Dear East Knox Family,

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

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

Sincerely,

Melissa Moreland

Elementary Principal

Handbook Review Signature Page

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

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

_____Parent Signature

_____Student Signature

_____
Date

Respectful behavior will be encouraged by:

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

OUR SCHOOL DAY: ARRIVAL AND DISMISSAL

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

8:20 am	Students may enter the building. Students may not enter before 8:20 am.
8:45 am	Classes Begin
11:00 am	Lunch periods begin
1:00 am	Lunch periods end
3:15 pm	Dismissal

Arrival: Please do not arrive at the school before 8:20 a.m. The doors will be unlocked at this time for students to come inside. Staff will not be on duty prior to this time, therefore, there is no supervision. If your child is a bus rider, please remind them to walk to the building to ensure no one falls or gets hurt. If your child is dropped off please make sure the students are dropped off at the side entrance in the designated parent drop off area.

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

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

Changes to your student's schedule: If a student will be going home differently than usual, YOU MUST CALL THE SCHOOL BEFORE 2:00. Students will be sent home on the bus as usual if prior arrangements have not been made before 2:00. Students will not be permitted to call home. This will ensure that the staff has enough time to communicate the change to your child, the teacher, and the bus driver.

ATTENDANCE:

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, or during the attendance sessions to which a student has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

A. personal illness (a written physician's statement verifying the illness may be required)

B. appointment with a health care provider

C. illness in the family necessitating the presence of the child

D. quarantine of the home

E. death in the family

F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)

G. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty

H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

   Any classroom assignment missed due to the absence shall be completed by the student.

   If the student will be absent for twenty-four (24) or more consecutive hours that

the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

I. such good cause as may be acceptable to the Superintendent

J. medically necessary leave for a pregnant student in accordance with Policy 5751

K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

L. college visitation

   The District requires verification of the date and time of the visitation by the college, university, or technical college.

M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status

N. absences due to a student being homeless

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Excessive Absences

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered excessively absent from school. Religious expression days that have been approved by the Principal in accordance with this policy will not be considered for the purpose of determining whether a student is excessively absent. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student may have an excused absence for medical reasons, such as personal illness or medical visit, subject to the following rules. A student may have up to ten (10) medically excused absences without a doctor’s note, but with a phone call from a parent/guardian. This policy will be extended beyond ten (10) days if the student or

someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

A. the student was enrolled in another school district.
B. the student was excused from attendance in accordance with R.C 3321.04; or
C. the student has received an age and schooling certificate.

Ref po5200

Tardiness

Tardiness occurs when the student is not in the assigned class at the assigned time. This includes arriving late and leaving early. Any student arriving at school after

8:45 a.m. or leaving before 3:15 may be classified as tardy and the hours will count against the student. Students who come to school late with a medical note from a doctor, dentist, legal appointments, etc., will be excused. Students who come to school late due to non-medical illness, oversleeping, etc., will be unexcused.

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

Early Dismissal-No student may leave school prior to dismissal time without a parent/guardian signing the student out from the office. No student will be released to a person other than a custodial parent or guardian without written permission by the custodial parent/guardian. Time not at school will count against the student.

Excused Absences

Parents are to notify the school on the morning of the absence by phone (740-599-7000 option 3 for the elementary school and then option 5 to report an absence) of the absence and the reason. As per state policy, each absence must be followed with a note upon the child's return. In order for an absence to be validated as an excused absence, regardless of the nature, the note MUST be turned in no later than 48 hours following the absence. Notes not turned in within the 48-hour time frame of the student's absence will be counted as unexcused. The excuse note should include the reason for the absence, the date it was written, the student's full nae, date(s) of absences, and signature of the parent/guardian.

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

do the following:

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

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

Unexcused Absence

Any student who is absent from school without a legitimate excuse as noted above shall receive an unexcused absence and is considered truant. The student and his/her parent or guardian shall be subject to the truancy laws of the state and House Bill 410.

Medical Excuses

Medical excuses are the only excuses that are not part of the students' accumulated missed hours. (Ref po5200)

HEALTH AND SAFETY

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

Students need to be fever-free for 24 hours without the use of fever-reducing medication.

Emergency Medical Authorization

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office. This form will be online through Final Forms at the beginning of each academic school year. Parents are responsible for completing this form promptly. Additionally, parents are responsible for keeping the office informed of changes in telephone numbers, address, and other pertinent information. (Ref po5341)

Specific Health Care Needs

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

Injury and Illness

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

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

Bee Stings and Other Allergies

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

Use of Medications

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

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school.

B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication. No medication will be stored or administered to any student without a Medication Authorization Form filled out and signed by the Doctor and parents. Certain over the counter medications may be administered per parent/guardian request and at the discretion of medical staff.

C. All medications must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

D. Medication that is brought to the office will be properly secured. Except as noted below; medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

Non-prescribed (Over-the-Counter) Medication

No staff member will dispense non-prescribed, over the counter (OTC) medication to any student. If a student is found using or possessing a non-prescribed medication

without parent authorization, the student will be brought to the office and the medication will be confiscated. (Ref po5330)

Communicable Diseases

Control of Casual-Contact

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

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

Any removal will be only for the contagious period as specified in the School's administrative guidelines. (Ref po8450)

Control of Direct-Contact

The School District has an obligation to protect staff and students from direct contact, communicable diseases. When a direct contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

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

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality. (Ref po8453)

Pediculosis (Head Lice)

East Knox Elementary endeavors to protect the health of all students within our school while maintaining confidentiality whenever possible in health related matters. As part of this commitment, the following procedure will be instituted in dealing with the issue of head lice.

School Attendance Regarding Head Lice

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

1. If a student is sent home with head lice, he/she will be granted the next day (per incident) as an excused absence to receive treatment. Any days missed after that will be considered unexcused.
2. A maximum of three occurrences per year.

3. A cumulative total of three (3) days of excused absences, any absences after the first 3 will be unexcused
4. The attendance officer will be notified upon the third (3) occurrence.

To be readmitted to school, parents/guardians must accompany their child to school and the school nurse or designee will check the student. The nurse or designee will make the determination if the student may return to class or if the child will need additional treatment. Students who are sent home with head lice are not permitted to ride the school bus until they are lice free as determined by the school nurse or school designee. (Ref po8451)

Suspected Child Abuse

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

Visitors

East Knox Elementary welcomes visitors to the school. Any person who is not a school district or other educational agency employee shall first report to the office for instructions upon entering the building. Due to safety and confidentiality concerns, please report to the school office and wait in the seating area until a staff member can assist you before contacting any student or staff member. (Ref po9150)

Civility Policy

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

Any individual who displays the following actions may be directed to leave the school property by the administrator or designee.

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

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

If any school employee receives written communication, an e-mail, or voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the written communication, e-mail or voice message. (Ref po9150)

STUDENT SERVICES AND ACADEMICS

Student Fees

There are no student fees for students in grades kindergarten through sixth grade for the 2025-2026 school year. (Ref po6152)

Meal Service

The school participates in the National School Lunch Program and makes lunch and breakfast at no cost available to students through the Community Eligibility Program (CEP). A la Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal. (Ref po8500)

Parents are encouraged to send money with their child to cover lunch purchases for a week at a time or longer. Parents and Guardians may also choose to put money on their child's account by using My School Bucks
https://www.myschoolbucks.com/ver2/getmain?requestAction=home

We are now using a computerized accounting system to keep track of how much has been used and how much remains in each student's account. Once a student submits funds, they will not be permitted to withdraw those funds for any purpose other than for purchases from the cafeteria.

Meal Charge Policy and Procedures

1. Lunches are to be paid for on the day they are served. It is the responsibility of the parent or guardians to pay for meals provided or send a lunch from home.
2. Students who are not prepared to pay for their lunch will be allowed to charge up to $20.00.
3. When a student's account has a negative balance, only full lunches may be charged. There is no charging allowed for ala carte items.
4. Unpaid charges for students will result in the following:
    - A verbal reminder to student
    - A written reminder sent home with student
    - Telephone call home
    - Letter sent home
    - Meeting between school representative and parent/guardian
    - Participation in school events will be limited including graduation
2. Free and Reduced Lunch Applications are available throughout the school year. They can be picked up at the Board Office at 23201 Coshocton Road during

school hours. The applications are also available in each school building office or can be sent home with your child by request.

0. Contact the East Knox Local Schools Food Service Department at 740-599-7000 ext 3013 with any questions or concerns. (Ref po8500)

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

Lost And Found

The lost and found area is in the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity after students have been notified and at the close of the school year.

Eligibility of Non-Resident Students

The Board of Education reserves the right to verify the residency of any student and validity of the claim of any student to an education in this district. A student whose parent/guardian has signed a contract to buy, build, or rent a residence in this district may be enrolled at the discretion of the Superintendent. Regularly enrolled students whose parents have moved out of the school district may be permitted to finish the school year at the discretion of the Superintendent. Other non-resident students may be admitted to this district on payment of tuition or through open-enrollment upon recommendation of the Superintendent and approval of the Board. (Ref po5111)

Student Records

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

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

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

consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Stephanie Whitesel, Guidance Counselor, ext 2008. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

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

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

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

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and

0. The administration of any survey by a third party that contains one or more of the items described in 1-8

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco
FERPA@ED.Gov
PPRA@ED.Gov
(Ref po8330)

Schedule Changes

Scheduling decisions are made with the student's best interest in mind. Therefore scheduling changes will not be taken lightly. If at the discretion of the principal it is believed that a schedule change is in the best interest of a student or group of students, the principal will make the change.

House Bill 318

Gov. Kasich signed HB 318 in August 2018, with an effective date of Nov. 2, 2018. Broadly, this act:

- Specifies requirements for the implementation and training of Positive Behavioral Interventions and Supports and other social-emotional programs for students;
- Outlines parameters for the suspension and expulsion of students, particularly for students in grades prekindergarten through grade 3;
- Specifies details regarding the role and training of school resource officers; and
- Provides grant funding for school safety training and school climate

PBIS (Positive Behavior Interventions and Supports)

In our efforts to establish East Knox Elementary School as a safe, welcoming, and purposeful learning environment, we have implemented a framework called Positive Behavior Interventions and Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also showing good character through their behavior. At East Knox Elementary, the focus is on teaching and encouraging appropriate behavior in all areas of school, concentrating on showing positive behavior, attitude, respect, kindness, and safety. These traits maximize student learning opportunities and do not detract or interfere with the learning opportunities of their classmates.

PBIS schools emphasize a school-wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school- wide, classroom, and individual systems of support. PBIS takes a proactive approach by teaching behavioral expectations and rewards students for following them. A successful PBIS school fosters a climate in which appropriate behavior is the norm.

Why PBIS?

Every student has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

What is the main goal of PBIS?

The main goal of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors resulting in behavioral and academic progress at East Knox Elementary School. While many staff members and students may have assumptions about what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

The PBIS framework helps to create and maintain a positive, safe, and effective learning environment that will teach children to recognize the consequences of their actions thereby increasing positive behavior *and* academic achievement when implemented with fidelity. When students are given positive, immediate feedback, they are more likely to continue the behaviors that elicit praise.

What are the components of PBIS?

The key components of an effective school-wide PBIS system involve:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

(Ref po5630.01)

School-wide Celebrations/Incentives

Bulldog Pride Reward

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

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

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

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

Determination: Teachers will submit a list of students to the building principal or assistant principal who would be eligible for reward day. All students have a chance to attend Bulldog Pride at the beginning of each new reward period.

Dog Pound Bucks

As part of our school-wide PBIS system, students will be able to earn Dog Pound Bucks for making positive choices and going above and beyond normal expectations. Students can use their Bulldog Pound Bucks to purchase items at the school store in the Cafeteria.

Student of the Month

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

Quarterly Positive Behavior Programs

Perfect Attendance

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

Honor Roll

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

Merit Roll

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

Discipline of Students

The school will enforce all school rules and policies, as they are vital prerequisites to establish a safe learning environment for all. Character counts! Even though the ultimate goal is self-discipline, the fact must be accepted that authority of the teachers, staff, and principal is necessary as children are led slowly and gradually to the point where they can participate in the disciplining of themselves. It is our intent to give children freedom, but it is only possible when children have demonstrated good character, make good choices, and can accept freedom by using it wisely and responsibly. STUDENTS ARE SIMPLY EXPECTED TO FOLLOW THE SCHOOL RULES. If they "choose" not to do so, they have then also "chosen" the known consequences. Their classroom teacher may send students to the office. Behaviors will be addressed and dealt with appropriately, on an individual basis, with parents notified as needed. Even though each teacher may have slightly different rules in their classroom, it is understood that all rules are in place to allow teachers to teach and all students are able to learn without interruption and to create an appropriate educational climate. Each teacher will have the CLASSROOM RULES POSTED and there should be no question as to what is expected of the students.

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

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and

2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

3. Indecent exposure

4. Unlawful behavior may lead to suspension and/or expulsion.

(Ref po5600, po5610)

Rules and Regulations

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

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

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Disciplinary penalties, except where mandated by law, are left to the discretion of the school administration. Each disciplinary incident will be handled on a case-by-case basis.

Types of corrective discipline used for code of conduct violations include:

Reprimand – can be verbal and/or written
Detention – can be assigned during lunch and/or after school for up to one hour
Denial/Loss of privileges
Zero on assignment or no credit for assignment
Parent contact via phone, email, note, or conference
Written assignment
Bus suspension and/or modified riding arrangements
Damages assessed and payment assigned
In-School Restriction (ISR) – isolation from other students where work can be completed for credit
Out of School Suspension (OSS) – students will receive credit for work missed and/or assigned while serving an OSS.

Emergency removal of student
Expulsion
Court referrals – may result in criminal and/or civil prosecution

Notes: If a student is assigned a discipline that requires them to show up early or leave school late, it shall be the responsibility of the student/parent to make appropriate transportation accommodations. If a student does not fully comply with the assigned disciplinary action, more severe discipline will be assigned.

Formal Discipline:
Formal discipline removes the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is larger, and permanent exclusion. Any student who is expelled from school for more than twenty (20) days or for any period of time will be provided with information about services or programs offered by the public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at his/her discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed. Students being considered for suspension and/or expulsion are entitled to an informal meeting with a building administrator prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

If a student commits a crime while under the School's jurisdiction, he/she may be subject to school disciplinary action as well as action through local law enforcement. (Ref po5605, po5610, po1662, po5200, po5500, po5512, po5517, po5530, po5561, po5572, po7540)

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School:
When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within fourteen (14) calendar

days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing to the Superintendent. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Knox County Court of Common Pleas.

Emergency Removal:
If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extra-curricular activity or from the school property.

No prior notice or hearing is required for any emergency removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical, prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal meeting before the principal, assistant principal or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/ guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board's designee and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place no earlier than three (3) days and no later than five (5) days and will be held in accordance with the procedures outlined in Board Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School:
When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the

reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A meeting will be scheduled no earlier than three (3), or no later than five (5) school days after the notice is given. Parents may request an extension of time for the meeting. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the meeting.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under the Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the proposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) calendar days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions may be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the College Credit Plus Program at the time the expulsion is imposed.

Permanent Exclusion:
State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

. conveying deadly weapons onto school property or at a school function;
A. possessing deadly weapons onto school property or at a school function;
B. carrying a concealed weapon onto school property or at a school function;
C. trafficking in drugs onto school property or at a school function;
D. murder, aggravated murder on school property or at a school function;
E. voluntary or involuntary manslaughter on school grounds or at a school function;

F. assault or aggravated assault on school property or at a school function;
G. rape, gross sexual imposition or felonious sexual penetration on school grounds or at a school function, when the victim is a school employee;
H. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities:
Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges:
When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal meeting. After that informal meeting, the Principal (or assistant principal or other administrator) will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, he/she and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The same out of school suspension appeal process shall apply to bus suspensions. (Ref po5600, po5610, po5611, po8630)

SEARCH AND SEIZURE

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated. (Ref po57711)

Telephone/Cell phone/Electronic Device Policy

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

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

Contents of electronic devices may be turned over to the school resource officer if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. (Ref po5136)

Unauthorized Bodily Contact: The act of physically touching, hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school-sponsored event will result in a consequence. Any physical contact is a punishable offense. (Ref po5517)

Tobacco Policy: Any product containing nicotine is prohibited on school property and school sponsored events. The possession, use, or evidence of consumption of a product containing nicotine will result in disciplinary action from the building principal or assistant principal. (Ref po1615)

Drugs and Alcohol: Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, or any paraphernalia capable of being used to use drugs. Evidence of use of alcohol or drugs at school or a school-related event is a violation of the Code of Conduct. (Ref po5530)

Lockers: Lockers are school property and subject to search at any time. (Ref po5771)

Search and Seizure: Student lockers, desks, cabinets, and similar property are the property of the East Knox Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning. (Ref po5771)

General Building Rules

- Show good character: be kind, be caring, be respectful!
- No cell phones or electronic devices are permitted out during school hours. They should remain off and in the book bag when brought to school.
- No weapons, drugs, alcohol, or counterfeit weapons or drugs of any kind permitted at school, on the bus, or school grounds.
- UNAUTHORIZED BODILY CONTACT IS PROHIBITED, as well as taunting and encouraging others to participate in unauthorized bodily contact.
- No hazing, or harassing of students or school personnel in any manner.
- No bullying in any manner. Per board policy, bullying is defined as: any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s), more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).
- There will be no tolerance for disrespect toward teachers or other students.
- No profanity or abusive language
- Follow the directions given by any member of the school staff the first time given. Do not become argumentative or disrespectful.
- Do not deface or damage school or private property. Care for and respect school property.
- Do not bother or take personal property from other students' desks or from the desk of the teacher.
- Cheating will lead to a zero for the assignment and parent contact by the teacher.
- Follow all bus rules given by all the drivers.
- Take all EMERGENCY DRILLS seriously. Follow the instructions of the adult in charge.
- No gum chewing
- No running in the building or while getting on/off the buses.
- No pushing, shoving or horseplay. Respect other students and their property.
- Open doors slowly. Protect the person on the other side.
- When moving from one learning area to another, or going to and from specials and outside recess, stay in line, no talking, with hands and feet to yourself.
- <u>Playground Safety Rules</u>

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

Outside Recess

All students are to go outside for recess at the time scheduled, weather permitting. Recess is held between the hours of 11:00 - 1:00. Should the temperature and or the wind chill drop to 20 degrees or below, students will have inside recess. We expect students to be dressed for the weather each day, as they will be expected to participate in scheduled recesses. This includes coats, hats, gloves, scarves, etc. Please consider sending extra clothes (sweat pants, socks, etc.) when the playground is wet/muddy. Please be sure your child wears appropriate clothing to school each day. When the temperature is 40 degrees or below, a coat will be required.

Student Dress

It is the intent of the East Knox Local Board of Education to regulate student's dress in such a manner that attire and personal appearance do not create a distraction in our schools. It is further our intent to create a POSITIVE learning environment in which students, as well as adults, can develop a feeling of pride and unity; therefore, we present the following guidelines to help assure that a positive educational atmosphere is maintained. (Ref po5511)

1. Students shall be neat and clean.

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

3. <u>The following will not be permitted</u>:

   Sleeveless shirts or tank tops less than three fingers wide on boys or girls as outer garments.

   Torn or frayed clothing.

   Bare, midriff-type outfits on boys or girls.

   Hats, headbands, or sunglasses worn inside the building.

   Clothing with alcohol or tobacco advertising, references to drugs, or sexually suggestive pictures or obscene slogans at the discretion of the staff.

4. Dresses, shorts, skirts, and fraying on clothing are to be of modest length, not to be shorter/above than the student's fingertips when the arms are extended at the sides.

5. Leggings must be accompanied by a dress, shorts, or a skirt, not to be shorter than the student's fingertips when the arms are extended at the sides.

6. These are minimum standards. With approval of the Administration, classroom teachers and advisors of extracurricular activities are permitted to establish any specific, reasonable dress or grooming requirements that they deem suitable for participation.

Book Policy

We believe reading is fundamental to academic success. In order to provide students with an opportunity to develop their reading skills, East Knox utilizes the Book Nacho/Book Taco program. This program allows teachers to assess students' individual reading levels and also helps students select books appropriate to their reading levels. Students are able to choose reading materials from classroom libraries or the school library.
East Knox must balance our students' right to choose books that interest them with the individual parents' right to make educational choices for their own child. We encourage you to review books with your child and to return any book deemed inappropriate by your family to the classroom teacher. The student will then be able to select a different book. Each Language Arts teacher will explain when you can expect to see books since different grades have different requirements. We value your commitment to your child's academic success by following this policy.

Emergency Closing and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify using the School Messenger system and th public may be notified through local radio and television stations.

Parents and students may also be notified of school closings, delays, or miscellaneous updates via pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

Acceptable Use of Technology

The use of the computer network, iPad, and Chromebook is a privilege, not a right. District Administrators will deem what is inappropriate use and their decision is final.

• Students will not post personal contact information about themselves or other people.

• Personal photos will not be posted without permission of parent/legal guardian (FERPA Form), and be connected with a teacher-approved Project.

• Students will promptly disclose to their teacher or other school employees any messages they receive or site they access that is inappropriate or makes them feel uncomfortable.

• Students will not attempt to circumvent the district's Internet Content Filtering software.

• Students will not attempt to gain unauthorized access to the computer network or to any other computer system.

• Students may not download any type of software through the internet without specific permission by the teacher. All copyright laws must be obeyed.

• Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
• Users may be responsible for authorized use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should users provide their passwords to another person.

• Users will immediately notify the teacher, librarian, or system administrator if they identified a possible security problem. Users will

not intentionally look for security problems.

• Users will use the system only for educational, professional or career development activities, and limited, high-quality, self-discovery activities.

• Students should print only materials when necessary for educational purposes.

• Users have a limited privacy expectation in the contents of any files on the computer network. An individual search may be anytime with or without cause and with or without notice.

• This Policy contains restrictions on accessing inappropriate material. While the Internet content is filtered, it is not feasible for the District to monitor and enforce a wide range of social values students use on the Internet.

• The same standards of intellectual honesty and plagiarism apply to software as to other forms of published work.

• All users must receive training and will sign an Acceptable Use Agreement prior to accessing the Internet.

• Faculty may impose additional guidelines and/or policies regarding the use of technology within the respective curriculum.

• Network system administrators may add guidelines to East Knox Schools Technology Policy at any time when new or changing technology warrants it.

***iPads and Chromebooks (K-1) and Chromebooks (2-6) will remain at the school and WILL NOT be taken home by any students during the school year. They are to be used by students at school as a resource to their classes. ***
(Ref po7540)

Rules For Acceptable Use

Please follow the rules for acceptable use. This section will provide rules to be sure you are taking the best precautions and caring for your device as well as safety on the internet.

Student Network and Internet Acceptable Use and Safety Agreement

1. The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of privileges. The staff of East Knox Local Schools has the right to deny, evoke, or suspend a student's account.

2. The use of student accounts must support education, research, and be consistent with the educational goals of the East Knox Local Schools.

3. Transmission of any material in violation of any U.S. or state regulation is prohibited. This included, but is not limited to , copyrighted , threatening, or obscene materials or pornography or any kind. Students may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.

4. Use of commercial activities is not acceptable.

5. The iPad and/or Chromebook, or any electronic device, will not be used to create messages or pictures that harass, insult, or attack others. Cyber-bullying is prohibited.

6. Revealing personal addresses or phone numbers is prohibited.

7. Students who maliciously damage hardware/software will lose privileges and will make financial restitution. Malicious introduction of computer viruses is forbidden.

8. All communication accessible on the internet should be assumed to be private property . All copyright issues regarding software, information, and authorship must be respected. Rules against cheating and plagiarism will be enforced.

9. Use of non-educational games, videos, movies, or games/videos/movies, not assigned by a teacher, while on the network or using school property is prohibited.

10. Attempting to login to the network as a system administrator will result in cancellation privileges.

11. Any student identified as a security risk will be denied access to the Local school Network and to the Internet.

12. East Knox Local Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. East Knox will not be responsible for any damages students suffer which included, but is not limited to, loss of data or service interruptions.

13. East Knox Locals Schools specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

14. Teachers and building administrators are responsible for determining what unauthorized or inappropriate use is. The principal or assistant principal may deny, revoke, or suspend access to the Network/Internet to individuals who violate the Boards'

Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as appropriate pursuant to the Student Code of Conduct.

15. Students will not access the internet via smart phone Hot Spots or any other method that bypasses the school's security filters. (Ref po7540)

Computer Acceptable Use Agreement

The purpose of this document focuses on Internet usage, but applies to all computer usage in the East Knox Local Schools. All students have computers/iPads in the classroom, libraries and labs that are connected to The Local School Network. The Local School Network has reference materials, word processing, and other educational programs. The Internet is a separate privilege, which allows student access to the World Wide Web (Internet). With access to the Internet, there is material available that is considered to be of educational value in the contest of the school setting. The Board has implemented the use of Technology Protection Measures which is specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or pornography, and other material that is obscene, objectionable, inappropriate and /or harmful to minors. However, on the Internet, it is impossible to control all materials, and students may discover controversial information. East Knox Local Schools firmly believe that the valuable information available on the Internet far outweighs the possibility that students may access materials that are not consistent with education goals of our district. Parent/Guardians assume this risk by consenting to allow their students to participate in the use of Internet. Student accessing the Internet. Student accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

These guidelines are provided so that parents/guardians may be aware of the student's responsibilities. These guidelines require the student to use The Local School Network and Internet in an efficient, ethical, and legal manner. System administration reserves the right to monitor the Local School Network and Internet use, while respecting the privacy of the student. If a student violates any of these provisions, the student's account may be terminated and future access could be limited.

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or comes in contact with while on the Internet. I further understand that individuals and families may be liable for violations. The extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the board. (Ref po7540)

i-Pads/Chromebooks Agreement

• Use The iPad/Chromebook on a hard, stable surface.

• Students are strictly forbidden from installing any software
that can inhibit the proper performance of or negatively affects the operation of the computer. It is against school policy to illegally download copy written music, movies, and software.

• Any attempts to circumvent the internet filtering mechanism are prohibited

• Do not set books on top of the iPad/Chromebook.

• Keep your iPad/Chromebook in its case. Treat your iPad/Chromebook as you would a valuable possession.

• Do not eat or drink when using the iPad/Chromebook. The iPad/Chromebook should not be in the cafeteria during lunch.

• If using the iPad/Chromebook outside, avoid sand, dirt, rain and high temperatures in direct sunlight.

• Wipe surfaces lightly with a clean, soft cloth. Never spray liquids directly onto your iPad/Chromebook.

• Be patient! Sometimes iPads/Chromebooks need a few seconds to process data and commands so don't start pounding on it if response is not immediate.
*You are responsible for keeping your i-pad/Chromebook safe, secure and undamaged. Take good care of it. Remember, never remove your iPad/Chromebook from its case.

• Use your iPad/Chromebook appropriately. Activities unrelated to academics such as instant messaging, non-school related emails, downloading music, and/or video or internet surfing should only occur during those times that are approved by the classroom teacher or administration.

• Understand that the iPad/Chromebook belongs to East Knox and it can be checked at any time or taken away for disciplinary reasons.

• Keep your password secret. NEVER sign-on as someone else.

• If you need help, ASK! Don't ignore a small problem that may turn into a BIG one.

• NEVER record anyone's voice and/or image without specific permission.

• Individual teachers have the option to determine classroom rules beyond the above rules. Follow the Acceptable Use Policy (AUP) and the iPad/Chromebook agreement.

East Knox Local Schools Acceptable Use Policy and iPad/Chromebook Use Agreement

By signing below you are attesting that you have read and understood the contents of all the acceptable use policies and iPad/Chromebook agreement. This paper must be signed by a Parent or Guardian and the Student.

_____

Student Name (Print) Grade

_____

Parent/Guardian Signature Date

_____ _____

Student Signature Date

_____

PLEASE CHECK EACH THAT APPLIES

_____I give permission for my child to use and access the Internet at school and for the Board of Education to issue an Internet/email account to my child.

_____I give permission for my child's image (photograph) to be published.

_____I authorize and license the Board to post my child's class work on the internet without infringing upon any copyright my child may own with respect to such class work.

_____ I have read and understand the responsibilities of my child's use of the school owned equipment.

_____ _____

Parent/Guardian Signature Date

Transportation

STATE MANDATED SCHOOL BUS SAFE- RIDING RULES

We know you share our concern for the safety of every student who rides a school bus. We ask that you impress upon your child that it is absolutely necessary to follow the

rules and to obey the bus driver. It is very important to review these rules and responsibilities.

1. Students shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.

2. Students must wait in a location clear of traffic and away from the bus stops.

3. Behavior at school bus stops must not threaten Students life, limb or property of any individual.

4. Students must go directly to an available or assigned seat.

5. Students must sit quietly facing the front of the bus, with their feet on the floor, keeping aisles and exits clear.

6. Students must observe classroom conduct and obey the driver promptly and respectfully.

7. Students must not use profane language.

8. Students must refrain from eating and drinking on the bus. (NO suckers or chewing gum)

9. Cell phone use is prohibited on the bus.

10. Students must not use tobacco on the school bus.

11. Students must not have alcohol or drugs in their possession.

12.Students must not throw or pass objects on, from, or into the bus.
13.Students may carry on the bus only objects that can be held in their laps. If objects cannot be held in their lap, parents should provide transportation.

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

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

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

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

Consequences For Misbehavior

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

Consequences For Misbehavior:

1. Warning

0. Parental notification

0. Clean/sweep the bus

0. One to five days of detention during recess and/or lunch

0. One to five days bus suspension

0. One to ten days school suspension

0. Pay restitution for damage

0. Expulsion from school

0. Contact with police

Transportation Pick Up and Drop Off Policy/Procedures

*Students will be permitted two bus stop locations.

1. The student's primary residence

2. A bus stop of the parents choice that is within the East Knox School District

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

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

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

Procedure for requesting a pick up or drop off change:

1. All requests for change must be requested in writing; no request will be taken over the phone.

2. All requests must be made on the appropriate school designated form, which are located in each school office and online.

3. All requests must be turned into the school office.

4. If there is a change in primary residence a request form must be completed and proof of address change must be attached to the form.

5. The transportation department will notify the parents/guardians as to the approval or denial of the request.

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

Students Permitted to Ride on the Elementary Bus Routes

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

(Ref po5610.04, po5600, po8600, po8610, po8630, po8650, po8660)

Parent's Right-to-Know Letter (Ref po2261.02)

For Advising Parents of the Right to Know Information about a Teacher's Qualifications as Required by NCLB [Section 1111(6)(A) ESEA.] Guidance C-6

Dear Parent/Guardian,

At East Knox Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in the Every Student Exceeds Act. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,

- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 740-599-7000 or mmoreland@ekschools.org.

Sincerely,

Melissa Moreland
East Knox Elementary Principal

School-Parent Compact
East Knox Local Schools

Dear Parent/Guardian,

East Knox Local Schools, students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement, as well as describes how the school and parents will build and develop a partnership that will help children achieve the state's high standards.

JOINTLY DEVELOPED

The parents, students and staff of East Knox Local Schools partnered together to develop this School Parent Compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed and students told us what would help them learn. Parents are encouraged to attend annual revision meetings that take place during Parent-Teacher conferences to review the compact and make suggestions based on student needs and school improvement goals.
Parents also are encouraged to participate in the annual Title I parent survey that is used as a tool to collect parent feedback regarding the current Title I programs and policies.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

East Knox Local School's GOALS

ALL STUDENT QUINTILES AND SUBGROUPS WILL MEET OR EXCEED ONE SCHOOL YEAR'S GROWTH AS MEASURED BY STATE TESTS AND LOCALLY ADMINISTERED CLASSROOM ASSESSMENTS IN ALL CONTENT AREAS.

East Knox School's GOALS

· All K-12 ELA students will show improvement based on the following: K-8:NWEA and/or IXL, K-5 pre/posttest from Wonders, ELA 9-12: State Assessments/End of Course Exams.

- *The goal is for each student is to achieve one year's growth in each area for ELA.*

· All K-12 math students will show improvement based on the following: K-8:NWEA, K-4 pre/posttest from Big Ideas Math, Algebra 1, and Geometry: State Assessments/End of Course Exams.

- *The goal is for each student is to achieve one year's growth in each area for math.*

To help your child meet the district's and school's goals, the school, you and your child will work together on the following items.

SCHOOL/TEACHER RESPONSIBILITIES

East Knox will:

· *Teachers will provide parents with math facts to practice with their children at home.*

· *Teachers will provide login information for Ixl and/or similar products to students so they can work on math and reading skills at home through this online resource which will allow parents the ability to aide their children in practicing and refining math and ELA skills.*

· *Teachers will provide students with Book Nacho/Book Taco and/or (Accelerated) Reader books to take home and read with parents to assist with reading fluency and comprehension skills.*

PARENT RESPONSIBILITIES

We, as parents, will:

· *do math facts with their children to increase math fact fluency.*

· *oversee their children completing assignments for math and reading on IXL or similar product.*

· *read/aide in reading comprehension for the AR/Book Nacho/Book Taco books brought home.*

STUDENT RESPONSIBILITIES

· *Students will bring home their Book Nacho/Book Taco/AR book to read on a nightly basis for families to help them read and comprehend what is read.*

· *Students will bring home math facts to work on with families to help increase their math fact fluency.*

· *Students will complete assignments on IXL or similar products with their families to gain valuable grade level skills in math and ELA/reading.*

COMMUNICATION ABOUT STUDENT LEARNING

East Knox is committed to frequent, two-way communication with families about children's learning. Some of the ways you can expect us to reach you include:

Methods of communication between East Knox teachers and parents/guardians include two or more of the following:

· *Class newsletters to parents;*
· *Parent PowerSchool portal;*
· *Teacher websites or other web-based communication resource;*
· *Parent-teacher conferences;*
· *Daily take-home folders;*
· *Emails to parents on student's progress;*
· *Phone calls; DOJO messages;*
· *Other.*

ACTIVITIES TO BUILD PARTNERSHIPS

East Knox offers ongoing events and programs to build partnerships with families.

Partnership examples could include two or more of the following:

- *Parent-teacher conferences;*
- *Title 1 Reading/Math nights;*
- *Volunteering;*
- *Open house;*
- *Classroom DOJO (online communication system)*