

**KNIGHTSTOWN INTERMEDIATE SCHOOL  
STUDENT HANDBOOK  
2023-2024**



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

**STUDENT AND PATRONS OF KNIGHTSTOWN INTERMEDIATE SCHOOL:**

This handbook has been prepared to inform you about the facilities and services offered at Knightstown Intermediate School. It contains the policies and procedures that are to regulate and govern student behavior. Please read this handbook and avail yourself of the opportunities that your school has to offer.

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**CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION  
SCHOOL CALENDAR 2022-2023**

**August 3 First Student Day**  
**September 5 Labor Day - No School**  
**September 6 Teacher Day- No School**  
**October 7 End of First Grading Period**  
**October 10-14 Fall Break - No School**  
**November 23-25 Thanksgiving Break - No School**  
**December 21 End of Second Grading Period**  
**December 21 - January 4 Winter Break - No School**  
**January 16 MLK Day/Weather Make-Up Day**  
**February 20 Presidents' Day Weather Make-Up Day**  
**February 21 Teacher Day- No School**  
**March 10 End of Third Grading Period**  
**March 27 – April 7th Spring Break - No School**  
**May 25 Last Student Day**  
**May 26 End of Fourth Grade Period**

## **SECTION I. - HEALTH AND SAFETY PROCEDURES**

### **TORNADO DRILL PROCEDURES**

A signal for a tornado warning/drill will be given by an announcement over the P.A. System. When the signal is heard, each teacher will ready his/her pupils for exit. Students will go directly to their assigned areas without conversation. This is absolute and it will be the duty of the teachers to see that this procedure is followed.

### **FIRE DRILL INSTRUCTIONS**

Fire drills will be signaled by the intermittent sound of a deep-toned buzzer. 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 last to leave the building whether they have a class or not.

3. Students should leave the building quickly and quietly.

### **MEDICATION POLICY**

No student may carry medication on his/her person at school; keep it in a locker, a backpack, etc. The exception is a student with asthma or diabetes or other doctor/school approved arrangement.

#### **PARENT RESPONSIBILITIES:**

- The written and dated consent of the student's parent/guardian must be on file to administer medication, prescription or nonprescription, to a student.
- Complete the Medication Administration Permission form. Include dosage, purpose, time to be administered, when to stop it, the amount sent, and the adult picking up the medicine.
- Only weight and age appropriate doses listed on the over-the-counter medication's directions will be administered; otherwise a physician's prescription is needed.
- All medication must be in the original container. A limited, 30-day or less, supply of medication in a small, original container can be kept in the school office. The over the counter medication must be in the original container marked with the student's name. Prescription medicine must be in its original container bearing the complete pharmacy label telling the student's name, drug's name, dose, frequency of administration, prescribing physician's name, date of prescription, and prescription number. • Bring all medicine to the nurse's office for secure storage.
- A student with an acute or chronic disease or medical condition, such as **ASTHMA, DIABETES, FOOD ALLERGIES**, etc., may possess and self-administer medication during school and school activities. This includes injectable medicine and blood glucose tests. The student's physician and parent/guardian must file and annual authorization that includes current dosage and/or instructions.
- **NO MEDICATIONS WILL BE SENT HOME WITH A STUDENT** except medication possessed by a student for self administration.

#### **SCHOOL RESPONSIBILITIES:**

- The written consent of the parent and the written order of the physician shall be kept on file.

- 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.
- Medication shall be administered according to parent's statement, physician's order, or nonprescription medicine's directions. The school nurse or other designated and trained employee(s) will administer medications.
- No student shall be allowed to keep medicine in school, except for medications possessed by students authorized to self administer it.
- **STUDENT MEDICATIONS WILL BE DESTROYED IF THEY ARE NOT PICKED UP BY A PARENT OR DESIGNATED ADULT ON THE LAST SCHOOL DAY FOR STUDENTS.**

The Corporation's complete Administration of Medication Policy may be found on the school web site or in the school office.

#### **HEALTH SERVICES**

The Health Room is located across the hall from the gym. Limited first aid services are available when necessary. Illness and accidents should be reported to the teacher in charge. The teacher will refer the student to the health room. If the health room is unattended, the student should report to the main office. If deemed necessary, the school's designee will contact a parent/guardian to advise them of further action or treatment.

#### **IMMUNIZATIONS**

Indiana law requires that all students enrolled in C.A. Beard Memorial 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 providing an acceptable written statement of religious or medical objections will be exempt from this requirement.

## **SECTION II. - GENERAL INFORMATION**

#### **MEDIA CENTER SERVICES**

The Intermediate School library is one of the most important areas in our school. Become acquainted with it and use it frequently. Students are responsible for materials borrowed from the library. Lost or damaged books will be paid for by the student. The library is open from 8:00 a.m. until 3:00 p.m. on school days.

#### **LOCKERS**

Each student will be assigned a locker at the beginning of the school year. The lockers are the property of Knightstown Intermediate School and are subject to inspection by authorized school personnel. Wherever possible, before conducting the search, the building administrator shall notify the student, request his/her consent to the inspection if other than his/her locker. Administration shall conduct the search, however, with or without the consent. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in the locker or the locker's contents. A locker may be searched if there is reasonable suspicion that it contains evidence of a violation of school rules or the law. A locker may also be inspected for routine maintenance or when it is necessary to clean out all lockers. Administration may request that local law enforcement assist in searching a student's locker.

It will be the student's responsibility to keep the locker clean and in order. A fee may be assessed for improper care of lockers. A student may only use the locker issued to him or her. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed. Students are to keep lockers locked at all times with the combination locks that are built into the lockers. In case a student has difficulty with a locker, they should contact the office for assistance. Students should NOT give the combination to their lockers to any other student. Money or items of value should not be left in lockers. The Charles A. Beard School Corporation and Knightstown Intermediate School are not responsible for any lost or stolen items. Items left in a locker at the end of the school year become the property of the Corporation and may be destroyed or disposed of.

Locker decorations on the outside of a locker must be approved by the principal. Personal locker decorations will be removed.

#### **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.

### **LOST AND FOUND**

Any article found in the school, gymnasium, or on school property should be turned in to the lost and found area in the hallway across from the cafeteria. 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. Any

textbooks that are found should be turned in to the office.

### **SCHOOL CLOSING OR DELAYS**

Listen to New Castle radio WMDH (102.5 FM), Indianapolis WIBC (1070 AM), and Rushville WRCR (94.3 FM). These radio stations will normally carry our school closing/delay announcements. Channel 4, 6, 13 and 59 Indianapolis will carry announcements during their news periods. The Charles A. Beard Memorial School Corporation’s school messenger and website ([www.cabeard.k12.in.us/](http://www.cabeard.k12.in.us/)) also posts school closings and delays.

### **STUDENT VISITORS**

Students **may not** normally invite visitors to Knightstown Intermediate School during the school day. Permission may be granted, however, if some educational value may be derived from having a guest at school, such as a student visiting from a foreign country. Arrangements must be made through the building principal at least one week prior to the visit and conduct of the guest is the responsibility of the KIS student.

### **VISITORS**

All visitors **must** check in at the main office upon arrival and will receive a "visitor's pass." Visitors are discouraged from roaming the building or distracting from the school process. If you are visiting during lunch, you will need to check in with the office to get the “visitor’s pass” and walk to the cafeteria.

### **SUPPLIES AND BOOK RENTAL**

Vending machines with pencils and notebooks are located in the cafeteria.

KIS 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 semester in the classrooms. The first thing a student should do is put his/her name in ink inside the front cover in the space provided.

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 book 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.

If a student is unable to pay his/her book rental, arrangements should be made with the treasurer for time payments or free book rental.

### **TELEPHONE**

The office telephones are normally for faculty and administration use only. 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. Students will not be permitted to call guardians to ask to go home with another student.

### **STUDENT TECHNOLOGY USE GUIDELINES**

The following are guidelines that all students are expected to adhere to when using computers and network services in all school corporation buildings:

1. Parents/Students must sign the Network and Internet Acceptable Use and Safety Agreement prior to using Corporation technology.
2. Student must comply with the Corporation policy and guidelines on the use of Computer Technology and Networks.
3. All password and network changes or problems must be requested or reported through "network services," located in the media center at KIS.
4. Memorize your network username and password.
5. Never share your password with another student or person.
6. Never use another student’s password.

7. Sharing schoolwork on the school network is considered cheating.
8. Use of school technology to access material that is inappropriate for school is a violation of school policy.
9. Use of school technology to tease, ridicule, bully or intimidate fellow students, faculty or staff members may result in suspension or expulsion.
10. Violation of these rules may result in disciplinary action and/or the suspension of any or all network and computer privileges.

#### **STUDENT NETWORK AND INTERNET AND ACCEPTABLE USE AND SAFETY POLICY**

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance in Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Charles A. Beard Memorial School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as user's students' use must be in support of and consistent with the educational objectives of the Corporation. **Access is a privilege, not a right.** Access entails responsibility.

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

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

- A. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- B. To transmit obscene, abusive, or sexually explicit languages;
- C. To violate any local, state, or federal statute;
- D. To vandalize, damage, or disable the property of another individual or organization;
- E. To access another individual's materials, information, or files without permission;
- F. To violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- G. To play non-instructional games during the school day.

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

The Corporation makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The District will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; not for accuracy, nature, or quality of information gathered through District-provided internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided internet access. The District will not be responsible for resulting District-provided access to the internet.

Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the internet which could result in unwanted financial obligations for which a students' parent or guardian would be liable.

The Corporation's intent is to make internet access available in order to further educational goals and objectives, and the Corporation utilizes technical systems to regulate students' internet access. However, the technical systems cannot guarantee compliance with the Corporation's acceptable use policy and students may find ways to access other materials. The Corporation believes that benefits to students of access to the internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Toward that end, the Corporation makes the District's complete internet policy and procedures available on its website and on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring internet use.

#### **STUDENT DRIVING PRIVILEGES**

Knightstown Intermediate School students are prohibited from driving any motorized vehicle to or from school or school events, or on school grounds.

### **STUDENT RESPONSIBILITIES**

- Adhere to all school rules and policies.
- Each student has the responsibility to develop good work and study habits.
- The student should clarify with the teacher any questions pertaining to the instructions for homework.
- The student should take home any materials and information needed to complete the assignment.
- The student should learn to budget his/her time.
- The student should take advantage of study time provided during the day.
- It is the student's responsibility to return all work completed to the teacher by the date requested.
- Students should make up work missed during absence.

### **PARENT INVOLVEMENT/VISITATION**

The school welcomes and encourages parental visits to school, parent volunteering, and other parental 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 refuse 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 will be involved in the planning, review, and improvement of the Corporation's Title I programs, and timely responses will be given to parental questions, concerns, and recommendations. Information concerning school performance profiles and their child's individual performance will be communicated to parents;

### **BACKGROUND CHECK**

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.

### **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.

An 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](http://www.cabeard.k12.in.us).

Coordinators of non-discrimination and anti-harassment:

| <b>Title</b>                          | <b>Name</b> | <b>Phone</b> | <b>Email</b>   | <b>Forms of Discrimination &amp; Harassment Addressed by the Coordinator</b>   |
|---------------------------------------|-------------|--------------|--|--|
| <b>Section 504 Coordinator</b>        | John Boyer  | 765-345-5455 | <a href="mailto:jboyer@cabeard.k12.in.us">jboyer@cabeard.k12.in.us</a> | Disability   |
| <b>Title VI Coordinator</b>           | John Boyer  | 765-345-5455 | <a href="mailto:jboyer@cabeard.k12.in.us">jboyer@cabeard.k12.in.us</a> | Race, color, national origin   |
| <b>Title IX Coordinator</b>           |             |              |  | Sex, including sexual harassment/sexual assault, gender discrimination, and discrimination for sexual stereotype nonconformity |
| <b>Non discrimination Coordinator</b> | John Boyer  | 765-345-5455 | <a href="mailto:jboyer@cabeard.k12.in.us">jboyer@cabeard.k12.in.us</a> | All other forms  |

It is the responsibility and intent of the C.A. Beard Memorial 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, a student, or a teacher knows or suspects a learning disability, and/or a physical or mental disability, they have 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 school counselor. As an alternative, a parent 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.html>.

### **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.

### **WORK PERMITS**

Indiana Law requires that minors the ages of 14 and 18 must obtain employment certificates before they are allowed to accept employment. These work permits may be obtained in the high school main office. First obtain a white "Intent to Employ" form and have employer, parent, and applicant sign. Bring this back into the school office, fill out a second form, and have it signed by the school official. This becomes the Work Permit.

Schools have authority to revoke the work permit for minors should their employment be detrimental to school performance. IC20- 8.1-4-32 states that the issuing officer may revoke work permits if the student's grade or attendance drops "significantly."

Knightstown Intermediate School requires that the working student maintain at least the same level of grades as athletes are required to. See the Athletic Handbook for eligibility requirements. Failure to maintain grades or attendance may result in denying a work permit or notification to the student's employer that the Work Permit is revoked. A student whose employment certificate is revoked is entitled to a periodic review (not less than one time per year) to determine whether the revocation should continue. If upon review the issuing officer determines that the student's grades have improved significantly, the officer may reissue the employment certificate.

Please read the back of the work permit for prohibited occupations for minors under the age of 17. Teen work hour restrictions are available at: <http://www.in.gov/dol/files/hrposter.pdf>

### **CLUBS AND ORGANIZATIONS**

#### **Philosophy of Club Program**

- A club must be of service to the school and student body.
- A club must have worthwhile purpose and a well-planned program.
- A club must be organized with the intent of aiding students to become better citizens.

### **Basic Requirements**

- It must give equal opportunity to all students for participation who are eligible.
- It must have a name that is appropriate and descriptive.
- It may have awards that are approved by the principal.
- It must have sponsors and all activities must be approved and attended by a sponsor.
- It should follow a regular plan of conducting meetings.

#### **Requesting a Club**

You can request to start a club by talking to Mr. Boyer or Mr. Berrier about your club. They will give you a form that you need to fill out and return. After you return the form, they will decide if they club be created.

#### **Student Council: Format and Qualifications**

Sponsors will meet with class members to explain the format and expectations.  
A student interested in running for student council must have his/her eligibility checked and obtain an application from the sponsor. The application will:

- Specify office for which student is applying
- Require 3 teacher signatures
- Require 10 classmate signatures
- Require parent signature

1. The application will be returned within 1 week of the initial meeting at which time a primary ballot will be prepared. Students are encouraged to campaign in any acceptable manner.
2. Presidential candidates will be expected to deliver a speech to their respective classes.



3. Elections will be conducted within 2 weeks after the initial meeting. The election shall be by written ballots. Only those students wishing to vote will do so. Ballots shall be brought to the office where the official tally shall be made by the sponsors. In all cases, one vote per student is allowed. The candidate receiving the most votes shall be declared the winner in each election.

#### **Qualifications for Officers**

The nomination of qualified, concerned candidates for office is important. The election procedure is serious business and at no time should students let it deteriorate into a farce or an undesirable popularity contest. All candidates and officers will meet the following minimum standards:

- (a) Have a "C" or better average in the previous semester.
- (b) Must maintain a "C" or better average in semester grades after election.
- (c) Show those qualities of leadership necessary for the office they are seeking.
- (d) Serve as citizens worthy of responsibility.
- (e) Solemnly pledge to fulfill the delegated duties of the elected office.
- (f) A person who holds a class office is not eligible for student council membership.

It will be the responsibility of the sponsor in charge of the club, class or organization to see that the above criteria for qualifications are met by each student candidate before that candidate is designated eligible for election. Individual clubs and/or organizations may require higher standards.

The above statement, "Qualifications for Officers," is to be read to all students participating in nominations before any nomination procedure takes place.

#### **Length of Office**

All class officers, organization officers, and student council officers shall serve until after the next election. This means that officers do not necessarily terminate in June but carry over to start the next school year if fall elections are held.

#### **Filling Vacant Offices**

1. Presidential opening: The vice president will assume that office immediately and function in that capacity for the remainder of the year.
2. If any other office becomes vacant, a general election will be held to fill that office. Any present office holder, including student council members, may run for a vacant office by resigning the present position held. Subsequently, that office vacant will be filled as soon as an election can be held.

#### **STUDENT RECORDS AND PRIVACY**

Student records maintained by the C. A. Beard Memorial School Corporation are governed by laws including the Family Education Rights and Privacy Act (FERPA). These laws provide parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the C.A. Beard Memorial School Corporation receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the C.A. Beard Memorial School Corporation to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by C.A. Beard Memorial School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as a software service provider, an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the C.A. Beard Memorial School Corporation to comply with the requirements of FERPA.

#### **DIRECTORY INFORMATION**

The C.A. Beard Memorial 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 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 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 phone) in the lists that are released to military recruiters.

#### **PROTECTION OF PUPIL RIGHTS AMENDMENT**

In accordance with federal law, the C.A. Beard Memorial 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](http://www.cabeard.k12.in.us).

#### **RESTRAINT OR SECLUSION OF STUDENTS**

The C.A. Beard Memorial 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](http://www.cabeard.k12.in.us).

## **SECTION III. - SCHOLARSHIP**

#### **SIXTH, SEVENTH, AND EIGHTH GRADE CLASS PERIODS**

*Period 1 8:00 8:48*

*Period 2 8:52 9:38*

*Period 3 9:42 10:28*

*Period 4 10:32 11:07*

*(A) Lunch 11:07 -11:37 (B) Period 5 11:11- 11:57 (A) Period 5 11:41- 12:27 (B) Lunch 11:57- 12:27 Period*

*6 12:31 1:17*

*Period 7 1:21 2:07*

*Period 8 2:11 3:00*

#### **FOURTH AND FIFTH GRADE LUNCH AND SPECIAL AREA CLASSES**

5<sup>th</sup> grade specials 9:50 10:30

Lunch 10:30 11:00

4<sup>th</sup> grade specials 10:40 11:20

Lunch 12:30 1:00

#### **INTERMEDIATE SCHOOL GRADING SCALE**

|                           |                           |
|---------------------------|---------------------------|
| >99.50 A+ 92.50-99.49 A   | <del>72.50</del> -77.49 C |
| 90.00-92.49 A 87.50-89.99 | 70.00-72.49 C             |
| B+ 82.50-87.49 B          | 67.50-69.99 D+            |
| 80.00-82.49 B 77.50-79.99 | 62.50-67.49 D             |
| C+                        | 59.50-62.49 D             |
|                           | 59.49-00.00 F             |

#### **CONFERENCES**

Students and/or parents are encouraged to schedule a conference with either the Guidance Office or the Administration Office to discuss any concerns they may have. Please schedule these conferences in advance to assure a time that is convenient for everyone involved.

#### **GUIDANCE**

The Guidance Office provides personal, occupational and educational counseling. Through the counselor-student relationship, the student has the freedom to express his/her ideas and feelings. Students are also assisted in assuming responsibility for making plans and decisions.

If you need to see a counselor, go to the Guidance Office before school, during a passing period, or after school and make an appointment. Should an emergency occur that necessitates you seeing a counselor immediately, get a pass to the Guidance Office from your teacher.

#### **GRADE CARDS**

To keep students and parents 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 are distributed to the student at the midway point of each grading period to help students and parents informed of the student's scholastic achievement. Please feel free to contact the Guidance Office if you have any questions concerning grades or report cards. Please refer to the corporation website, [www.cabeard.k12.in.us](http://www.cabeard.k12.in.us), for the dates report cards will be sent home.

#### **POWERSCHOOL ACCESS**

Parents can go to the Knightstown Intermediate website, <https://www.cabeard.k12.in.us/Domain/123> and click on the "Parents" tab on the toolbar. This will directly link you to PowerSchool to access your child's grades. If you need your PowerSchool log in information, please email Karen Meeks at [kmeeks@cabeard.k12.in.us](mailto:kmeeks@cabeard.k12.in.us).

#### **INTERMEDIATE RETENTION POLICY**

C. A. Beard Memorial School Corporation, through its professional staff, is dedicated to serve 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 interests of the student in mind: Teachers, administrators, and parents as parties in this decision must cooperate with the understanding that the opportunity for the student to experience success in the classroom setting is paramount. In this decision making process parent approval is most desirable but not necessary.

#### **Grades Four and Five**

Fourth and Fifth Grade students who have not received a passing grade in reading or who have not received passing grades in the core subject areas will be subject to recommendation for retention. Students who have not reached acceptable levels of performance in social skill or emotional skill development (immaturity, poor work habits, irresponsibility, etc.) will be subject to recommendation for retention.

#### **Grades Six, Seven, and Eight**

A student will be retained only when it is determined to be in the student's best educational and/or social interest. For student success, it is imperative that all persons concerned work together, as follows:

1. Parents will be made aware of the possibility of a student being retained as early in the school year as possible.
2. Parents are encouraged to access grades online to check student progress.
3. If the final recommendation by the teachers and the building administrator is retention, the following procedure will be followed: A. If requested, a final parent conference will be held where all reasons for the recommendations will be discussed. All persons concerned should be present.

A formal recommendation should be made, and the parent will be given a thorough explanation of the need for retention.

## **SECTION IV. STUDENT RULES AND CORRECTIVE DISCIPLINE A. ATTENDANCE**

#### **PHILOSOPHY**

There is a close correlation between attendance and achievement in school. A day lost in the classroom can never be completely retrieved. Data indicates that students with high absentee rates generally do not perform as well as those who have regular attendance. Regular daily attendance is the responsibility of the PARENT AND STUDENT.

The student is responsible for making arrangements to complete work missed due to an absence. Individual teachers have the authority over make-up policies. 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.

#### **ATTENDANCE POLICY**

Students are expected to comply with Indiana State Law (IC 20-33-2) regarding attendance. Every student will be required to be in school in each class every day.

#### **SCHOOL DAY**

The KIS school day is 8:00- 3:00. 4<sup>th</sup> and 5<sup>th</sup> grade students are expected to be in their homeroom ready for class at 8:00. 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>, grade students are expected to be in their first period class at 8:00. School dismisses at 3:00. To prevent end of day disruptions, students will not be released for early pickup after 2:45.

### **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 only acceptable reasons for students to be excused from school at Knightstown Intermediate School:

1. Mental and physical unfitness with certificate of incapacity.
2. Service as a page for the Indiana General Assembly.
3. Service on a precinct election board or a helper to a political candidate or political party on Election Day.
4. Duty with Indiana wing of civil air patrol
5. Certain participation in the Indiana State Fair.
6. Required court appearance.
7. Educational related non classroom activity authorized by school administration.
8. Attendance at a funeral.
9. Absence for travel for family or church events may be excused if arranged in advance and approved by the school principal or his/her designee under conditions established by the principal. Such absences should be used only in case of emergencies or where it cannot be avoided. Pre arranged absences during times of final exams will only be granted in extreme emergencies.
10. Emergency circumstances totally beyond the control of the student and/or his parents may be determined to be cause for an excused absence at the discretion of the principal.

### **PRE-ARRANGED ABSENCES**

It is imperative that students have good attendance to have the opportunity for academic success. Occasionally, a unique situation arises whereby students are required to be absent from school for unusual reasons. Please communicate to your child's teachers and the school office when this will occur.

### **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 truanacies.*

### **CLEARING OF AN ABSENCE**

**Parents must take the responsibility to clear absences by telephone on the day of the absence.**

If the parent has not called the office reporting the absence, the student will not be permitted to call home to verify the absence and the absence will be recorded as unexcused. The parent will then have until the beginning of school the next day to verify the excused absence. If the parent fails to contact the principal's office or send a note in the next day, the absence will be permanently recorded as unexcused.

### **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. Making up work missed due to an absence is the responsibility of the student. The student is expected to check with the teacher to receive the assignments for work missed on the first day they return to school. All make up work must be completed to the satisfaction of the teacher within the prescribed time limit. A student 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 guidance 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 must notify the intermediate 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. Failure to bring confirmation slips from the dentist or doctor will result in an unexcused absence for classes missed.

Students who are released prior to **1:30 p.m. will be counted as a half-day absence. Students released at 1:31** or after will be counted as an early release.

## **ATTENDANCE POLICY AND GUIDELINES FOR CHRONIC ABSENTEEISM**

When a student reaches a total of 7 or more absences during a school year, the student and parents will be notified of the attendance concerns. The administration may also contact Juvenile Probation Office and the Henry County/Rush County Prosecutor's Office for possible Habitual Truancy and Educational Neglect charges.

On the seventh and twelfth absences, a letter notifying parents of his/her child's absences will be sent home by mail. A student's attendance is also available on the PowerSchool Parent Portal (online).

After the seventeenth absence, information will be sent to the Henry County/Rush County Prosecutor's Office.

An exception will only be granted in cases in which exceptional circumstances have caused the student to miss more than 7 days of class, and there is evidence that the student has completed make-up assignments or alternative studies.

### **REQUESTING AN APPEAL FOR ATTENDANCE CREDIT**

At any time during the semester, a parent/guardian may request an appeal of student absences. Additional days beyond the established limit (10 days) may be granted by administration if the following conditions have been met.:

1. The parent/guardian must contact the administration to request an appeal.
2. An official form for the appeal is available in the KIS main office.
3. The parent may be asked to meet with the administration in person to discuss the absences and a certificate of incapacity may be required.
4. If the request is approved, a set number of days will be granted.

### **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 truanacies.*

Any absence not excused, regardless of the number, without parent and school consent, will be considered truancy. Truancy will subject the student to disciplinary action.

First and second offense will normally result in a student serving detention for twice the number of hours they were truant. Friday School will be assigned any time four or more hours is to be served.

Subsequent truanacies could result in referral to Out-of-School Suspension or expulsion for the remainder of the semester. Credit for schoolwork missed during truancy will not be given.

The Indiana Court of appeals has defined habitual truancy as the, "Willful refusal to attend school in defiance of parental authority." Therefore, the C.A. Beard School Corporation and Knightstown Intermediate School will consider a student "habitually truant" if the student is truant for 10 days or more during the school year.

A 13- or 14-year-old student who is a "habitual truant" must be reported to the state and may not be issued an Indiana driver's license or permit until the student is 18 years old unless the school determines that the student's attendance has sufficiently improved. (IC 20-33-2-11)

#### **LATE ARRIVAL TO SCHOOL/CLASS**

Any student that arrives past the 8:00 bell will be considered tardy to school and will need a parent reasoning for the tardy or it will be unexcused. All first period classroom attendance and tardies to school will be kept by the office personnel.

It is the responsibility of each student to get to every class on time. If school staff notices students are lingering in the hallway or are constantly arriving to class after the bell that initiates class, this could result in consequences per administrative discretion.

#### **TARDY TO SCHOOL**

If a fourth or fifth grade student arrives late to school after 8:00 they shall be counted tardy to school.

If a sixth, seventh, or eighth grade student arrives late to first period, they shall be treated as a regular classroom tardy. The student must report to the office before going on to class if they are five or more minutes late to school.

#### **TARDY TO CLASS**

Tardy to class is defined as any student who is not in his or her assigned station with the proper supplies at the designated time. It is the responsibility of each student to get to every class on time. It is also the student's responsibility to bring the appropriate supplies to class. When a student is tardy to class more than 23 minutes, the student will be recorded as absent from the class.

Chronic absences and/or chronic tardiness will be handled by the school administration as a disciplinary problem.

The tardy to class is as follows:

| <b>Offense</b>                   | <b>Consequence</b>   |
|----------------------------------|--|
| 1st and 2nd Tardy                | Verbal Warning/Teacher<br>Recorded in attendance system.   |
| 3rd Tardy                        | Lunch detention in office<br>Assigned lunch detention.   |
| 4th Tardy                        | After school detention. Student<br>interventionist or administration will<br>meet with student to develop strategies<br>to prevent tardies.. |
| 5th Tardy                        | Friday school detention.   |
| 6 <sup>th</sup> Tardy            | Friday school detention.   |
| 7 <sup>th</sup> Tardy and beyond | Teacher will set up a parent conference<br>with parent, student, and administration.   |

#### **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. Students that do not participate in physical education will not be allowed to participate in athletic practices or contests that day. The school principal may grant a temporary excuse for illness or other conditions.

#### **SIGN IN/SIGN OUT PROCEDURE**

All students either signing in or signing out, while school is in session, must report to the main office and follow the directions in the IN/OUT form in the presence of office personnel. Only the principal or his designee may give permission for a student to sign out during school.

## **B. ADDITIONAL STUDENT RULES AND CORRECTIVE DISCIPLINE**

#### **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 pupils involved in school discipline problems are as follows:

1. Reprimand
2. Lunch detention
3. Suspended from class
4. Placed on behavioral contract/social probation
5. Referral to special personnel in the schools (counselor, assistant principal, principal)
6. Parent conferences
7. Detention
8. Friday School (3 hours)
9. *Suspension from extra-curricular activities (as a participant or spectator)*
10. *In-School Suspension in the Reset Room*
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. Conferences with a parent or group of parents
3. Refocus in the Reset Room\*
4. Assigning additional work
5. Rearranging class schedules
6. Requiring a student to remain in school after regular school hours to do additional schoolwork or for counseling
7. Restricting participation in extracurricular activities
8. Restricting access to be a spectator at extracurricular activities
9. 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.
10. Assignment by the principal of:
  - a. a special course of study;
  - b. an alternative educational program; or
  - c. an alternative school
11. Removal of a student from school sponsored transportation
12. 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. \*The reset room is an environment for restoration and refocus.

#### **DISCIPLINE PROCEDURES**

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

#### **DISCIPLINE (IC 20-33-8)**

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 they arrive home in the evening. B. Student misconduct or substantial disobedience are grounds for student suspension or expulsion. These grounds for suspension or expulsion 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.

C. A student may also be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or 2. the student's removal is necessary to restore order or protect persons on school property including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. D. Different suspension and expulsion rules can apply if a student brings or possesses a firearm or deadly weapon to school. E. In addition, a student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

F. A teacher may suspend a student from his/her classroom or activity for a period of up to three days (or for one school day for 4<sup>th</sup> or 5<sup>th</sup> grade student). G. 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 describing the student's conduct, misconduct, or violation of any rule or standard and the reasons for the actions taken.

H. 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.

I. In the event the principal decides to recommend expulsion, they 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 by certified mail.

- J. If the superintendent determines there are reasonable grounds, they shall within twenty-four hours after the written recommendations are filed in the office, appoint a hearing examiner.
- K. 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.
- L. At any level of the process, the hearing can be waived if both the student and parents sign the waiver of hearing.

### **STUDENT BEHAVIOR EXPECTATIONS**

Most students conduct themselves as ladies and gentlemen, with courtesy and cooperation being the prevalent atmosphere. Remember the rights of others around you. Some rules concerning desirable behavior are listed as follows:

#### **IN THE CLASSROOM:**

1. Students need to respect teachers and follow directions.
2. Students need to be in their seat when class is to begin.
3. No one is to leave the classroom until the teacher dismisses all students.
4. Harassment, intimidation, and fighting will not be permitted.
5. Write on paper, or what is provided -- not on the desk, book, or furniture.
6. Have the necessary textbooks and materials when entering the classroom.
7. Students are expected to do their own work on homework, quizzes, tests, and special projects. Cheating or plagiarizing will result in disciplinary action taken by the classroom teacher or by the administration where repeated violations have occurred or in more serious incidents of cheating. Students caught cheating may be disciplined with failing grades, removal from class, extended school day (ESD), suspension from school and/or expulsion.
8. No food is to be eaten outside of the cafeteria without permission from a teacher or school administration.
9. No candy is to be eaten at school without the permission of the classroom teacher. If permission is granted by a classroom teacher it is in effect while the student is in that teacher's classroom. It does not carry over to other classrooms, the hallway, or the cafeteria.
10. No energy drinks or coffee are to be consumed during school hours without permission from the school administration. Unflavored water is the one exception with permission from the classroom teacher.

#### **IN THE HALLWAYS:**

Walk in the halls, do not run to classes.

1. Please keep to the right when moving through the corridors.
2. Keep moving so as to not create a traffic jam.
3. Do not sit in the halls.
4. Talk with friends -- do not shout or yell.
5. Scuffling or horseplay will not be tolerated.
6. Harassment, intimidation, and fighting will not be permitted.
7. Keep hallways clean and prevent items from hanging out of lockers.

#### **OTHER**

1. Substitute teachers are important visitors in our school. Students are expected to be polite, helpful, and considerate. They should be treated with respect and good behavior. Any referral to the office could result in a detention.
2. All student electronic devices, radios, cell phones and other personal items of value should be left at home for their safekeeping. The school will assume NO responsibility for items lost or stolen. Do not place money in your lockers; place it in your pockets.
3. Students are not permitted in the building before 7:30 a.m., or when the first bus arrives. Students are not permitted in the building after 3:20 p.m. 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 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 harassment is considered extremely serious; please see [Board Policy 5517](#) for the Corporation policy on sexual harassment.
8. Technology abuse, tampering with hardware/software, and inappropriate use of the internet, other programs, or printing will not be acceptable at KIS. Students are not to use any two-way communication tools (e-mail, instant messenger, chat rooms, etc.) at school unless approved by the teacher and principal for an educational purpose.
9. 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.
10. Backpacks cannot be taken to class.

#### **LANGUAGE**

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

#### **BULLYING (IC 20-33-8-0.2)**

Bullying is prohibited by Charles A. Beard School Corporation. Students who commit any acts of bullying are subject to discipline including suspension, expulsion, arrest, and/or prosecution.

*Definition:* Bullying is defined as overt, repeated acts or gestures, including:

- a) verbal or written communication transmitted;
- b) physical acts committed; or
- c) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule,

humiliate, or harm the other student creating for the targeted student an objectively hostile school environment that: places the targeted student in reasonable fear of harm to his or her 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, or privileges provided by the school.

Bullying may take place online or through computers or mobile devices.

**Applicability:** The Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

**Education:** All students may be required to attend informational sessions on the meaning of bullying and the possible repercussions of bullying.

**Parental Involvement:** Parents are encouraged to be involved in the process of minimizing bullying. Parents should feel free to report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of correspondence. Conversely, parents 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 notifications will occur in an expedited manner within 2 school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the process as consistent with school policy on discipline procedure.

**Reporting:** All parents and students should report suspected acts of bullying to an appropriate school official. Bullying may be reported anonymously. In turn, all faculty and school personnel shall report or refer all suspected acts of bullying to a designated school administrator in charge of receiving reports of suspected bullying. School employees are required to report incidents of bullying to the appropriate administrator within one school day. Failure to report or investigate bullying may subject employees to discipline. False reporting of bullying will also subject students or staff to discipline.

**Investigation:** Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including interviews and collection of suspected bullying correspondence.

**Intervention:** If a report of suspected bullying is substantiated through an investigation then the school shall take appropriate disciplinary action as consistent with the school's policy and procedure for discipline. The chosen discipline for a student found to have violated the rules on bullying is subject to school discipline such as suspension and expulsion. Also, if the acts of bullying rise to the level of criminal offense violating students will be referred to the proper authorities within 20 school days for possible arrest and/or prosecution.

## **DETENTIONS**

Students may be assigned to detention by teachers for minor rule infractions, to make up class work missed when absent, or failure to do class work or homework. Students are expected to report to detention on time with schoolwork.

After-school detentions will be assigned for a specific day with at least a 1-day advance notice. Students are expected to serve on the day assigned unless excused prior to that date, or absent from school. If there is a conflict with school activity, *family activity*, or work, the student may reschedule a detention one time, if the student and parent or school sponsor get approval from the principal or assistant principal prior to the day detention is to be served. Anyone missing an assigned detention that is unexcused will be assigned to attend a Friday School session.

## **FRIDAY SCHOOL**

Friday School held at the intermediate school each week from 3:00-6:00 pm. Administration may assign students who persist in ignoring school rules and attendance policies to Friday School. "Rules of the Room" will be read and the supervisor has the authority to enforce these rules. In addition, the supervisor may expel a student from a Friday School for misbehavior and/or recommend school suspension or expulsion for the student to the principal. *If there is a conflict with school activity, family activity, or work, the student may reschedule a Friday Schools one time during the school year if the student and parent or school sponsor get approval from the assistant principal prior to the Friday School is to be served. Friday School assignments will not be rescheduled if they conflict with extra-curricular activities.*

Tardies and absences from Friday School will be dealt with in the following manner:

Willful failure to attend a Friday School (unexcused):

There is no reassignment of Friday School for unexcused absences.

**First Offense:** Friday School.

**Second Offense:** Assigned to in-school suspension program.

**Third Offense:** Assigned to out-of-school suspension program for two days.

**Fourth Offense:** Recommendation for possible expulsion.

Excused absence from Friday School:

**Excused absence from a Friday School shall include illness, attendance at a funeral, serious illness of another family member, or emergency circumstances totally beyond the control of the student and/or parent. A parent's note or telephone call must be received by the Principal, Assistant Principal or school secretary by 3:00 p.m. on the date of the Friday School. If the note or phone call is received by the appropriate time the missed session will be reassigned with no added penalty.**

Tardies to Friday School:

Students are expected to be on time. Students who report late will not be admitted and will be charged with a failure to attend Extended School Day.



### **SUSPENDED STUDENTS**

A student who has been suspended from school is strongly encouraged to complete work missed during his/her suspension. Students have two days to make up all assigned work. Parents also have the ability to request work by calling the school office.

After a student serves a suspension, the school counselor, administration, or other staff member will review with the student the school's expectations for positive behavior, rules, and routines. If the student received an in-school or out-of-school suspension for an incident involving other students or staff, time will be set aside to implement strategies to restore relationships with those individuals. Anytime a student is removed from the learning environment, he or she should be welcomed back without judgment and given the supportive services necessary for transition back into the school community and, ultimately, social and academic success.

### **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.

### **ALTERNATIVE SCHOOLS (IC 20-33-8-24)**

A principal may require that a student who is at least 16 years of age and wishes to re-enroll after an expulsion attend an alternative school or alternative educational program.

### **SPECIFIC EXAMPLES OF STUDENT MISCONDUCT OR SUBSTANTIAL DISOBEDIENCE CONSTITUTING GROUNDS FOR EXPULSION OR SUSPENSION**

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. For example:
  - a. Bullying, as defined above.
  - b. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - c. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - d. Setting fire to or substantially damaging any school building or property.
  - e. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
  - f. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - g. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

This subdivision shall not, however, be construed to make any particular student conduct a ground of expulsion where such conduct is a constitutionally protected exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property or substantial value, or repeatedly damaging or stealing school property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling or transmitting a knife or any other object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, an intoxicant of any kind, or any item that looks like or is represented to be any of the foregoing items. Use of a drug authorized by medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that reasonably necessary in carrying out school purposes or an educational function.

### **EXPULSION AND WAIVER PROCEDURES FOR FIRST TIME OFFENSE**

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. KIS will follow all applicable procedural safeguards under the law for students with disabilities.

### **FALSE FIRE ALARMS**

Activating a false fire alarm is against the law. A student caught pulling a false alarm will be dealt with severely and face possible arrest and expulsion.

### **CRIMINAL GANG ACTIVITY POLICIES**

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

#### **Definitions**

**A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:**

1. either:
  - a. promotes, sponsors, or assists in, or
  - b. participates in, or
2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1)

**B. "Criminal gang activity," as used in this policy, means to:**

1. actively participate in a criminal gang;
  2. knowingly or intentionally commit an act
    - a. with the intent to benefit, promote or further the interests of a criminal gang; or
    - b. for the purpose of increasing the person's own standing or position within a criminal gang;
  3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
  4. threaten another person because the other person:
    - a. refuses to join a criminal gang;
    - b. has withdrawn from a criminal gang; or
    - c. wishes to withdraw from a criminal gang;
- when engaged in by a student who attends a corporation school.

#### **Procedures for Reporting and Investigating Suspected Criminal Gang Activity**

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than 2 instructional day(s) of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed, and written findings prepared by the principal or designee as soon as possible but no later than 5 instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within 10 instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a regular basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in

criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed, or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

#### **OVERT STUDENT AFFECTION**

Students are to refrain from engaging in displays of romantic affection. While love and affection are normal emotions, the need to put on a public display at school is not. Displays such as holding hands, kissing and hugging will be considered as discipline problems. Students will be referred to a counselor and parents will be notified. If discussions do not remedy the problem, then detention, Friday School, or suspension may be necessary.

#### **PASSES - CORRIDOR and MEDIA CENTER**

Students out of their regularly scheduled place MUST have a pass signed by a faculty member or office administrator. Students without properly signed passes will be returned to the class that they left. No teacher may take a student out of another teacher's class; please do not ask a teacher for this privilege.

The guidance and administrative personnel may excuse students from any class at any time, if the word "immediately" is written on the pass. Otherwise, the student should be excused at a convenient time whereby they will miss as little classroom work as possible.

NO student will be issued a permanent pass. This should be taken care of by a change of program in the Guidance Office. NEVER should students write a pass for

other students or themselves. The supervising teacher or staff member should fill in ALL information required. **CELLULAR PHONES AND OTHER**

#### **DISRUPTIVE STUDENT DEVICES**

##### **ELECTRONIC EQUIPMENT**

Students should not make any phone calls or use their electronic devices during school hours (8:00am-3:00pm) except with permission, while in the main office.

A) Digital Responsibility: Students should be aware that anything that is sent electronically including pictures and videos can easily be spread to a large number of their peers and/or posted on the Internet. Before students hit send, they should think about the following: "Is this something I really want to share? How would I feel if I was the one receiving this message? Who will see it? How would my loved ones feel about seeing the post/text/video/picture that I send?" The use of electronic communication inappropriately can cause a disruption to the learning environment which is a violation of school rules. B) In addition, students are not permitted to use electronic communication devices to record/store/send/transmit/post on social media, the spoken word or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) or any post with the intent to ridicule or harass another student/staff member any time while on school property or at a school-sponsored event. Videotaping, photographing or audio recording of staff or students without prior administrative authorization is strictly prohibited. A violation of these rules could result in an immediate suspension per administrative discretion.

C) Laser pointers are not permitted at Knightstown Intermediate School. Other electronic equipment, including, but not limited to, portable TV's, DVD players, laptop computers, electronic toys, hand-held video games, cellular telephones, personal music devices, and cameras, are not deemed necessary learning tools at Knightstown Intermediate School unless specified in an Individual Education Plan (IEP) or other learning plan. Students should not make any phone calls on their electronic devices during school hours (8:15am-3:00pm) except with permission, while in the main office. This electronic equipment must be completely powered off inside the student's locker. Violation of this policy will result in school assigned discipline as follows: First offense is a Friday School, second offense is a Friday School, and the device needs to be picked up by a guardian from the office, and the third offense is an in-school suspension or out-of-school suspension.

##### **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 in bad taste and not acceptable. Students in violation of school standards regarding acceptable dress will be referred to school administration. Any classroom absence incurred by the student will be unexcused. The following dress code applies during the school day, on school transportation, and at school functions.

STUDENTS: Use common sense in your dress.

1. Shirts and dresses must have fabric in the front, back, and on the sides (under the arms).
2. Clothing must cover undergarments and all private areas.
3. Do not wear any headwear such as hats, 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.
4. Shorts, pants, or skirts with holes or slits are not permissible if the holes or slits are too high up the thigh per administrative discretion.
5. No article of clothing will be allowed that has profanity/obscenity, racial slurs or threatening messages, explicit sexual messages, or apparel that promotes or advertises alcohol, drugs, or tobacco products.
6. No dress that is associated with gangs will be tolerated.
7. Shoes with wheels are not to be worn. (This does not include in-line or roller skates during approved physical education activities.)

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

#### **TOBACCO**

Students should not have in their possession tobacco or look alike products and/or smoking paraphernalia, including e-cigarettes, or vessel used to carry such substance in any form on school property, including school buildings or grounds, on school transportation vehicles, or at any school activity, home or away, violations are punishable as follows:

#### **POSSESSION BY STUDENTS: USE BY STUDENTS:**

1<sup>st</sup> offense-Three (3) day suspension 1<sup>st</sup> offense- Five (5) day suspension

2<sup>nd</sup> offense-Five (5) day suspension 2<sup>nd</sup> offense-ten (10) day suspension and due process for expulsion 3<sup>rd</sup> offense-Ten (10) day suspension and due process for expulsion

If a student violates this policy our school resource officers may be contacted and may result in a tobacco citation. Attempting to distribute a tobacco product may result in up to a 10-day suspension and recommendation for expulsion.

#### **FIGHTING**

A suspension of up to 10 days will be given to students PARTICIPATING in fighting on school property, school transportation vehicles, or at any school activity. Fighting includes physical contact or attempted physical contact. In the case of physical assault, legal action may be taken. Inappropriate Contact/Horseplay that involves physical contact may be considered fighting. Self-defense is considered covering up, walking away to find a staff member, or acting in a manner determined by the administration as a means necessary to protect oneself, and will not be considered fighting.

#### **HOMEWORK**

Students are expected to participate in class, listen attentively and complete all assignments in a timely manner. When students do not complete assignments as expected teachers will use the following ladder of steps:

| Offense         | Behavior Type     | Consequence  |
|-----------------|-------------------|--|
| 1 <sup>st</sup> | Missed Assignment | Verbal Warning/Teacher (teacher may set up a 1 on 1 meeting with student or require the student to come in before or after school)                 |
| 2 <sup>nd</sup> | Missed Assignment | 2 <sup>nd</sup> Verbal Warning/Teacher Will require a 1 on 1 meeting with the student (before or after school or during lunch)<br>- Parent Contact |
| 3 <sup>rd</sup> | Missed Assignment | Referral to Administrator<br>Detention<br>- Parent Contact   |
| 4 <sup>th</sup> | Missed Assignment | Referral to Administrator<br>Detention<br>Friday School Detention<br>- Parent Contact  |
| 5 <sup>th</sup> | Missed Assignment | Referral to Administrator<br>In-School Suspension<br>- Parent Contact  |

*If a student, multiple times, refuses or doesn't show up to assigned meetings with a teacher, the student will be sent to the administration and written up for insubordination.*

#### **AFTER SCHOOL TUTORING**

Students can stay after school from 3:00-4:00 pm on Wednesdays and Thursdays for after school tutoring. Students will be helped by a teacher and students from Knightstown High School during this time. Students may voluntarily come to tutoring or the teacher and administration may assign a mandatory tutoring session(s) for them. Students can be picked up from tutoring by the front office or ride a bus home at 4:00 pm.

#### **ARRIVAL / DISMISSAL PROCEDURES**

##### **Bus Riders**

Upon arrival at Knightstown Intermediate School **fourth and fifth grade students** will enter the building through the **southwest doors** and proceed to their lockers then go to breakfast. **Sixth, seventh, and eighth grade students** will enter the school through the **southwest doors** and go to their lockers. Students will either go to breakfast, or walk a loop around the school until 7:55 AM. Students will also be allowed to use cell phones while walking the halls.

##### **Car Riders**

All car riders will enter the building through the east entrance, by the flagpole. All students will go to their lockers after entering the building. *Those students eating breakfast should report to the cafeteria no earlier than 7:40.*

Any student who arrives at school after 8:00 should enter the building through the east entrance, by the flagpole, and report directly to the office. After the student has signed-in they will then be given a pass that will admit them to class.

When students are dismissed from school, they should pick-up all homework and the necessary books from their locker and exit the building through the appropriate door.

Students being picked-up from school by a parent must exit the building through the east doors. Students should wait on the sidewalk for parents to pull up to the student loading area. Students walking home from school must stay inside the doors on the south end of the building until the buses have left and students are dismissed.

### **CAFETERIA**

All students must remain at school for lunch. The cafeteria is a place to eat. Please help make it a pleasant place by being courteous and showing respect for the rights of others. Each student is responsible for cleaning the entire table and floor around the table at which they eat. Students are not permitted to consume energy drinks during lunch periods.

Lunch procedures:

1. Students may not leave the cafeteria during their lunch period without permission from the lunchroom supervisor.
2. Students should enter the cafeteria and be seated in the designated area.
3. Students are to have permission to leave the cafeteria to use the restroom.
4. Students may not leave their seats to wander the cafeteria and talk with friends.
5. Students are not to throw food or anything else.
6. If a student chooses to continually disregard cafeteria rules, they will eat in a secluded area.
7. After students are done eating, they will have an option to check out a game or take part in an activity at their table. By following the above

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

### **SCHOOL LUNCH CHARGES 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 KIS. This policy has as its guiding principle 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:

- \*Students with a negative account balance, will be able to purchase a reimbursable meal consisting of a meat, grain, fruit, vegetable and milk, but not a la carte items or seconds.
- \*Students with a negative balance are notified by cafeteria staff and also an email is sent to the parent/guardian.
- \*Parents/guardians are encouraged to set up and check student meal account balances via MySchoolBucks.com.

### **SCHOOL BUS**

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

1. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No pupil shall stand or move from place to place during the trip.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
4. Pupils 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 pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. When students transfer from one bus to another, they shall board the second bus immediately after departing the first.
8. 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 because of the great number of stops each bus must make.
9. Upon recommendation of the driver, school authorities may deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.
10. Bus students ride on their assigned bus throughout the year.
11. All grade students must have a pass when riding a bus other than the bus they are assigned to ride.
12. Intermediate school students are not to get off of their bus at the high school without a bus pass or previous arrangements being made through the K.I.S. main office.

### **FIELD TRIPS**

Procedure:

1. Names of students going on a field trip will be issued by the teacher/sponsor in charge and those students will not be counted absent on that day.
2. Students who are participating in a school authorized trip are directly responsible to the teacher/sponsor in charge.
3. A student is expected to conduct themselves in a manner that will bring favorable credit upon the student, the school, the parents, and the organization they represent.
4. Students who leave with a school sponsored group will return home with the same group. The only exception will be when a parent-guardian requests the student to ride home with him/her and permission has been granted by the person in charge.
5. This procedure covers all functions under the jurisdiction of Knightstown Intermediate School.

### **RULES FOR THE MEDIA CENTER**

1. All students must sign into the Media Center and present a valid pass. Passes from the substitute teachers will not be accepted unless arrangements are made in advance by the regular teacher.
2. Students may not leave the Media Center without permission from one of the media staff. The student will sign out and sign in upon return.

3. Students are expected to behave properly and have something to do while in the Media Center. Any misbehavior may result in the student forfeiting all Media Center privileges.

The following is a list of procedures and student requirements for use of the Media Center.

1. Student may sign material out of the Media Center by putting their full name and first period classroom number on the book card.
2. Books are signed out for two weeks and may be renewed twice. Periodicals are signed out for one week and are not renewable. Reference materials are signed out seventh period and are due before first period. They are not renewable.
3. An overdue list will be sent to the teachers on Monday mornings. Students need to turn in overdue books by the end of school on Friday.
4. Any student not returning material in a reasonable amount of time will be charged for the material. A letter with the cost of the materials will be sent home to the student's parents.
5. Any materials not returned by the end of the school year will be charged to the student's next yearbook rental. Unpaid bills will be handled by the school's attorney.

#### **SOLICITATIONS**

Non-school organizations or individuals are not allowed to advertise, sell or solicit on school premises without special permission of the principal.

## **SECTION V. EXTRACURRICULAR ACTIVITIES**

### **A. ATHLETICS**

#### **Charles A. Beard Schools CODE OF CONDUCT FOR ATHLETES**

##### **School Philosophy**

Participation in school athletics is a privilege, which carries with it varying degrees of honor, responsibilities, and sacrifices. Realizing that the athletes represent the school and student body, it is the duty of the student athletes to behave in a manner becoming to themselves, their families, the student body, and the school community.

The following are not in accordance with this code of conduct:

1. The possession, consumption, or transportation of alcoholic beverages, and/or tobacco, the possession or use of any controlled substance (drugs) as defined by Indiana law.
2. Being arrested and/or charged with theft or any other act constituting a crime as defined in Indiana law.
3. Committing acts of vandalism.

#### **ATHLETES WHO ARE ARRESTED AND CHARGED WITH A CRIME OR DELINQUENCY WILL BE SUSPENDED FROM PARTICIPATION.**

In summary, the student athlete is expected to show conduct in a manner befitting the outstanding pride that has become a tradition in the Charles A. Beard Schools.

#### **IHSAA BY-LAWS**

The following policy is in line with the Indiana High School Athletic Association By-Laws which states:

"Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association or (2) not to create a disruptive influence on the discipline, good order, moral, or educational environment in the school." NOTE: IT IS RECOGNIZED THAT PRINCIPALS, BY THE ADMINISTRATIVE AUTHORITY VESTED IN THEM BY THEIR SCHOOL CORPORATION, MAY EXCLUDE SUCH CONTESTANTS FROM REPRESENTING THEIR SCHOOL. (Rule 8, Section 1)

#### **ATHLETIC COUNCIL**

The Knightstown Intermediate School Athletic Council will consist of the Assistant Principal, Athletic Director, two head coaches, one male and one female athlete, and a non-coach faculty member.

#### **TRAINING**

Training for all athletic teams shall include all seasons (summer, fall, winter, and spring). There is no separation between in and out of season (365 days per year).

#### **COMMUNICATION**

Athletes and parents are required each year or season to attend an informational meeting or sign a form stating that they understand the student/athletic handbook. Athletes are ineligible to participate in events if this requirement is not met.

#### **Parents, when a concern arises with your son/daughter, here is the procedure we support:**

- 1) Have your son/daughter speak directly to his/her immediate coach at an appropriate time when the coach is not coaching or teaching.

- 2) If a concern still exists, you as a parent should set up a meeting with the coaches who directly work with your child. This should be set up ahead of time with an appointment. Attempting to talk to a coach before or after an athletic event is NOT considered an appropriate time, and the athletic office does not expect our coaches to participate in a meeting with a parent during these times. Confrontations after an event are unproductive and unacceptable. Talk to coaches at the right time, which is scheduled in advance.
- 3) If a concern still exists after steps 1 & 2, contact the athletic director. Again, schedule an appointment to ensure availability. The athlete, coach, parents, and athletic director will meet to resolve the situation.

#### **SUBSTANCE ABUSE POLICY STANDARDS**

1. The use, possession, sale or transfer of any controlled substance, such as narcotics, hallucinogenic drugs, amphetamines, barbiturates, steroids, or mood altering drugs, except under the care of a physician, is forbidden (Marijuana and look alike, drug paraphernalia and improper use of inhalants such as model glue and correction fluid is included and are referred to as drugs hereafter).
2. The use, possession, sale or transfer of any intoxicants, including all alcoholic beverages, is forbidden (referred to as alcohol hereafter).
3. The use, possession, sale or transfer of any tobacco products, such as cigarettes, cigars, chewing tobacco, snuff, etc., is forbidden (referred to as tobacco hereafter).

### **Extracurricular Activities Drug Testing Program**

#### **The Mission of Charles A. Beard Memorial School Corporation**

Charles A. Beard Memorial School Corporation believes that the public school is to provide the best possible educational opportunities for all the youth of the community and for all adults who desire and want to pursue additional training or re-training. These opportunities must focus on the individual in terms of his/her interests, needs, abilities and capacities. It is the goal of Charles A. Beard Memorial School Corporation to provide experiences which will equip the student to meet the responsibilities required of every citizen in our American democratic society. It shall also be the goal of the school to help the individual to acquire basic skills and attitudes necessary for his/her to live a full, productive and satisfying life.

We also believe the school should make a concerted effort to affect ways of helping all individuals in human understanding and relations, tolerance, and respecting the dignity of a person. Ways must be found to help individuals strive for peace among nations, peoples, and cultures.

Since the schools are only one agency in a community contributing to the education of individuals, the school must join hands with the home and all community agencies and organizations to make a wholesome and healthful environment for all people.

#### **Introduction**

This program does not affect the current policies, practices, or rights of Charles A. Beard Memorial School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Charles A. Beard Memorial School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

#### **Reasonable Concern**

Charles A. Beard Memorial School Corporation has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Henry/Rush County, Indiana, indicate that education alone, as a preventative measure, is not effective in combating substance abuse. Statistics show that the mission of Charles A. Beard Memorial School Corporation has not been realized. Our commitment to maintaining the extracurricular activities in Charles A. Beard Memorial School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

#### **Purpose**

The drug testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body. And it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No student shall be expelled or suspended as a result of any verified "positive" test conducted by his/her school under this program other than stated herein.

#### **Scope**

Participation in extracurricular activities is a privilege. This policy applies to all Charles A. Beard Memorial School Corporation students in grades 7-12 who wish to participate in extracurricular activities that are listed in the current student handbook *and any other school sponsored extracurricular activities not listed*. It also includes any student who wishes to drive to school, from school or during school.

#### **Drug Education**

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at that time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

#### **Consent Form**

It is **Mandatory** that each student who participates in extracurricular activities sign and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Charles A. Beard Memorial School Corporation.

### **Testing Procedure**

1. *The selection of participants to be tested will be done randomly by the principal/administrative designee*, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.
2. *If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested.* Factors will include but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
3. **No student will be given advance notice or early warning of the testing.** In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influence.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up test", a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen. 7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana.) Also, "performance enhancing" drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

### **Chain of Custody**

1. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name will be used. 2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with his/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time). 3. Before the student's urine sample is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication. 4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. *The seal may be broken only by the lab testing the specimen.* 5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest. 6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off. 7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. In order to maintain confidentiality, the container which contains the urine specimen to be tested, will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the students random identification number will appear on the results sheet.

### **Test Results**

1. This program seeks to provide needed help for students who have a verified "positive" test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.



2. The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.  
In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
3. If the test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a "follow-up" test is requested by the principal/administrative designee and the results are reported. A "follow-up" test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Charles A. Beard Memorial School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.
4. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of the "negative" tests will be kept confidential to protect the identity of all students being tested.
5. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee has access to.

#### **Financial Responsibility**

1. Under this policy, Charles A. Beard Memorial School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" tests. (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow up" test, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

#### **Confidentiality**

Under this drug testing program, any staff, coach or sponsor of Charles A. Beard Memorial School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Charles A. Beard Memorial School Corporation commitment to confidentiality with regards to the program.

#### **Other Rules**

Apart from this drug testing program, Charles A. Beard Memorial School Corporation Athletic Association and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

#### **SERIOUS VIOLATIONS Outside of the Charles A. Beard Memorial School Corporation Drug Testing Policy**

Smoking, drinking, drug use, felony, misdemeanor, or a violation of any item in the student handbook that might be considered a felony or misdemeanor may result in an immediate suspension. A review of the details of the incident will be investigated by the coach, athletic director, assistant principal, and principal. A confirmed violation of the above rules will result in at least the following MINIMAL discipline procedures:

1. First Confirmed Violation
  - a. The athlete will not be allowed to participate in the first 33% of the contests for the next sport season the athlete participates.
  - b. In calculating the number of contests to be missed, any fraction of a contest is to be counted and the next highest number used.
  - c. If the violation occurs during a season the athlete is participating and the 33% suspension goes beyond the season, the suspension shall be completed the next year. If the athlete is a senior, he/she will no longer be considered in good standing in the sport and shall forfeit any awards due him/her that year.
  - d. A student athlete may be considered in violation if he/she is in attendance where drugs and/or alcohol are in the possession of other persons present. The athletic council shall determine the discipline for this type of violation according to the degree of the involvement of the athlete.
  - e. The suspended athlete is expected to continue to practice at the coach's discretion. Should the athlete decide to discontinue his/her participation for the season and time still remains on the suspension, he/she will remain an athlete not in good standing for the season in question until the full 33% suspension is served.
  - f. If the violation involved drugs or alcohol, the athlete is strongly encouraged to undergo an immediate evaluation process to determine if a problem exists and to determine if further steps need to be taken.
2. Second Confirmed Violation
  - a. The athlete will not be permitted to participate in any sport for a minimum of one calendar year starting from the date of the violation.
  - b. To return to good standing, the athlete must undergo an immediate evaluation to determine the severity of his/her problem, successfully complete any rehabilitation as determined by the result of the evaluation; submit to a drug test at his/her expense just prior to the first day of practice for the athlete (the date will be determined by school officials), and be subject to random drug tests at the school's expense for the remainder of the athlete's eligibility.
3. Third Confirmed Violation

a. The athlete will be permanently suspended from athletics and is strongly encouraged to seek further professional help. b. If the athlete has voluntarily come forward previously or has committed a confirmed violation, this admission will be treated as a confirmed violation and the athlete is subject to further sanctions as outlined above.

4. Voluntary Admission of Guilt

a. If the athlete has committed no other violations prior to his admission of a problem, he/she will be suspended pending an evaluation. Following the evaluation, the athlete may return to competition but must successfully complete any program prescribed as a result of the evaluation. b. If the athlete has voluntarily come forward previously or has committed a confirmed violation, this admission will be treated as a confirmed violation and the athlete is subject to further sanctions as outlined above.

**ADDITIONAL REQUIREMENTS** – The head coach for each sport or team may have additional training rules and regulations and should expect athletes to meet reasonable standards. These guidelines should be properly distributed and discussed to all athletes in that sport at the first practice (even before, if possible). Enforcement of such rules is left up to the individual head coach.

**REVIEW AND APPEAL OF ACTION  
FOR ATHLETE AND LEGAL GUARDIAN**

Step 1 Request hearing with Athletic Director, and head coaches involved

Step 2 Request hearing with Principal

Step 3 Request hearing with Athletic Council

**SUMMARY**- This code applies to all students who are associated with the athletic programs in the Charles A. Beard Schools, and in particular Knightstown Intermediate School. There are many other rules and regulations of the IHSAA that must also be strictly followed. A more detailed IHSAA handbook is on file in the athletic director's office and is available upon request.

**ATHLETICS**

The Athletic Program consists of team competition in the following sports:

**SPORTS**

Football

Cross Country

Volleyball

Co-Ed Tennis

Basketball

Wrestling

Track

Softball

Baseball

The Inter-Scholastic Program is under the direction of the IHSAA Rules and Regulations governing play are in the office of the Principal.

**ATHLETIC CONTEST SPECTATOR GUIDELINES**

The administration of Knightstown Intermediate School feels that when students come to athletic contests, they should be prepared to stay in the area in which the contest is taking place. Every person school age and younger are expected to be seated in the bleachers during the contest. Standing and/or congregating between the bleachers and concession stand or other areas not in the bleachers will not be permitted during football games and track meets. Standing and/or congregating in the hallways, restrooms or other areas not in the bleachers will not be permitted during volleyball, basketball, and wrestling contests. There will not be student pass-outs at any game. At halftime or between games, it is expected that there will be students moving to refreshment areas. However, a student is not to leave the building or football field area and is not to remain in the halls or refreshment areas when the contest has been resumed. You are there to see athletes participate and support them in a winning effort. Any problem that may arise during a contest that would necessitate your leaving and returning must be referred to an administrator. Otherwise, once you leave you are not to return. Refusal to abide by these guidelines can result in suspension from attendance at Knightstown Intermediate School athletic contests.

**INTERMEDIATE SCHOOL EXTRA-CURRICULAR ACTIVITY ELIGIBILITY**

Eligibility for Intermediate school extra-curricular activities will be assessed every 9 weeks. Nine-week report cards will be used for this assessment. For the first grading period, eligibility will be based on the fourth 9 weeks' grades of the previous school year.

To be academically eligible to participate in KIS extra-curricular activities a **sixth-, seventh- and eighth-grade student** must earn no more than one failing grade in any subject area.

Students that are ruled to be academically ineligible will have their grades reviewed at the 9 week's report card. If an ineligible student has no failing grades on the report card, they may be granted probationary eligibility by the principal.

**BEHAVIORAL GUIDELINES - ATHLETES**

Intermediate School student-athletes who are participating in an athletic program may remain at school after school hours provided, they follow the below guidelines:

1. Athletes must report immediately to the locker room to dress for practice/competition.
2. After practice/competition, all athletes must report directly to the locker room to shower and dress. The athletes must leave the school premises as soon as possible. All athletes waiting for a ride must wait near the south doors of the building. All athletes must conduct themselves in a manner that is becoming of a Knightstown athlete at all times.
3. At no time should an athlete be in the school hallways after school hours without permission from the Principal, Athletic Director, or coach. The coach must supervise his/her athletes if permission to be in the building was granted.

In the event that these guidelines are NOT followed by an athlete; the following disciplinary action may be taken:

1<sup>st</sup> Offense – A warning will be issued, and a detention will be assigned.

2<sup>nd</sup> Offense – Suspension from the next scheduled competition in his/her sport.

3<sup>rd</sup> Offense – Suspension from the remainder of the season in his/her sports season.

- If the violation occurs at the conclusion of his/her sports season, the penalty will be served during the athlete's next sports season.

#### **ATHLETICS, DANCES, AND OTHER SOCIAL EVENTS**

1. Dances are for students who are currently enrolled in Knightstown Intermediate School only.

2. No one may leave the dance or building and return later. All students attending a dance will check in upon arrival and sign out indicating time of departure, if leaving prior to the end of the dance. The administration reserves the right to deny entrance or remove from the dance at any time anyone who is dressed inappropriately, violates smoking and drinking regulations, displays improper conduct, or was not in attendance during the school day.

3. Athletics, dances, and social events are considered extensions of the school day; therefore, all procedures, expectations, and consequences mentioned above will be followed.

4. Chaperones/volunteers must complete a "Request for Limited Criminal History" form and turn it in to the Superintendent's office before the individual will be permitted to participate in any activity where contact with a student is possible.

#### **PERMISSION**

Permission for extracurricular events must be cleared through the faculty sponsor and approved by the principal.

#### **SCHEDULING**

All events, parties, dances, and meetings will be scheduled on the school calendar with the Principal.

#### **POSTPONEMENT**

In the advent of adverse weather conditions or other just causes, social events may be postponed or dropped completely at the discretion of the administration, sponsors, and club officers.

#### **FACILITIES**

When permission is given to any class or school organization to hold a school function, a facilities application must be completed. The form is available from the office secretary.

#### **SUPERVISION**

No function may be held unless properly chaperoned by faculty members (and parents at dances) who shall have the same authority as teachers have in the classroom. Organizations will provide the chaperones. Activities with 50 or more in attendance will have no less than four chaperones and more if deemed necessary.

#### **USE OF BUILDING**

All students attending social events should use the south entrance when entering and leaving the building. Any student or guest leaving the building during evening social events will be asked to leave school grounds.

Groups who have social activities are responsible for seeing that the place is clean and orderly when the group leaves.

#### **CLUB FUNDRAISING SALES**

All items being sold in the building must be cleared through the Principals' office. Never is anything to be sold for a personal profit. KIS will not permit the sale of candy during the school day. Candy that is sold or being eaten during the school day will be confiscated. We encourage "order taking" kinds of fundraisers, but never so it disrupts any classroom.

### **KIS Progressive Discipline Plan**

The staff at Knightstown Intermediate School believes that every student has the right to a safe and positive learning environment. Each student should have the opportunity to learn skills, values and responsibilities that will help them grow in a positive way. To achieve this goal, it is necessary for students to behave in a safe, orderly way, to create an effective learning environment.

Outlined below is the KIS Progressive Discipline Plan that stipulates behaviors that will not be allowed at school. Also outlined are the possible consequences of engaging in such behaviors. Staff members will empower themselves through their classroom management skills with the goal to foster positive, respectful relationships with their students. Staff members will give verbal warnings prior to progressing through the ladder of consequences listed below. Additional specific policies are defined in the student handbook and corporation handbook. Below is the suggested sequence of action for KIS:

| <b>Offense</b>  | <b>Behavior Type</b> | <b>Consequence</b>  |
|-----------------|----------------------|---|
| 1 <sup>st</sup> | A, B or C            | Verbal Warning/Teacher  |
| 2 <sup>nd</sup> | A, B or C            | 2 <sup>nd</sup> Teacher Consequence                                       |
| 3 <sup>rd</sup> | A, B or C            | Teacher Assigned<br>- Parent Contact                                      |
| 4 <sup>th</sup> | A, B or C            | Referral to Student<br>Interventionist/Administra<br>tor - Parent Contact |
| 5 <sup>th</sup> | A, B, C, D, E or F   | Referral to Administrator<br>- Parent Contact                             |

After the 4<sup>th</sup> consecutive offense of the same minor behavior(s), the teacher will submit a Disciplinary Referral form of the offenses with all interventions marked. The teacher has the option, if felt this is a more appropriate course of action, to send the student to a student interventionist before sending the student to the office. After the 5<sup>th</sup> consecutive offense of the same minor behavior(s), the teacher will submit a Disciplinary Referral form of the offenses with all interventions marked, and the student will be seen by an administrator. For all major behavior events, a form should be filled out and immediately sent to the administrator. Major behavioral events are defined as any type D, E, or F behaviors. All referral forms will be kept in the office records. The student interventionist and/or administrator will provide a follow-up of the action taken to the teacher and/or parent(s). A parent and/or guardian will be contacted when an administrator takes action for an offense. **Positive**

#### **Referrals**

*“Once you replace negative thoughts with positive ones, you’ll start having positive results.”*

*Willie Nelson.*

The best tool to change behavior is to use positive reinforcement techniques and praise behaviors that are expected rather than negatively enforce unwanted behaviors. Teachers are encouraged to take advantage of and use Positive Referrals. These referrals are intended to award exceptional behavior or effort, student improvement, random acts of kindness, etc. Positive reinforcement will greatly increase the positive environment of individual classrooms.

| <b>Example of Behavior</b> | <b>Possible Consequences</b> |
|----------------------------|------------------------------|
| <b>Type A Behaviors</b>    | <b>Teacher Assigned</b>      |

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| <ul style="list-style-type: none"> <li>• Violation of Classroom Rules</li> <li>• Unauthorized food, gum, etc.</li> <li>• Unauthorized electronics</li> <li>• Disrespectful to other students</li> <li>• Disruptive conduct to the educational environment</li> <li>• Academic Violation (missed assignments, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Re-Teach of Expected Behavior</li> <li>• Seating Change</li> <li>• Teacher/Student 1 on 1</li> <li>• Loss of item</li> <li>• Loss of classroom privilege</li> <li>• Clip Moved on Ladder</li> </ul> |
| Example of Behavior   | Possible Consequences  |
| <b>Type B Behaviors</b>   | <b>Teacher Assigned</b>  |
| <ul style="list-style-type: none"> <li>• Horse/Rough Play</li> </ul>  | <ul style="list-style-type: none"> <li>• Verbal Warning</li> </ul>   |

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| <ul style="list-style-type: none"> <li>• Inappropriate Playground/Cafeteria Behavior</li> <li>• Lying to a Teacher</li> <li>• Cheating</li> <li>• General back talking/argumentative</li> <li>• Repeated violations of Type A</li> </ul>  | <ul style="list-style-type: none"> <li>• Re-Teach of Expected Behavior</li> <li>• Teacher/Student 1 on 1</li> <li>• Clip Moved on Ladder</li> <li>• Loss of Recess</li> <li>• Teacher Supervised Lunch Detention</li> <li>• Student Behavioral Contract</li> </ul>   |
| Example of Behavior   | Possible Consequences  |
| <b>Type C Behaviors</b>   | <b>Teacher Assigned</b>  |
| <ul style="list-style-type: none"> <li>• Disrespect to Adults</li> <li>• Defiance to Adults</li> <li>• Profanity, obscene language or gestures toward another student</li> <li>• Violation of Acceptable Use of Technology/Misuse of Technology</li> <li>• Repeated Violations of Type A &amp; B</li> </ul> | <ul style="list-style-type: none"> <li>• Teacher/Student 1 on 1</li> <li>• Lunch Detention/ <i>(After School Detention – if serious enough offense)</i></li> <li>• Change of seat</li> <li>• Loss of Multiple Recesses</li> <li>• Loss of Classroom Privileges</li> <li>• Contact of Parent</li> <li>• Student-Teacher-Parent Conference</li> <li>• <i>(If technology was damaged – report the student to the office)</i></li> </ul> |

| Example of Behavior   | Possible Consequences   |
|---|---|
| <b>Type D Behaviors</b>   | <b>Administrator Assigned</b>   |
| <ul style="list-style-type: none"> <li>• Disrespect to Adults – profanity, obscene language or gestures towards staff</li> <li>• Horse/Rough Playing that results in injury</li> <li>• Verbal Aggression toward another student</li> <li>• Fighting</li> <li>• Theft</li> <li>• Sexual Misconduct</li> <li>• Repeated consecutive violations of Type A, B, and C behaviors</li> </ul> | <ul style="list-style-type: none"> <li>• After School Detention</li> <li>• Friday School</li> <li>• In-School Suspension</li> <li>• Out of School Suspension</li> </ul> |
| Example of Behavior   | Possible Consequences   |
| <b>Type E Behaviors</b>   | <b>Administrator Assigned</b>   |
| <ul style="list-style-type: none"> <li>• Bullying (See Anti-bullying Policy)</li> <li>• Fighting (severe or repeated)</li> <li>• Theft (significant value)</li> <li>• Destruction of School Property</li> <li>• Repeated violations of the behaviors listed above</li> </ul>  | <ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Out of School Suspension</li> </ul>  |
| Example of Behavior   | Possible Consequences   |
| <b>Type F Behaviors</b>   | <b>Administrator Assigned</b>   |
| <ul style="list-style-type: none"> <li>• Possible cause of expulsion includes but not limited to possession of controlled substances, drug paraphernalia, weapons, serious bodily injury, or threat thereof, vandalism or theft of</li> </ul>   | <ul style="list-style-type: none"> <li>• Out of School Suspension</li> <li>• Expulsion</li> </ul>   |

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| <p>school property, bomb threats, sexual misconduct, any violence against teachers or students, etc. These behaviors may be reported to local law enforcement and, as determined, to mental health professionals.</p> <ul style="list-style-type: none"> <li>• Repeated violations of the behaviors listed above</li> </ul> |  |
|---|--|