Play

Letter work

Circle time phonemic awareness

Centers: math, reading, science, writing,  
blocks, fine motors, and sensory

Circle time calendar

Small group learning

Story time

Music

Recess



## Daily Activities

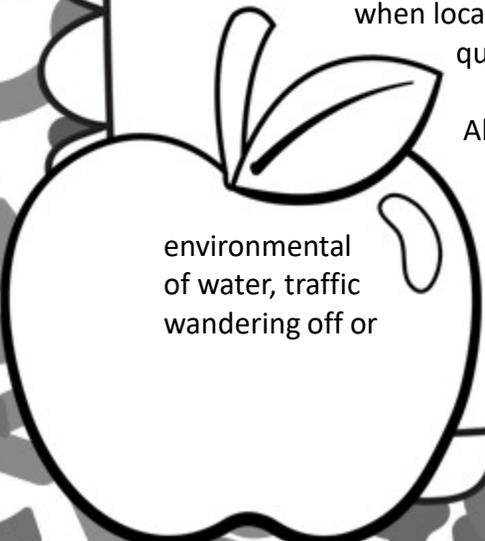
Children will be provided daily activities to remain healthy and learning. Children of all ages will be provided a variety of different activities throughout the day including quiet play (such as reading, block building, or art), and active play (such as physical activities including running and jumping or crawling and climbing). Children will also be provided time outside daily weather permitting. Activities will be balanced with attention to all areas of a child's development.

Under the new CCDF Provider Eligibility Standard laws, we are required to plan and provide daily activities appropriate to the age, developmental needs, interests, and number of children in our care, including both active and quiet play and outdoor play. Activities need to be appropriate to each child's developmental stage. Toys, games, and play equipment used indoors and outdoors must be safe, appropriate to the children's developmental stages and include a sufficient quantity to allow children to make choices.

Daily outdoor play will take place for all children unless severity of the weather poses safety or health hazard or if a health related reason for a child to remain indoors is documented by the child's parent, guardian or physician. Children will play outdoors daily when weather and air quality conditions do not pose significant health risk.

Weather that poses a significant health risk shall include wind chill at or below 25 degrees F and heat index as identified by the National Weather Service, see <http://www.weather.gov/media/unr/heatindex.pdf> for more information. Air quality conditions that pose a significant health risk shall be identified by announcements from local health authorities or through ozone (smog) alerts. Children with respiratory health problems such as asthma shall not play outdoors when local health authorities announce that the air quality is approaching unhealthy levels.

All outdoor play environments will be safe and children will be actively supervised at all times, both while inside and outside. This includes protection from hazards such as ponds or other bodies as well as protection from children becoming lost.



environmental  
of water, traffic  
wandering off or

# Drop-Off & Pick Up

## **Drop Off:**

Students should be dropped off at door 11 where students will be supervised by staff. Morning students can begin arriving at 8:15 am and afternoon at 11:45 pm

## **Pick Up:**

Pick up will take place at door 11. Morning students can be picked up at 11:00 am and afternoon at 2:30 pm. For early dismissal Fridays pick up will be at 2:00 pm for afternoon students.

## **Bus Riders:**

Bus transportation is provided to preschool students. Mini white buses with five point harnesses are used to transport. The transportation department will contact you with pick up and drop off times. Please call the transportation department if you have questions at (574) 772-1612.

Any changes to the way your child normally goes home need to be submitted in writing in advance.

If a student arrives late or has an early dismissal please go to the main office at door 1.



# SNACK

A small nutritious snack and drink will be provided by the school. It will follow state serving guidelines.

If a child brings in a snack to share it must be store bought. Please be mindful of food allergies.



# Tuition

Monthly tuition amounts are based on a \$40.00 per week rate. (\$8.00 per day) Families are only charged for days that school is in session. E-learning days that occur when school is not held in person due to inclement weather or other factors, are still considered school days. Tuition is due on the 15<sup>th</sup> of each month and can be sent in with your child or brought to our building treasurer in the KCES Main Office.



# CCDF Voucher Criteria

Below outlines the criteria for obtaining a CCDF voucher to help defray the cost of preschool:

A CCDF Household has current gross monthly income from all countable sources which falls below the established federal poverty guideline percentages determined by the Office of Early Childhood and Out of School Learning. See table below:

Family Size	Gross Monthly Income
2	\$1,844
3	\$2,324
4	\$2,805
5	\$3,285
6	\$3,766
7	\$4,246
8	\$4,727

In addition, each applicant (parent/guardian) and co-applicant living in the home with an eligible child(ren) must provide proof of participation in one or more of the following: employment activities, education and training activities, or Child Protective Services.

If you believe you qualify for a CCDF voucher, please complete the pre-application form found at

<https://earlyedconnect.fssa.in.gov/onlineApp/home>



# Safe Conditions Policies

The following steps will be taken to ensure that your child is safe while at our preschool program.

Child will be actively supervised with required number of qualified adults (adults who have completed a comprehensive criminal history check, drug screen, and negative TB test and have completed all required trainings.)

Our preschool will not care for children in areas that are being remodeled, repaired, or painted. The administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, and furnishings in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The preschool will take the following steps to maintain the school:

Clean the facility daily.

Keep the facility in a sanitary condition at all times.

Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.

Wash all soiled items prior to sanitization.

Our preschool does offer transportation. We will only transport children if we have a permission slip signed by a parent and guardian on file. Only qualified adults that are licensed will transport children. Drivers will follow all pertinent Indiana laws and will not use cell phones at any time while in the vehicle. Children will always be restrained in proper seats and seat belts and at no time will a vehicle exceed the recommended capacity. Children will not be left unattended. Upon returning from each trip, the bus will be inspected to ensure that no children are still on board.

The corporation has insurance that covers transportation of children for our program. All vehicles used for transportation will be maintained in a safe condition.



## Discipline Policy

Teaching staff will use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent and clear expectations and have children participate in developing classroom routines. Teaching staff will encourage children to respect one another, to be fair, respect property, and take responsibility for their actions. Knox Title-One Preschool uses *Bucket Filling* curriculum to teach, model, and role-play appropriate social emotional skills.

If needed a student can also have a behavior plan set up to obtain his/her goals. This plan will be individualized to meet the student's needs.



Discipline/Guidance Policy

Knox Community School Corporation Preschool

We value children's development by nurturing a caring, patient, and understanding environment for them to learn and grow. We thrive on using positive behavior system called *Bucket Fillers*. However, to ensure a positive learning environment for all children we may have to respond to a child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors, which will hurt another will not be permitted.

In response to behaviors, we will:

- Respect your child
- Establish clear expectations
- Be consistent in enforcing expectations
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a safe place in the classroom to calm down

If you child's behavior is very disruptive to the learning environment or harmful to himself/herself or others, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other arrangements.

Working together as a team is always our main goal. We may always modify the above plan with agreed upon suggestions and create an individual behavior plan if that is in the best interest of the child.

\_\_\_\_\_

Child's Name

\_\_\_\_\_

Date of Birth

Additional information that you would like us to know about your child:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing this form I acknowledge that I have read and understand the Knox Early Childhood Handbook.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



### **Emergency Evacuations**

The Knox Community Elementary School has developed emergency evacuations plans for students and visitors. Copies of these plans are provided to employees and are posted in all areas of the buildings.

### **Pandemic Preventative Measures For In-School Learning**

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

### **Pandemic Continuous Learning**

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



## **SPECIAL SERVICES**

We offer the following special services to our students based upon their needs.

## **ACADEMICALLY RELATED SERVICES**

Title 1 Remedial Services  
General Education Intervention Teams  
Section 504  
Computer Technology  
After-School Tutorial Programming  
Reading Preventative Remediation  
ISTEP+ Remediation  
Communication Disorder Classes  
Speech and Hearing Therapy  
Learning Disabled Classes  
Mildly Mentally Disabled Classes  
Cross Categorical Disabled Classes  
Psychological Evaluation  
Emotionally Disabled Classes  
Textbook Rental Assistance  
Free Breakfast/Lunch

## **HEALTH-RELATED SERVICES**

Vision Screening  
Hearing Screening  
Head Lice Examinations  
Porter Starke Services

## **FINANCIAL ASSISTANCE**

## **SCHOOL COUNSELOR**

## **TITLE 1: PARENT RESOURCE ROOM**



### **COMMUNICATION DEVICES**

If a student brings a cell phone or other communication device to school, it should be turned off and remain in their backpack during school hours and bus routes. Students may not record (video, audio, etc.) any person (student, faculty, visitors, etc.) without their consent. KCES is not responsible for lost or stolen cell phones or other electronic devices.

School phones are to be used for school business only. Important corporation numbers are:

Superintendent's Office	772-1600
Transportation Office	772-1618
Knox Community Elementary School	772-1633
Knox Community Elementary Food Services	772-1629
Knox Middle School	772-1654
Knox High School	772-1670
K.C.S.C. Athletic Director	772-1624

### **UPDATING SCHOOL RECORDS**

Parents are required to update school records for each new school year. Any time students move, change phone numbers, or have new personal information, parent(s) or guardian(s) must notify the school and transportation department so records may be updated.

### **CALENDAR OF STUDENT DAYS AND EVENTS**

The official calendar of school days will be sent home with students at the beginning of the year. Any changes that may occur will be announced through newsletters, School Messenger and/or on the elementary website ([es.knox.k12.in.us](http://es.knox.k12.in.us)). Please schedule your family vacations to coincide with our student non-attendance days. A calendar or bulletin of events is sent home monthly.



### IMMUNIZATION/RECORDS

All children are required to have their immunizations complete and updated as mandated by law. We keep accurate records on every child. We need parental assistance to ensure that children have completed all immunizations. The law in Indiana requires parents of children in grades PK through 12 to furnish to the school a record showing proof of the child's immunization history. If these requirements are not met the state requires that exclusion proceeding may start.

***STUDENTS WHO DO NOT HAVE THEIR IMMUNIZATIONS UPDATED MAY BE EXCLUDED FROM SCHOOL.*** Readmission will be based upon proof of receiving the necessary immunizations or documented progress in a program to complete the immunizations. Any questions about immunization requirements should be directed to the school nurse.

### MEDICATIONS

All medications (including cough drops, aspirin, and throat lozenges) must be brought to school by parents. Medicine **MAY NOT** be transported on buses. Parents must bring all medicine to school in its original container, with the following information provided:

Name of student;  
Name of medicine and its use;  
Dosage;  
Times to take medicine; and  
Refrigeration needs.

Only office personnel (principal, his/her designee, secretary, substitute secretary, or nurse) may administer medication. Students are responsible for reporting to the office to take their medication.



## LICE

If a child is found to have lice, the child's parent or guardian must come to school to pick up the child. Parents must treat the student with lice shampoo or use a treatment approved by the Health Department. An adult must bring the child to the nurse's office to be checked before returning to class. Students will be excused for one school day only to treat hair and remove nits. Students who are absent for a longer period of time will be considered unexcused. The head checks performed at school are a quick screening process. Parents are encouraged to do frequent thorough checks at home.

## Facts About Head Lice

Head lice are very small, wingless insects about 1/16" –3/16".

Nits (eggs) are small, yellowish white oval shaped specks "glued" to the hair shaft.

Head lice are crawling insects. They cannot hop, jump, or fly.

Pets do not get head lice.

Head scratching may be mild to intense.

## Olive Oil Treatment

This treatment is approved by the Health Department and has very good results. It is also safe for frequent use and works for pesticide-resistant lice.

Apply olive oil to hair to cover all the hair and scalp. Wrap hair with plastic wrap and leave on hair for 3-4 hours. (This smothers the lice) Take off the plastic wrap and remove all the nits with either a metal nit comb or your fingernails. To remove the nits, work under a good light and brush or comb tangles out of hair. Divide the hair into 4 sections and fasten off the hair that is not being worked on at this time. Starting at the top of the head in one of the sections, lift a 1" section of hair up and away from the scalp. Using a nit comb or your fingernails, comb slowly away from the head for the entire length of the hair. Clip or pin back the nit-free strand and continue until the entire section is nit-free. Dip the comb in a cup of water or use a paper towel to remove any lice from the comb. Repeat with the other 3 sections. When all 4 sections are done, wash hair with dish soap first to remove the oil and then wash with shampoo. The surest way to prevent re-infestation is to check and remove any nits found every day for the next 3 weeks. An excellent movie showing the correct procedure for nit removal is available on the Internet at: <http://lancaster.unl.edu/enviro/pest/lice.htm>. This movie is also available to borrow from the school.

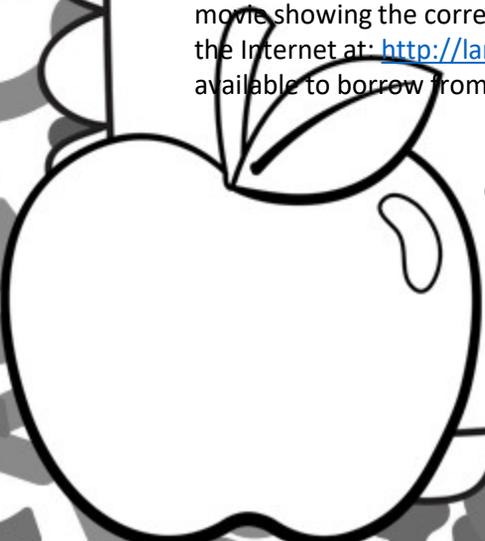
## **Prevention Hints**

Check all family members for lice and nits weekly.

Teach your children not to use brushes, hats, coats, or other personal items that others have used.

Launder your child's coat frequently.

Wash new clothing prior to wearing it for the first time.



## MENINGOCCAL DISEASE

### What is meningitis?

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometime refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people. Before the 1990s, *Haemophilus influenzae* type b (Hib) was the leading cause of bacterial meningitis, but new vaccines being given to all children as part of their routine immunizations have reduced the occurrence of invasive disease due to *H. influenzae*. Today, *Streptococcus pneumoniae* and *Neisseria meningitidis* are the leading causes of bacterial meningitis.

### What are the signs and symptoms of meningitis?

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

### How is meningitis diagnosed?

Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. The spinal fluid is obtained by performing a spinal tap, in which a needle is inserted into an area on the lower back where fluid in the spinal canal is readily accessible. Identification of the type of bacteria responsible is important for selection of correct antibiotics.



### Can meningitis be treated?

Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease. Appropriate antibiotic treatment of most common types of bacterial meningitis should reduce the risk of dying from meningitis to below 15%, although the risk is higher among the elderly.

### Is meningitis contagious?

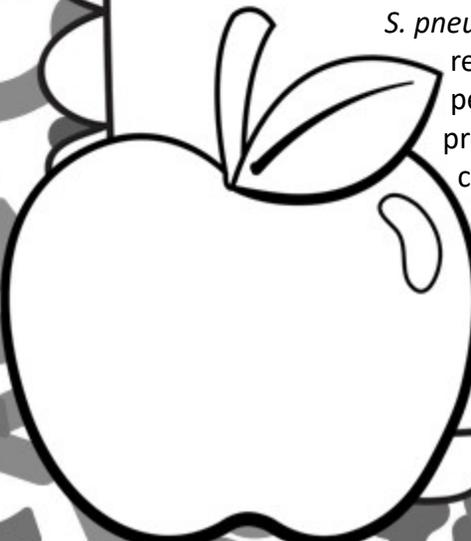
Yes, some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e. coughing, kissing). Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

### Are there vaccines against meningitis?

Yes, there are vaccines against Hib and against some strains of *N. meningitidis* and many types of *Streptococcus pneumoniae*. The vaccines against Hib are very safe and highly effective. There is also a vaccine that protects against four strains of *N. meningitidis*, but it is not routinely used in the United States. The vaccine against *N. meningitidis* is sometimes used to control outbreaks of some types of meningococcal meningitis in the United States. Meningitis cases should be reported to state or local health departments to assure follow-up of close contacts and recognize outbreaks. College freshman, especially those who live in dormitories are at higher risk for meningococcal disease and should be educated about the availability of a safe and effective vaccine, which can decrease their risk. Although large epidemics of meningococcal meningitis do not occur in the United States, some countries experience large, periodic epidemics. Information on areas for which meningococcal vaccine is recommended can be obtained by calling the Centers for Disease Control and Prevention at (404) 332-4565.

There are vaccines to prevent meningitis due to *S. pneumoniae* (also called pneumococcal meningitis), which can also prevent other forms of infection due to

*S. pneumoniae*. The pneumococcal polysaccharide vaccine is recommended for all persons over 65 years of age and younger persons at least 2 years old with certain chronic medical problems. There is a newly licensed vaccine (pneumococcal conjugate vaccine) that appears to be effective in infants for the prevention of pneumococcal infections and is routinely recommended for all children greater than 2 years of age. Please contact your health care provider for specific instructions regarding your child.



### **ACCIDENTS AND ILLNESS**

If an accident or illness should occur at school, the office will attempt to notify parents at home and/or work. Other student contact numbers listed will be called next. If an accident involves serious injury, the principal or his/her designee will use his/her best judgment to determine the need for emergency medical service. An ambulance will be called if deemed necessary.

### **CHILD ABUSE AND NEGLECT**

The State of Indiana requires that all public employees report the suspected physical, emotional, and/or sexual abuse of a child to an authorized agency. The employees of Knox Community Elementary School will fulfill their obligation to do so when action is warranted.

### **ATTENDANCE**

Indiana has two compulsory attendance laws for children. Indiana Codes I.C. 20-8. 1-3-17 and I.C. 20-8. 1-3-18 govern student attendance for all Indiana public schools. Conditions are best for teaching and learning when students are present for classroom instruction. Our goal is to ensure every student attends school at least 97% of the days that we are in session. This means that no student should miss more than 5 days of school throughout the year. It is the legal responsibility of the parent or guardian to ensure that children are in attendance at school. Knox Community School Board Policy gives building administrators the responsibility to oversee the attendance of students. All absences must be called in by a parent/guardian or a written note is to be sent to school in advance of the absence. For more information, see the section **Reporting Absences** below. The attendance officers have the authority to ask for verification of absences other than a parent note.



### **REPORTING ABSENCES**

Parents or guardians are to call the school before 9:00 a.m. to report a child's absence. An automated phone call will be made to the contact number provided to the office if a student has been marked absent and was not called in. If an adult does not call in the morning of an absence, the student is considered truant. If the school sends the child home, an early dismissal form signed by the parent in our office will be acceptable for that day. Any missed days after that, however, must be accompanied by a call. An approved, prearranged absence does not need to be followed by a note. Students called in absent from school for 3 consecutive days may be required to show a doctor's excuse upon their return.

### **EXCUSED ABSENCES**

An excused absence consists of a guardian reported illness/injury of the child, a death in the family, medical appointments that could not be scheduled outside of the school day, an emergency situation approved by the principal, and any allowable absences recognized by state laws I.C. 20-8. 1-3-17 and I.C. 20-8. 1-3-18 and Knox Community School Board Policy #5200. Schoolwork missed due to an excused absence may be made up for credit. Students who are absent will have two days for each day absent to make up missed work. If a principal has requested further verification, a note/call from the parent or guardian may not be sufficient proof of absence.



### **UNEXCUSED ABSENCES**

Any absence that is not an excused absence is considered an unexcused absence. An unexcused absence is one that is not accompanied by the proper verification (a call, doctor's excuse, etc.) or one that the reason for absence does not qualify as an excused absence. Schoolwork missed due to an unexcused absence may be made up for its educational value, but credit may not be given. The KCSC will follow the following responses for unexcused absences:

3 Unexcused Absences Notification letter will be sent

5 Unexcused Absences Phone conference with parent/guardian

7 Unexcused Absences In person meeting with administrative representative to complete an attendance contract

8 Unexcused Absences/Project Attend Hearing with the prosecuting attorney  
Violation of Attendance Contract

10 Unexcused Absences Referral to DCS

The principal may initiate disciplinary action, including expulsion, for students who violate the attendance requirements.

### **PREARRANGED ABSENCE REQUEST**

Parents may request to take their children out of school for doctor appointments, dentist appointments, etc. The parent must complete a Prearranged Absence Request Form, send it to the school, in advance of the absence, and get signatures from the teachers and principal. Prearranged absences, if approved, will provide the child the opportunity to make up missed work for credit within the allotted time limits. Completing a Prearranged Absence Request Form does not guarantee an "excused absence" if the reason for a child's absence does not coincide with the Indiana Department of Education guidelines I.C. 20-8. 1-3-17 and I.C. 20-8. 1-3-18 and the Knox Community School Board Policy #5200. Factors affecting the approval of a prearranged absence may include any or all of the following: the attendance history of the student, the student's achievement level, the timing of the absence, the educational effect of the absence, and the family impact of the absence. An approved prearranged absence does not need to be followed by a note.



### **MAKE-UP WORK**

Students who are absent will have two days for each day absent to make up missed work. It is each student's responsibility to find out what work was missed and to turn it in to the classroom teacher on time. If a parent would like to pick up homework, a call must be made to the school before 9:00 a.m. The assignments may be picked up at the end of the day in the main office by the parent or guardian.

### **TARDINESS**

Students are considered tardy if they arrive in their classrooms after the tardy bell has rung at 8:030a.m./12:00p.m. Students who arrive late should report to the office upon arrival. The only exception is when a bus is late. Excessive tardiness will be handled by the school attendance officer or their designee.

### **EARLY DISMISSALS**

Students may be dismissed from school early for illness, doctor or dentist appointments, or emergencies with the permission of the principal or the principal's designee. Parent/guardians must sign out students in the K.C.E.S. Main Office before they will be dismissed.



### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled in the fall. Additional conferences may be held at any time during the course of the school year at the request of the teacher or parent. These conferences will be held during the teacher's regular work day hours unless otherwise notified. Parents are encouraged to call to initiate a conference with their child's teacher at any time to discuss academic progress or other concerns.

### **VISITORS & RAPTOR VISITOR MANAGEMENT SYSTEM**

All visitors are asked to park at Door #1 in the horseshoe shaped drive and are required to enter through the secure vestibule. All visitors must show a state issued ID to enter the building. The visitor's ID will be used to perform a background check using the Raptor Visitor Management System. Upon entering the school, visitors will be required to sign in and wear a visitor's tag. Parents/guardians are allowed to make unscheduled visits to the facility.

Visitors are to follow these guidelines to allow our teachers to best utilize teaching time with their students and to maintain building security.

1. Use the main office, Door #11, when entering our building and sign in at the main office to receive a badge.
2. All visitors to student areas must have previously undergone a background check through the KCSC central office.
3. Leave all packages, lunch boxes, homework, etc. in the office with office staff. The student will be allowed to come to the office to pick them up.
4. Make appointments with the teachers to talk about your child's progress. Teachers are not to stop teaching to talk to parents.
5. All parents and the public are considered visitors to the school.



## **COMMUNITY INVOLVEMENT AND BUILDING USE**

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

## **FUND-RAISING**

Only approved fund-raising is allowed in the building. All fund-raising activities are subject to the principal's approval. We are not permitted to have children selling items for other organizations during school hours or activities without prior permission.



### RECESS/PLAYGROUND INFORMATION

Children in all grades will have either indoor or outdoor recess breaks. The American Pediatrics Association supports a position that all children benefit from fresh air and exercise. When weather conditions do not present a hazard to our students, they go outside for recess. During winter months students will be expected to go outside if the temperature (including wind chill) is 20 degrees or above. Appropriate student clothing for winter includes a coat, hat, mittens/gloves, and boots. If you do not want your child to go outside for recess, a note should be sent to school stating the number of days requested inside. **Parents requesting that their child remain inside for more than three consecutive days will need a doctor's note stating the number of days the child should remain inside.** The school cannot accept a parent note requesting that a child remain inside all winter. Parking is not permitted on or near the playground when children are present. To ensure the safety of all students, visitors are not allowed on the playground.

### ACADEMIC PROGRESS REPORTS

Academic Progress Reports will be sent home when the teacher feels the student is not progressing satisfactorily. Parents should sign and return it to the teacher.

### ANIMALS

Animals are not permitted in school without the prior consent of the classroom teacher and principal. No animals, dead or alive, are ever permitted on the bus.



### **BRINGING CHILDREN TO SCHOOL**

Parents who drive their children to school are asked to observe good driving habits, common courtesy, and a few simple rules to help prevent traffic problems and help ensure the safety of our students. When bringing children to school, please **DO NOT** use the south bus parking lot (Doors #5, #11, and #13) or the southeast parking lot (Door #9). When dropping children off to school, or when picking them up, drivers are asked to use to the southeast parking lot (Door #11). When dropping off parents need to park their cars and walk students up to the door and make contact with a teacher before dropping their student off. Drop off times are 8:15-8:30a.m. and 11:45a.m. and 12:00a.m.

### **STUDENT PICK UP AND BUS TRANSPORTATION CHANGES**

If a child normally rides a bus home and the parent would like for him/her to be picked up, the parent **must** send a note to school to inform school officials of the requested change. If someone other than the child's parent will be picking the child up from school, the written note should include the name of the person. Parents who drop off their children or pick their children up from school at the end of the school day should use the southeast parking lot. For the safety of all children, we request that parents walk up to the building to pick up their children. If no note is received, the child will be placed on his or her regular bus.

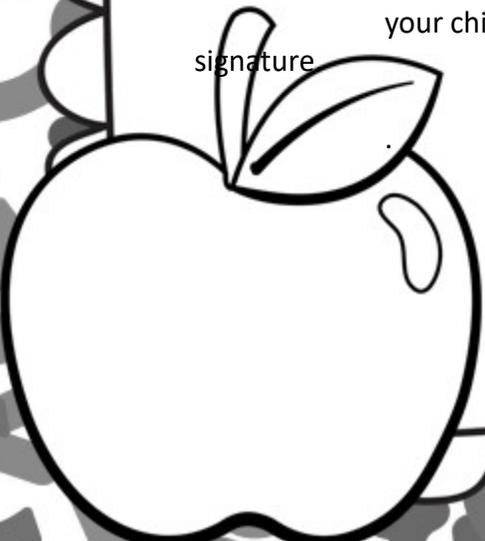
When writing a dismissal note for your child, please denote whether they are will be **pick-up** (an adult must walk up to the building to retrieve their child), or will be riding a different bus. No student will be transported to a destination other than his or her home or usual drop-off point unless approved by K.C.E.S. administration or the Director of Transportation.

Parents requesting a change in bus transportation **must** include the following information on a written note:

Student's first and last name;

Bus number; Name and address of the person you want the bus driver to deliver your child to; Date or dates this is to be done; and Parent's

signature



## **STUDENT/PARENT REUNIFICATION**

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

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

### **Notification**

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents.

### **Parent/Guardian Expectations**

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

### **What if a Parent Can't Pick-up Their Student?**

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

### **Reunification Cards**

For parents, there are multiple steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. Because the card is perforated and will be separated during the process, parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.



### Bring ID to check in

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent. From the “Check In” area, parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card and to the Student Assembly Area to collect the student or students. Parents should be aware that in some cases, they may be invited into the building for further information. In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

### SUBSTANCE ABUSE POLICY

Knox Community School Corporation is a tobacco free campus. The law forbids the use, possession, sale, or distribution of alcohol, other purported substances, or other drugs at school or during school board-sanctioned activities. A copy of the school corporation’s substance abuse policy is contained in this handbook.

### SECURITY

K.C.E.S. has implemented building security procedures to help ensure the safety of all children. All K.C.E.S. doors will be locked after 8:00 a.m. Children arriving at school after 8:00 a.m. must push a button for entry into the building at door #1. Door #1 is located at the U-shaped parking area at the front of the school.

### SCHOOL RESOURCE OFFICER

The Knox Community School Corporation has partnered with the Knox City Police Department (KPD) to provide a School Resource Officer (SRO) on the KCSC campus to ensure the safety of students, staff, and community members. They are responsible for working with school administrators, security staff, and faculty on developing comprehensive safety plans to ensure schools are safe places for students to learn. Anyone suspected of participating in unlawful or unsafe activities on the KCSC campus may be reported to the SRO. During any incident, the SRO may assist administrators by being present in student conferences. In conferences, the SRO will only function as an observer until they determine the situation requires the involvement of law enforcement. At that moment, the SRO will perform their duties as an officer of the KPD. It should also be noted that the SRO is an officer of the KPD. As such, any information received by



the officer may also be subject to outside referrals to the Knox/Starke County Police Departments, Starke County Division of Family and Children Services, Starke County Probation Department, or other agencies.

### **DRESS RECOMMENDATIONS**

Students are expected to come to school looking clean and neat. They should be dressed in a manner which is accepted as being in good taste and suitable for weather conditions. Clothing that may be appropriate for the beach is not appropriate for school. T-shirts and tops that show the belly or bare shoulders are not appropriate. No student will be permitted to dress or appear in any manner that is unhealthy, obscene, or excessively distracting, or to wear attire that contains profane or offensive language. Clothing and/or attachments to clothing which promote or advertise drugs, alcohol, and/or tobacco will not be allowed. This would include, but is not limited to, hats, shirts, sweatshirts, and buttons. Likewise, no clothing that is real or perceived to represent gang membership or affiliation shall be permitted. Elementary students should not come to school dressed in pajamas or wearing make up. These are distractions for the rest of the students and disrupt the educational process. Children may be asked to change their clothes in the nurse's office or parents may be called to bring clothes or take them home to change clothes. **As a safety concern, we also ask that students refrain from wearing "flip flops" or high heels.** Both shoe styles present safety concerns for students. Shoes that have wheels of any sort are not permitted due to obvious safety issues and the maintenance problems they cause to the floors. Students wearing these types of shoes will be sent to the office and parents will be called to bring a more appropriate pair of shoes to school for their child.

### **FIELD TRIPS**

Classes are permitted to take field trips. A Hospital/Emergency Medical Release Form must be completed and on file before students are permitted to leave the school campus. A permission slip may also be required. When applicable, permission slips must be completed by a parent or guardian and returned to school prior to the field trip date. A fee may be charged to each student to help cover the transportation costs. Any parent wishing to chaperone a field trip must successfully pass a background check through the school. Forms can be obtained in the main office.



### **GUM CHEWING/CANDY TREATS**

For safety purposes, food may not be eaten on the bus. (This includes gum chewing.) Treats given by teachers may be eaten only with the teacher's permission in the classroom. Treats sent by parents for a special occasion must be store-bought and arranged with the teacher in advance.

### **LOST AND FOUND**

All lost articles are turned in to the main office. When students lose items of clothing, money, or books, they should check in the office to see if these items have been found. Unclaimed items are given to charitable organizations at the close of each grading quarter. *PARENTS ARE STRONGLY URGED TO LABEL ALL ITEMS OF CLOTHING.*

### **MONEY**

All money sent to school for specific projects must be sent in an envelope clearly marked with the following information:

Child's full name;  
Grade and teacher's name;  
Amount of money enclosed; and  
What the money is to be used for.

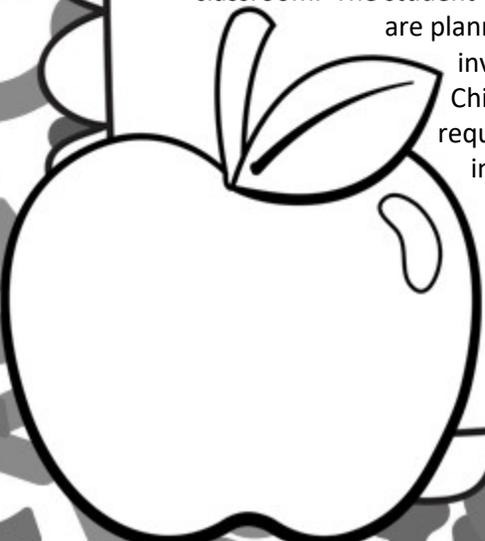
Other than for breakfast/lunch, milk/juice, fundraisers, or other K.C.E.S. sponsored activities, there is no need for children to bring money to school. Parents will be notified, in advance, of all activities involving money.

### **SCHOOL PICTURES**

School pictures are taken annually. Parents are not required to buy the pictures, however, all children should be photographed for school records. School yearbooks are sold in the spring.

### **FLOWERS, BALLOONS, AND GIFTS /HOME BIRTHDAY PARTIES**

Balloons may not be sent to students at K.C.E.S. Balloons create a safety hazard on the bus and can restrict a driver's view. Flower deliveries are discouraged. If flowers are sent, they must not be in glass containers. Flowers will not be delivered to the student's classroom. The student will have to pick them up on the way out during dismissal. If you are planning a birthday party at home for your child, please do not send invitations to school unless you are inviting the whole class. Children are extremely sensitive to being left out. The school requests that parents contact the classroom teacher prior to sending in any birthday treats for children. **For the safety of all students, parents must send store-bought items as treats.**



### **STICKERS/DECALS/POSTERS**

Students are not permitted to put stickers, decals, or posters on or in their desks, books, or locker areas.

### **TOYS, PHONES, AND VALUABLES**

Students should not bring toys, gadgets, phones, electronics, or other valuables to school without the consent of the staff or administration. If a student has an object that interferes with the teacher's instructional objective, the object may be collected by the teacher and held for parent pick-up. The school cannot be responsible for any valuables brought to school or left on school grounds. If a student brings these items for use on a bus during the AM or PM route with driver permission, they must remain in their backpacks while in the school building. The school is not responsible for lost, stolen or damaged item.

### **EQUAL OPPORTUNITY**

The School Board declares it to be the policy of this corporation to provide an equal opportunity for all students to learn through the curriculum offered in this corporation regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background.

### **RETURNED/BAD CHECKS**

All bad checks returned to K.C.E.S. by a financial institution will be assessed a fee per I.C. 26-2-7-4. The fee for a bad check will be equal to no less than the amount charged by the financial institution.

### **STARKE COUNTY YOUTH CLUB**

K.C.E.S. and the Starke County Youth Club (SCYC) have formed a partnership for K-12 students. SCYC takes place each evening after school. Parents, when filling out an enrollment card for your child, please make certain to denote if and when your child will be taking part in the SCYC. If you have any questions regarding the SCYC and their programming, please call the school and ask to speak with Irene Szakoni.



### TITLE I PARENT RESOURCE ROOM

KCES is proud to host a TITLE I Parent Resource Room. Our room contains information and materials that we would like to share with our parents. It is our hope that parents find this room useful when helping us prepare our children for their academic careers. Parents are also welcome to volunteer to take part in ongoing constructive activities aimed at helping classroom teachers. If you would like to volunteer to participate in some of these ongoing activities, please contact your child's teacher or our main office

### SCHOOL HOURS

Students who walk to school or those who are brought by parents should not arrive at school before 8:15 A.M or 11:45 A.M.. Teachers begin their assigned duties at this time. When students arrive early, the potential for accidents and misbehaviors increase. In order to protect our students, we ask for your assistance in securing the safety of all children by ensuring that your child does not arrive at school earlier than 8:15 A.M or 11:45 A.M. School will dismiss ½ hour early every Friday.

#### Bus Arrival

8:15 A.M.

11:45 A.M.

#### Drop-Off Arrival

8:15 A.M.

11:45 A.M.

#### Tardy

8:30 A.M.

12:00 P.M.

#### Dismissal

11:00 A.M.

2:30 P.M.

#### Friday Dismissal

2:00 P.M.

