

Knightstown Elementary STUDENT HANDBOOK 2024-2025

Link to the elementary website is available through the Charles A. Beard Memorial School Corporation
website: www.cabeard.k12.in.us

Find us on Facebook: **Knightstown Elementary School**

**STUDENT PROCEDURES AND REGULATIONS
CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION**



SECTION I. GENERAL INFORMATION

SECTION II. SAFETY PROCEDURES & HEALTH SERVICES

SECTION III. SCHOLARSHIP

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**CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION
Corporation Calendar 2024-2025**

August 5-6	Teacher Orientation - No School
August 7	First Student Day
September 2	Labor Day - No School
September 3	Teacher PD Day - No School
October 7-11	Fall Break - No School
November 27-29	Thanksgiving Break - No School
December 23-January 3	Winter Break - No School
January 6	Teacher Day - No School
January 7	First Student Day Back
January 20	MLK Jr. Day - No School
February 14	Teacher PD Day - No School
February 17	President's Day - No School
March 24-April 4	Spring Break - No School
May 30	Last Student Day
June 2	Teacher Day - No School

END OF NINE WEEKS GRADING PERIODS

October 4	End of 1st Grading Period
December 20	End of 2nd Grading Period/Semester 1
March 7	End of 3rd Grading Period
May 30	End of 4th Grading Period/Semester 2

Contact Information

Address: 8632 IN-109 Knightstown, IN 46148

Phone number: 765-345-2151

Fax number: 765-345-7134

Office hours: 7:30 AM-4:00 PM'

Website: <https://www.cabeard.k12.in.us/Domain/140>

Social media: <https://www.facebook.com/KnightstownElementary/>

Office Staff

Sara Stevenson- Principal

Email: sstevenson@cabeard.k12.in.us

Emily Roland- Secretary/Treasurer

Email: emily.roland@cabeard.k12.in.us

Tiffany Wilson- Secretary

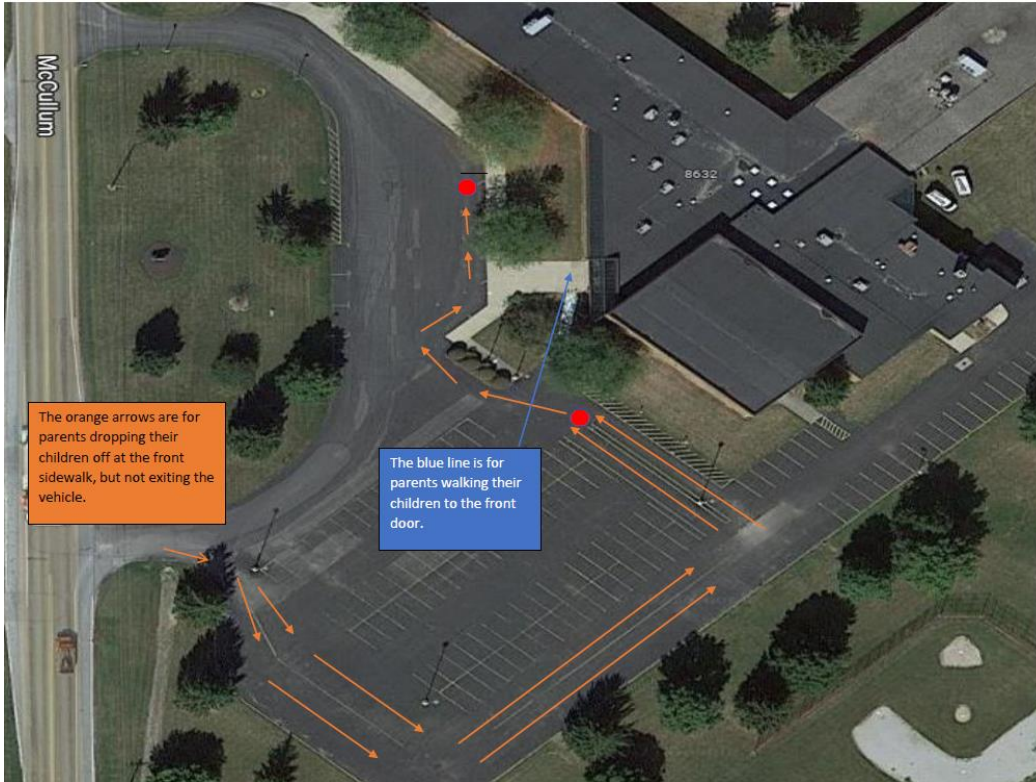
Email: tiffany.wilson@cabeard.k12.in.us

SECTION I. – GENERAL INFORMATION

SCHOOL DAY

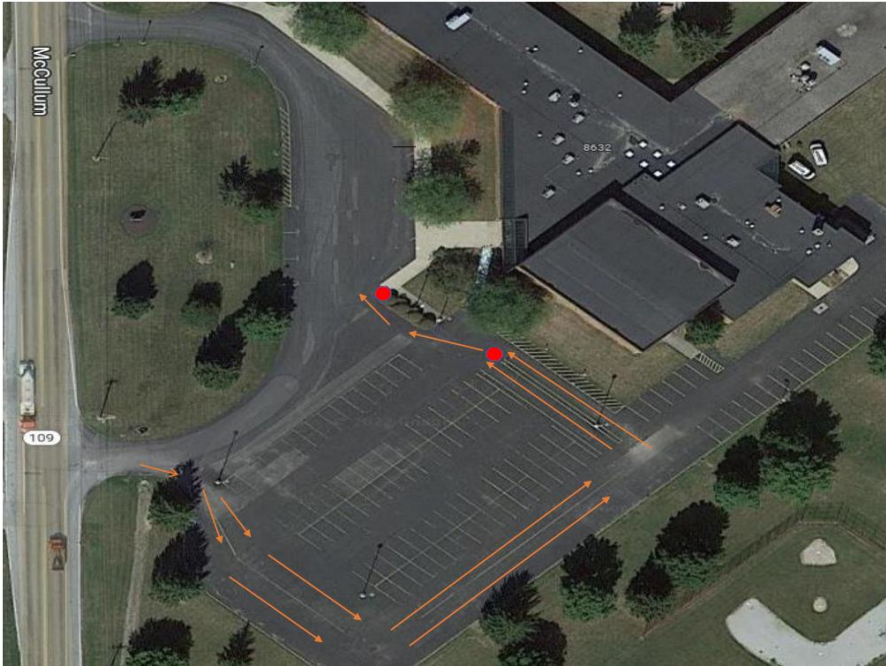
Student arrival is between 7:45-8:00 AM. The tardy bell goes off at 8:00 AM. Dismissal begins around 3:00 PM. Bus riders will dismiss first then car riders.

ARRIVAL PROCEDURES:



- Drop off will start around 7:45 after buses dismissal. One of our staff members will direct traffic. Please drop your students off at the Door 1.
- Please do not park your car in front of the building and walk your child into the building. This is a safety concern as you and your child may be walking across moving traffic.
- Students should be ready to exit the car upon the direction of the school employee(s) supervising the car rider line.
- Drivers should stay in vehicles
- Please leave only when the car in front of you has moved forward. Do NOT pull around the car in front of you as children could run between the cars unseen.

DISMISSAL PROCEDURES



- Car rider dismissal will start after buses leave. Cars park at the stop sign. A staff member will ask for your child's name.
- You will pull up to the cones and wait for your child to enter the vehicle.
- Please be on time. Students that are not picked up by 3:15 PM will be sent to the PM Cub Club. If this becomes habitual, guardians could be charged the daily Cub Club rate.

TRANSPORTATION CHANGES

Transportation changes need to be called into the office by 12:00 PM.

KINDERGARTEN ENROLLMENT

In order to be eligible for enrollment in kindergarten, a child must be at least five (5) years of age by August 1 of the enrollment year. Kindergarten Round-Up is held each spring. A certified birth certificate, proof of address, and immunization record must be presented at the time of registration. Exact dates are announced in the local newspaper, social media and on the local radio station. Early entrance can be allowed and anyone interested should contact the office.

PARENTAL CUSTODY AGREEMENTS

It is highly recommended that the custodial parent/guardian of each student make every effort to keep the school informed of changes in custody agreements as they apply to who may pick up children from school and/or release of student information. It is advisable to present office personnel with a copy of the latest custody agreement to be placed in each student's cumulative folder. It is the custodial parent/guardian's responsibility to update this information anytime there is a change.

LOST AND FOUND

Any article found in the school, gymnasium, or on school property should be turned into the lost and found container in the main hallway. Students who have lost articles may claim them by identifying them.

Students are asked **not** to bring to school articles of great value. Large sums of money should **not** be brought to school. Outside wearing apparel should be marked with the student's name as a means of positive identification.

Any textbooks that are found should be turned into the office. If a student loses a textbook, he/she must pay for a second book. However, money will be refunded if the original book is found.

SCHOOL CLOSING OR DELAYS

Please be assured that school officials survey the weather and road conditions in light of total safety for those concerned. Your cooperation is needed and appreciated.

Every effort will be made to have closing announcements notified through our all-call system and in the hands of radio and television stations prior to 6:30 A.M. When practical, continued school closing announcements will be made through the all-call system and in the hands of radio and television stations prior to their 11:00 P.M. newscasts; when conditions are unstable or gradually improving, the final determination may not be made until early each morning. The all-call announcement will state if the closing day will be an eLearning day or a full closure day.

The following website, social media, radio, and television stations will have closing announcement information:

- ✓ Corporation Website: www.cabeard.k12.in.us
- ✓ Twitter: @CABSupt
- ✓ Facebook: Charles A. Beard Memorial Schools and Knightstown Elementary School
- ✓ Radio: WCTW (1550 AM & WMDH 102.5 FM) - New Castle
- ✓ Radio: WKPW (90.7 FM) - Knightstown
- ✓ TV: WTHR (Channel 13) - Indianapolis
- ✓ TV: WISH-TV (Channel 8) - Indianapolis
- ✓ TV: WRTV (Channel 6) - Indianapolis
- ✓ Henry County Weather Hot Line: 765-529-3910

The absence of a closing announcement means that school will be in regular session with buses operating as near their regular schedule as possible.

Early closing during the regular school day will be announced through our all-call notification system and on the websites, social media, radio, and television stations listed above. Parents/guardians not normally home during the day are asked to prearrange plans for their children in the event school must be closed early. Please watch for the Early Release Plan form which will be sent home at the beginning of each school year. If one is not turned back in, we will follow the Normal Dismissal Plan.

In the event of heavy fog conditions or other short term weather conditions, school opening (and bus route schedules) will be delayed and announced through our all-call notification system and on the websites, social media, radio, and television stations listed above.

Please note: Parents/guardians are responsible for keeping the school updated with their latest address and phone numbers for all notifications.

PARENT/GUARDIAN INVOLVEMENT & VISITATION

The school welcomes and encourages parent/guardian visits to school, volunteering, and other involvement in their students' education. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The superintendent or principal has the authority to prohibit the entry of any person to a school of this corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents/guardians will be involved in the planning, review, and improvement of the corporation's Title I programs, and timely responses will be given to parent/guardian questions, concerns, and recommendations. Information concerning school performance profiles and their child's individual performance will be communicated to parents/guardians.

Visitors

All visitors must check in at the main office upon arrival and will receive a "visitor's pass". **When bringing younger children to school, visitors are responsible for their supervision and adherence to school rules.** Parents/guardians needing to discuss individual matters with a teacher during their classroom visit are asked to schedule an after school

conference. Visitors are always discouraged from roaming the building or playground and/or distracting from the school process.

School policy prohibits students from bringing friends to school for visits or on field trips.

Background Checks

All volunteers must complete a “Request for Limited Criminal History” form and turn it in to the C.A. Beard Superintendent’s office before the individual will be permitted to participate in any activity where contact with a student is possible. **The background check should be submitted 2 weeks prior to the event, and when approved, will be valid for one school year. Background checks must be updated annually.**

ANTI-DISCRIMINATION/HARASSMENT

Nondiscrimination and Anti-Harassment Statement

Charles A. Beard Memorial School Corporation (“Corporation”) does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school’s computer network.

A student violating this Policy is subject to discipline including suspension and expulsion. Any employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation’s nondiscrimination and anti-harassment policy and procedures can be found on the Corporation’s website: www.cabeard.k12.in.us.

Coordinators of nondiscrimination and anti-harassment:

Title	Name	Phone	Email	Forms of Discrimination & Harassment Addressed by the Coordinator
Section 504 Coordinator	Sara Stevenson	765-345-2151	sstevenson@cabeard.k12.in.us	Disability
Title VI Coordinator	John Boyer	765-345-5455	jboyer@cabeard.k12.in.us	Race, color, national origin
Title IX Coordinator		765-345-5455		Sex, including sexual harassment/sexual assault, gender discrimination, and discrimination for sexual stereotype nonconformity
Non-discrimination Coordinator	Denise Gulley	765-345-5165	denise.gulley@cabeard.k12.in.us	All other forms

It is the responsibility and intent of the C.A. Beard School Corporation to provide a free and appropriate public education to each qualified student regardless of the nature or severity of any disabilities he or she may have.

If a parent/guardian, student, or teacher knows or suspects a learning disability, and/or a physical or mental disability, he/she has the responsibility to refer the student for an individual educational evaluation under IDEA (for special education) or to determine eligibility under Section 504. To refer a student for an educational evaluation, contact the principal. As an alternative, a parent/guardian or teacher may request that the instructional support team in the student’s

school be convened to address any specific difficulties that the student may be experiencing. However, the instructional support team cannot make determinations regarding IDEA or Section 504 and is not a legal replacement for the Case Conference.

The principal or his/her designee at each school serves as the Section 504 Compliance Officer for that building. For further non-discrimination information, refer to <http://www.ed.gov/index.jhtml>.

RELIGIOUS EXPRESSION

Student Expression of Religious Viewpoints

The school shall treat a student's voluntary expression of a religious viewpoint, on an otherwise permissible subject in the same manner the school treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and will not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject. Students may express the students' beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the students' submission. Homework and classroom work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school.

Freedom to Organize Religious Groups and Activities

Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, and other religious gatherings before, during, and after school to the same extent that students are permitted to organize other non-curricular student activities and groups. Religious groups will be given the same access to school facilities for assembling as is given to other non-curricular groups, without discrimination based on the religious content of the group's expression. School authorities may disclaim sponsorship of non-curricular groups and events.

Prayer

Each student has an absolute right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

HOMELESS STUDENTS

Children who meet the legal definition of a "homeless" student (McKinney-Vento) will not be denied enrollment based on a lack of proof of residency and will be provided a free appropriate public education in the same manner as all other students of the District. Questions about enrollment of a student who may be considered homeless should be directed to: John Boyer, homeless student liaison.

DIRECTORY INFORMATION

The C.A. Beard School Corporation designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, student work displayed at the discretion of the teacher with no grade displayed.

The corporation may disclose any of those items without prior written consent, unless the parents/guardians notify the school district in writing by the end of the first week of the school year that they do not want certain designated directory information released without prior consent. Federal law requires public school districts, upon request, to release the name, address and telephone number of high school students to military recruiters unless a parent/guardian expressly informs the school in writing by the end of the first week of the school year not to include this contact information (name, address or telephone number) in the lists that are released to military recruiters.

PROTECTION OF PUPIL RIGHTS AMENDMENT

In accordance with federal law, the C.A. Beard School Corporation has adopted a policy providing parents the right to inspect certain instructional materials and the right to grant or deny permission for a student to participate in certain surveys, analysis, or evaluations, or activities involving the collection or disclosure of student information for marketing purposes. For more information, see Board Policy 2416, available by request at the school office and online at www.cabeard.k12.in.us.

RESTRAINT OR SECLUSION OF STUDENTS

The C.A. Beard School Corporation has in place a plan for using restraint or seclusion to control students only if there is an imminent risk of injury to the student or to another person and in emergency situations. A copy of this plan is available in the main office and online at www.cabeard.k12.in.us.

SCHOOL LUNCH CHARGES POLICY (Subject to Board Approval)

Student Lunch -Free

Adult Lunch - \$4.70

Student Breakfast – Free

Adult Breakfast - \$2.50

Extra Student Milk - \$.60

Extra Adult Milk - \$.65

LUNCH VISITORS

Parents/guardians or anyone on a student's emergency contact school list are welcome to eat lunch with their child in the office after the first two weeks of school. We ask that you call the office to order a tray before 9AM. You will be eating in one of the conference rooms in the office.

STUDENT BIRTHDAY CLASSROOM PROCEDURES

To celebrate any child's birthday, store bought treats still in the package, sealed, and with nutrition labels may be brought into school. Please remember that all treats must be peanut free and from peanut free facilities. Donuts from bakeries are not permitted. Birthday treats can be sent in with your child or can be dropped off at the main office and will be delivered to your child's classroom. In order to keep the lines of communication open, please notify your child's teacher prior to bringing or sending in birthday snacks.

SUPPLIES AND BOOK RENTAL

Textbook fees have been waived for the 2024-2025 school year.

Charles A. Beard Memorial School Corporation has a complete book rental system for the convenience of the students. This makes all books available at the same time, saves the student money, and avoids the trouble of buying and selling textbooks each year. Textbooks are issued at the beginning of each year in the classrooms. Students are responsible for the proper care of textbooks rented to them. They may be taken home, but they must be replaced if lost or stolen. The books must be returned at the end of the semester or year in good condition. Students should make an effort to clean up books by erasing pencil marks or other markings. Allowance is made for natural wear and tear, but an extra charge will be made for other damage. A total replacement cost will be assessed for books damaged beyond repair.

TELEPHONE

The office telephones are for faculty and administration use. These phones are available for student use only in emergency cases and official school business, such as helping sponsors with club and organizational activities. Students will be called to the office in case of emergency; otherwise, a message will be taken to the student.

SECTION II. – SAFETY PROCEDURES AND HEALTH SERVICES

FIRE DRILL PROCEDURES

Fire drills will be signaled by a warning alarm sounded throughout the school. It is essential that everyone obey orders promptly.

1. Teachers should instruct each class regarding proper exit from their rooms. Evacuation directions are posted in each room.
2. Teachers should be sure to close all windows and doors when exiting their classroom.
3. Students with disabilities will be assisted by a classroom teacher or instructional assistant.
4. Teachers are responsible for taking a class list with them during all fire drills.
5. Teachers should be last to leave the building whether they have a class or not.
6. Students should leave the building quickly and quietly.
7. Teachers need to wait with students for the "all clear" before reentering the building. A staff member will verify all students are accounted for before the "all clear" is sounded.

8. If a student is away from his/her class when the fire drill sounds, that student should exit the nearest door and find an adult outside. That adult must help the student find his/her class and/or teacher.

TORNADO DRILL PROCEDURES

A signal for a tornado warning/drill will be given over the P.A. System. When the signal is heard, each teacher will ready his/her students for exit. Students will go directly to their assigned areas without conversation. This is absolute, and it will be the duty of the teacher to see that this procedure is followed. Everyone should assume a protective position: crouching on knees or bottom with head tucked and protected with hands. Teachers should take a class list and check attendance after arriving at designated areas. Teachers must make sure all students are accounted for.

HEALTH SERVICES

Administration of Medication

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his educational plans. **MEDICATIONS SHOULD BE GIVEN AT HOME WHENEVER POSSIBLE.** Medications given during school hours should be only those necessary to provide the student access to his/her educational program.

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
2. The following procedures for administration of all medications will be developed and managed by the school nurse:
 - a. The Medication Administration Permission Form must be completed and signed by the parent/guardian of the student who is to receive medication. The physician's order must also be submitted.
 - b. All medications prescribed for a student are kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a practitioner. The over-the-counter medication must be in the original container marked with the student's name. The school nurse must be aware of the purpose for which a student is to receive the medication. OTC shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original packaging. If your child is under the age of 12 then the dose of the OTC medication needs to be junior strength.
 - c. All medications are kept in locked areas and in tamper proof containers. All medications are to be taken to the office.
 - d. When a medication is to be administered at school, the school nurse will know the purpose of the medication, side effects, dosage, administration route and time. This information is discussed with the student and other staff assigned to administer medication.
 - a. When medication is received in school, it will be counted by designated school personnel to verify the amount listed by the parent. All administration of medicine shall be documented in writing.
 - b. Medication shall be administered according to parent/guardian's statement, physician's order, or nonprescription medicine's directions. The school nurse or other designated and trained employee(s) will administer medications.
 - e. Effectiveness and side effects shall be assessed with each administration and documented as necessary. documentation of effects for long-term medication should be summarized and written feedback provided to the licensed prescriber and parent(s)/guardian at appropriate intervals.
 - f. All permission for long term medication shall be renewed at least annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
 - g. The Corporation's complete Administration of Medication Policy may be found on the school web site or in the principal's office.

Immunizations

Indiana law requires that all students enrolled in C.A. Beard School Corporation must be immunized against certain diseases specified by the Indiana Department of Health. Students must provide written documentation of such immunizations at the time of their enrollment in the school corporation. No student will be permitted to attend school for more than twenty days beyond the date of his or her enrollment without documentation of immunization. Parents/guardians providing an acceptable written statement of religious or medical objections will be exempt from this requirement.

SECTION III. - SCHOLARSHIP

ELEMENTARY SCHOOL GRADING SCALE (adopted 05/2012)

A+	99.50% and up	C	77.49-72.50%
A	92.5-99.49%	C-	72.49-70.00%
A-	92.49-90.00%	D+	69.99-67.50%
B+	89.99-87.50%	D	67.49-62.50%
B	87.49-82.50%	D-	62.49-59.50%
B-	82.49-80.00%	F	59.49% and below
C+	79.99-77.50%		

HONOR ROLL

To earn honor roll at KES, a student must have an A, B, S+ or S in the following categories: Language Arts, Math, Science, Social Studies, Music, Art, and PE. Citizenship will not be considered when figuring honor roll.

CONFERENCES

Students and/or parents/guardians are encouraged to schedule a conference with teachers or the principal to discuss any concerns they may have. Please schedule these conferences in advance to insure a time that is convenient for everyone involved.

REPORT CARDS

To keep students and parents/guardians informed concerning scholastic achievement, report cards are distributed to the students during the week following the close of each 9-week grading period. Progress reports may be viewed at the midway point of each grading period to help students and parents/guardians stay informed of the student's scholastic achievement. Grades can be accessed at any time by families through the use of our student information system PowerSchool. Please feel free to contact the teacher if you have any questions concerning grades or report cards.

ELEMENTARY RETENTION POLICY

The Charles A. Beard Memorial School Corporation, through its professional staff, is dedicated to serving the best interests of its students through continuous academic, social, and emotional development, individually and collectively.

Each year, normally in the spring, decisions must be made regarding specific students who have not performed to an acceptable level during the school year. Recommendations for retention are made with the best interest of the student in mind. Teachers, administration, and parents/guardians, as parties in this decision, must cooperate with the understanding that opportunity for the student to experience success in the classroom setting is paramount. In this decision-making process, parent/guardian approval is most desirable, but not necessary.

Students who have not received a passing grade in reading or in two subject areas will be subject to recommendation for retention. Students who have not reached acceptable levels of performance in social skill and/or emotional skill development (immaturity, poor work habits, irresponsibility, etc.) will be subject to recommendation for retention. Also, per corporation policy, 3rd grade students who do not pass IREAD-3 could be subject to recommendation for retention. The principal has the final responsibility for determining promotion, placement, or retention of each student.

SECTION IV. - RULES AND REGULATIONS

ATTENDANCE

Philosophy

There is a close correlation between school attendance and academic achievement. A day lost in the classroom can never be completely retrieved. The dialogue between teacher and student, in a classroom group environment, can never be effectively duplicated. Regular daily attendance is the responsibility of the PARENT/GUARDIAN AND STUDENT. Data indicates that students with high absentee rates generally do not perform as well as those who have regular attendance.

The student is responsible for making arrangements to complete work missed due to an absence. Individual teachers have the authority to establish guidelines governing make-up policy. It should be remembered that a missed class can never really be "made up," even though an assignment is turned in or a test is taken.

Perfect Attendance is defined as having no absences (including leaving early) or tardies during the school year.

Attendance Policy

Per recent legislation changes, KES has revised the elementary attendance intervention process to reflect language in the new board policy.

Students are expected to comply with Indiana State Law regarding attendance. Every student will be expected to be in school, in class, every day.

REGULATIONS GOVERNING ABSENCES

Excused Absences

Under the compulsory school attendance statute (IC 20-33-2) and Board of School Trustees Policy, the following are the acceptable reasons for students to be excused from school:

The Board considers the following for excused absences:

- Personal illness with a note from a doctor
- Personal illness with communication from a parent
- Absences due to a medical or dental appointment (with doctor's office documentation)
- Death in the immediate family
- Service as a page in the Indiana Legislature
- Serving as a poll worker on election day or helper to a political party or candidate
- Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components
- Civil Air Patrol participation
- Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
- Court appearances with a subpoena
- School-sponsored field trips (student will be considered in attendance at school)

Illness

Students should stay home when sick for at least 24-hours after they no longer have a fever or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine. This is in accordance with the Centers for Disease Control and Prevention (CDC) guidelines to reduce illness. Students should also follow these same guidelines for vomiting, diarrhetic episode, and symptoms of pink eye.

Pre-Arranged Absences

Students who wish to be excused from school for vacations or other planned absences must submit notification to the school administration at least two full days before the first of such absence to enable schoolwork to be made up for credit.

Unexcused Absences

Unexcused absence is defined as absence from school with the knowledge or consent of the parent or guardian which fails, in the judgment of the principal, to meet any of the conditions for an excused absence. Unexcused absences may be declared trancies.

Truancy

Truancy is defined as: (a) Absent from school without consent or knowledge of the parent. (b) Leaving school or class for a portion of the day without proper permission through the principal's office. *Note: Unexcused absences may be declared trancies*

Intervention Procedure:

When a student has accumulated five (5) unexcused absences, the attendance officer or school administration will send a letter to the parent or guardian and a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Officer. The Attendance Officer may recommend the following:

1. Expulsion for the remainder of the semester.
2. Written contract as an individual intervention plan.
3. The recommendation of the Attendance Officer will be presented to the Principal for final determination.

Truancy Prevention and Intervention Procedures:

On the fifth unexcused absence in the semester, the school will immediately provide a written notice to the parents. Such written notice shall include:

- The school will be initiating truancy prevention measures in regards to the absent student
- The parent is responsible for monitoring the school attendance of the student and ensuring the student attends school
- The student is a habitually truant student if ten days of unexcused absences within a school year occur;

It is requested that a parent attend an attendance conference concerning the truancy measures the school will be implementing following the 5th unexcused absence. Attendance at a conference becomes mandatory following the 10th unexcused absence. The superintendent or the attendance officer are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent may be prosecuted for educational neglect.

Reporting Absences

Parents/guardians must take the responsibility to report absences on the day of the absence. At that time, the parent can determine if they would like to pick up the child's work after school that day, or if they would rather the child receive the work when they return to school. A note, upon returning to school, is to be sent to the classroom teacher.

Excessive Absences Notification Process

In addition to school staff calling, parents/guardians will receive a written notification with regard to excessive absenteeism of students.

- 10th Absence: A letter will be sent after ten (10) days of absences to the student's parents/guardians, notifying them of the number of absences and reminding them of the attendance policy.
- 15th Absence: A letter will be sent after fifteen (15) days of absences to the student's parents/guardians, notifying them of the number of absences and reminding them of the attendance policy.
- 20th Absence: On the twentieth (20) day of absence, the school resource officer will make contact with the parent/guardian of the student and information will be sent to the Henry County/Rush County Prosecutor's Office.

Make Up Work

A student may receive an incomplete on his/her grade card if they have not completed all the work expected by their teacher.. A student must complete make up work within the number of days the student was absent (Absent 1 day, 1 day to make up work, etc.) If the work has not been made up within this time limit or the agreed upon time, a zero grade for the assignments missed may be recorded by the teacher. Parents may request assignments be collected by the office after a student misses two consecutive days. Assignments will be ready to be picked-up by parents at the end of the school day.

Early Dismissals

Should a student need to leave during the school day for an appointment, (e.g., the dentist) parents/guardians must notify the elementary school office by note, phone, or in-person before the student will be excused to leave. The student should return to school when the appointment is completed and continue the regular school day. Students should bring confirmation slips from the dentist or doctor upon returning to school. Students who are released prior to 1:30 p.m. will be counted as a half-day absence. Students released at 1:31pm or after, will be counted as an early release.

Tardy to School

If a student arrives later than 8:00 AM, he/she shall be counted tardy to school. If he/she arrives at school on or after 9:31 they will be counted absent for a ½ day in the morning. Tardies will affect perfect attendance. Chronic absences and/or chronic tardiness will be handled by the school administration as a disciplinary problem.

Gym Excuses

Students may be excused from physical education when a properly executed excuse is signed by a doctor specifying the period of time to be excused. The school principal may grant a temporary excuse for illness or other conditions.

Sign In/Sign Out Procedure

Parents/guardians are responsible for signing students in or out, while school is in session. The parent/guardian and student must report to the main office and follow the directions on the IN/OUT form in the presence of office personnel. Only the principal or his/her designee may give permission for a student to sign out during school.

STUDENT RULES AND DISCIPLINE

Student Behavior Expectations

At Knightstown Elementary, students are expected to actively demonstrate the following character traits:

- T = Trustworthy
- R = Respectful
- R = Responsibility
- F = Fairness
- C = Caring
- C = Citizenship

Other Reminders

1. Substitute teachers are important visitors in our school. Students are expected to be polite, helpful, and considerate to them.
2. We recommend student cell phones, iPods, iPad, digital music players, handheld games, radios, and other personal items of value be left at home for their safekeeping. If brought to school, we will assume NO responsibility for items lost or stolen. If a parent/guardian chooses to allow their child to bring one of these items to school, they must remain in the backpack and turned off unless directed otherwise by a teacher. Using a device without permission will result in disciplinary action.
3. Students are not permitted in the building unless properly supervised by an employee of C.A. Beard Memorial School Corporation.
4. Students are expected to comply with any reasonable directive or request by any employee of the C.A. Beard Memorial School Corporation. This includes, but is not limited to administrators, teachers, classroom aides, custodians, cafeteria workers, secretaries, substitute teachers, bus drivers, etc.
5. Solicitation without prior administrative approval will not be allowed.
6. Practices of intolerance toward others because of sex, race, religion, etc. are prohibited.
7. Sexual and other forms of harassment are considered extremely serious. A copy of the corporation's harassment policy is available upon request.
8. Technology abuse, tampering with hardware/software, and inappropriate use of the internet, other programs, or printing will not be acceptable. Students are not to use any two-way communication tools or have private access to the internet (e-mail, FaceTime, SnapChat, Discord, Facebook, Twitter, Instagram, Instant Messenger, chat rooms, etc.) unless approved by the teacher and principal for an educational purpose.
9. Cigarettes, as well as electronic "vapor", or other substitute forms of cigarettes, lighters, matches, pocket knives, smokeless tobacco, alcohol, drugs, or drug paraphernalia in any form are prohibited and should not be brought to school by students. Toy versions and replicas of these prohibited items are also not allowed. Possession of such items will result in discipline up to a 1-day suspension.
10. Students who destroy or deface school property will have consequences; most often, parents/guardians will be responsible for paying the replacement or repair costs.
11. Any activity or behavior not covered herein, which is not in keeping with the promotion of education and the educational values of this school, is prohibited.

Language

There is no place in school for obscenities to be used in the halls, classrooms, or on school property. Students who persist in using inappropriate language will be disciplined by teachers and administration.

Bullying

1. Bullying is strictly prohibited. Engaging in cyber bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent/guardian who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the KES Principal who has responsibility for all investigations of student misconduct including bullying. A student or parent/guardian may also report the conduct to a teacher or student interventionist who will be responsible for notifying the KES Principal. This report may be made anonymously.
5. All schools in the corporation are encouraged to engage students, staff and parents/guardians in meaningful discussions about the negative aspects of bullying. Parents/guardians are encouraged to be involved in the process of minimizing bullying. Parents/guardians should feel free to report suspected acts of bullying to an appropriate school official. In addition, parents/guardians of students suspected of bullying will be notified with a phone call or through other appropriate means of correspondence. Conversely, parents/guardians of students suspected of being the victim of acts of bullying will also be notified with a phone call or through other means of appropriate correspondence. Parent/guardian notifications will occur in an expedited manner within *2 school days* after the designated school administrator receives the report of suspected bullying. Parents/guardians of students who are disciplined for acts of bullying will be involved in the process as consistent with school policy on discipline procedure.
6. The KES Principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents/guardians of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
7. The KES Principal will be responsible for working with the student interventionist and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and student interventionist will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
8. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
9. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
10. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
11. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying. All students will be required to attend such student outreach/training programs as are provided under this provision. All students and those staff members who work directly with students shall receive annual training on social media safety, cyber bullying, and appropriate responses.
12. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

Dress for School or School Functions

There is a relationship between good dress habits and proper school behavior. Any type of attire which attracts undue attention to the wearer and thus causes a disruption to the school process is not acceptable.

Please use the four “D’s” as guidelines for proper appearance:

1. **DANGER:** Do not wear anything which might prove hazardous to one’s health and safety.
2. **DAMAGE:** Dress, which could damage school property, is prohibited. Examples: shoes with cleats or heel plates, heavy boots, and clothing containing metal rivets.
3. **DISORDER:** Any extremes of dress or appearance, which disrupts normal classroom procedures or general school discipline, will be dealt with accordingly. Exhibitionism and abandonment of all social graces cannot be tolerated.
4. **DISTRACTION:** Student appearances and behavior should not be a distraction to others in the classroom.

Student Dress Code Guidelines

1. Do not wear any headwear such as hats, bandanas or sunglasses. This includes from the time you enter the building in the morning until you leave the building in the afternoon. Exceptions may be made for practices reflecting sincerely held religious beliefs.
2. No “sagging” pants.
3. Midriffs should not be seen at any time, either standing or sitting. No tops that allow the abdominal area in front or back or an excessive amount of skin to be exposed at any time may be worn during school hours.
4. No article of clothing will be allowed that has profanity/obscenity (including double meanings), racial slurs or threatening messages, explicit sexual messages, or apparel that promotes or advertises alcohol, drugs, or tobacco.
5. NO dress that is associated with gangs will be tolerated.
6. We encourage students not to wear flip flops, slippers, shower shoes, platform shoes, high heeled shoes or sport sandals.
7. Shoes with wheels are not to be worn. (This does not include in-line or roller skates during physical education activities.)

The administration reserves the right to make decisions when questions arise concerning appropriate dress.

Cafeteria

Please help make our cafeteria a pleasant place by being courteous and showing respect for the rights of others. Each student is responsible for cleaning up after themselves when they are finished eating.

Lunch Procedures:

1. Teachers will walk classes to the lunchroom where students will stand in the lunch line or sit in a seat. Do not cut in line.
2. Students must talk with a Level 1 or 2 voice.
3. Students are to remain seated while they are in the lunchroom, except to return trays. They are to raise their hands if they need adult help.
4. Good table manners are expected. Students are not to throw food or anything else.
5. No pop please. Fruit juice or water is recommended for lunches brought from home.
6. If a student chooses to continually disregard cafeteria rules, he/she will eat in a secluded area.

By observing the following the above procedures, students can do their part in helping to keep the cafeteria clean, attractive, and a pleasant place to eat.

Cafeteria Charging Policy

To ensure that all students have access to healthy school lunches and to be good financial stewards, Knightstown Student Nutrition

Services instituted a charge policy for the elementary school. This policy has, as its guiding principal, the belief that every student deserves a nutritious lunch but that ultimately it is the parent/guardian’s responsibility to provide one unless the family qualifies for the free lunch program. To that end, the charge policy is as follows:

1. Students will be allowed to overcharge a maximum of \$15.
2. Students with a negative balance will not be able to purchase a la carte items.
3. Students with a negative balance will be able to purchase a reimbursable meal consisting of a meat, grain, fruit, vegetable and milk but not a la carte items. This will ensure that students are eating nutritionally sound meals instead of using money towards lesser nutrient dense snack foods. To minimize the possibility that your child may be without meal money on any given day, meals can be paid for in advance and the balances maintained in your child’s account via MySchoolBucks.com. This service allows you to set up low balance notices and make automatic payments. Meals can also be paid for with cash or check. Please make checks payable to Knightstown Elementary School. Forms and information regarding free and reduced lunches are available at each building.
4. Students with a negative balance will be notified by a letter on Tuesdays and Thursdays. Parents/guardians will receive a phone call if the student has overcharged their account.

5. Every child has the ability to charge a lunch, as Charles A. Beard Memorial Schools believe strongly that nutritious lunches are a vital component to a healthy school environment. If you do not want your child to be able to charge, please contact your school administrator to discuss options. Our school lunches meet strict guidelines for calories, fat, sugar, and sodium; fresh fruits and vegetables are served daily. School meals enhance learning and minimize illness and absences.

School Bus

School bus drivers are to have control of all students so conveyed between the home of the children and the school building. The driver shall keep order, maintain discipline among the students in a civil manner, and see that no student is imposed upon or mistreated while in his/her charge. School bus drivers shall assure that the following regulations are observed by all student passengers:

1. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, profane language, or indecent conduct, shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet, or body in any objectionable manner.
5. No windows or doors will be open or closed except by permission of the driver.
6. No student shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. Even though the law allows a driver to wait as long as three minutes at any home or other boarding station, this is not possible except in case of extreme emergency, due to the great number of stops each bus must make.
8. Upon recommendation of the driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in an appropriate manner on the bus.
9. These same regulations apply when buses are used for field trips, fan buses, etc.
10. Bus students ride on their assigned bus throughout the year.
11. All students must have a bus pass when riding a bus other than the bus they are assigned to ride.

Corrective Discipline

Ordinarily, the severity of discipline will be progressive with each succeeding incident. However, when an act is such that it is a hazard to the safety, security, well-being of the student body, or a direct violation of the law, more severe action may be taken on the first offense.

Rules and procedures have been established for the well-being of the entire student body. These rules and procedures were not made to punish students, but to maintain order and a more enjoyable atmosphere for all. Some behavior is much more serious than other behavior and requires different approaches. Some of the disciplinary actions available to school personnel in dealing with students involved in school discipline problems are as follows:

1. Reprimand
2. Loss of privileges
3. Removed from classroom
4. Placed on behavioral contract
5. After-school detention
6. Referral to special personnel in the schools (student interventionist, teacher in charge, principal, etc.)
7. Parent/guardian conferences
8. Suspension from extra-curricular activities (as a participant or spectator)
9. In-school restrictions
10. Out-of-school suspension program
11. Out-of-school suspension
12. Contact law enforcement
13. Expulsion

School staff may also take the following actions to maintain a safe, orderly and effective educational environment:

1. Counseling with a student or group of students
2. Assigning additional work
3. Rearranging class schedules
4. Requiring a student to remain in school after regular school hours to do additional school work or for counseling
5. Removal of student by teacher from that teacher's class for a period not to exceed five class periods or, for elementary students, one school day
6. Assignment by the principal of:
 - a. a special course of study;
 - b. an alternative educational program; or
 - c. an alternative school

7. Removal of a student from school sponsored transportation
8. Referral to the juvenile court having jurisdiction over the student

Any or all reasonable techniques may be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

Discipline Procedures

The School Board provided a procedure for the handling of student suspension, expulsions, and exclusions from school. The basic premise of the policy is fairness.

Discipline is cumulative the entire school year and is treated as such.

- A. The discipline code is in effect from the time a student leaves for school in the morning until he/she arrives home in the evening. Suspension, expulsion, and student discipline and/or circumstances are covered under IC 20-33-8-15.
- B. After meeting with a student and providing the student and opportunity to explain the misconduct, a principal may suspend a student from school for a period not to exceed ten days. Within twenty-four hours, or such additional time as is reasonably necessary following such suspension, the principal shall send a written statement to the student's parents/guardians describing the student's conduct, misconduct, or violation of any rule or standard and the reasons for the actions taken.
- C. A student may be suspended from school before the principal recommends that the student be expelled. A suspension pending expulsion may last for longer than ten days until an expulsion decision is reached if there is reason to believe that the student's continued suspension will prevent or substantially reduce the risk of interference with and educational function or school purposes, or a physical injury to a student, school employee, or visitor.
- D. In the event the principal decides to recommend expulsion, he/she must file these recommendations by the end of the ten-day period in writing to the superintendent of schools, and mail a copy of the written recommendation to the student and parents/guardians by certified mail.
- E. If the superintendent determines there are reasonable grounds, he/she shall within twenty-four hours after the written recommendations are filed in the office, appoint a hearing examiner.
- F. Following the hearing, a recommendation by the examiner will be made to the Superintendent of Schools. The superintendent may accept, change, or revoke the recommendation, but may not invoke a penalty more severe than recommended. This determination shall be mailed promptly to the student and parents/guardians.
- G. At any level of the process, the hearing can be waived if both the student and parents/guardians sign the waiver of hearing.

Firearms and Deadly Weapons (IC 20-33-8-16)

A student who brings a firearm or destructive device to school or possesses a firearm or destructive device on school property *must* be expelled for at least one calendar year with the return of the student to be at the beginning of the first school semester after the end of the one-year period. "Destructive device" means a bomb, grenade, Molotov cocktail, or similar device (see IC 35-47.5-2-4). The superintendent may, on a case-by-case basis, modify the period of expulsion for a student who is expelled under this section. The superintendent shall immediately notify law enforcement if a student violates this section.

A student who brings a deadly weapon (other than a firearm or destructive device, as defined in IC 35-31.5-2-86) to school, or possesses such a weapon at school, *may* be expelled for up to one calendar year.

Grounds for Expulsion or Suspension (IC 20-33-8-14)

- A. The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:
 1. student misconduct; or
 2. substantial disobedience
- B. The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
 1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when
the school is being used by a school group
 2. off school grounds at a school activity, function, or event; or
 3. traveling to or from school or a school activity, function or event.

When a student is set to return from an expulsion, school administrators must attend a transition meeting, which should include the student and parents/guardians to discuss the student's return and prepare for a successful transition. After a student returns from an expulsion, principals should schedule and complete check-in meetings with the student, parents/guardians, and staff members to monitor his/her transition and ensure successful reintegration into the school community.

Discipline for Students with Disabilities

A student with disabilities is subject to procedural safeguards under state and federal law that may prevent suspending or expelling a student for more than 10 school days in one school year, unless the conduct is found not to be caused by or to have a direct and substantial relationship to the student's disability. KES will follow all applicable procedural safeguards under the law for students with disabilities.

Technology, Devices, Textbooks, and Supplies

Charles A. Beard Memorial School Corporation is waiving textbook/equipment rental fees for all students for the 2023-2024 school year. However, students are still responsible for the proper care of any textbook, device, or equipment assigned to them. Any textbooks, devices, and/or equipment must be returned at the end of the semester or year in good condition. These items may be taken home, but they must be replaced if lost or stolen. While allowance is made for natural wear and tear, a total replacement cost may be assessed for items damaged beyond repair.

PBIS

Knightstown Elementary has a school-wide positive behavior support plan. Our motto is Panthers are TRRFCC.

Knightstown Elementary

Panthers are T.R.R.F.C.C.

T = Trustworthy

R = Respectful

R = Responsible

F = Fair

C = Caring

C = Citizenship

Be T.R.R.F.C.C.!



Charles A. Beard Memorial School Corporation

Knightstown Elementary School

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Emily Roland
Secretary

Gayle Davis
Secretary



Sara Stevenson
Principal

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Dear Families,

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

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

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