

MISSION STATEMENT

The mission of Kings Consolidated School is to offer a quality, cost effective productive educational environment that will provide the necessary tools for students to succeed in high school and become lifelong learners in a continually changing world. Our students will be able to manage and communicate information in both oral and written forms. They will also understand, appreciate and be able to function in a world composed of many diverse cultures.

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KINGS CONSOLIDATED SCHOOL DISTRICT #144

Dear Parent(s) and Students:

The Kings Board of Education, Administration, Faculty, and Staff welcome you to Kings Consolidated School for the 2007-2008 school year. The purpose of Kings School is to provide all students with the opportunity to learn by experiencing a strong and relevant curriculum and an excellent educational environment in which to learn.

This handbook is provided to you in order to acquaint you with the rules, regulations, procedures, policies, and activities at Kings School. Please keep this booklet in a place where you can refer to it if questions should arise during the school year. Specific questions concerning information found in this handbook should be directed to the Superintendent.

The Kings School Community has a rich tradition of having an excellent school system. We are proud of our accomplishments, but are more interested at this time in working in the present with students, parents and community members. The teachers, staff and I look forward to working with all interested parties in providing all students with a quality educational experience.

Sincerely,

Greg L. Stott
Superintendent

KING'S SCHOOL – A LONG TRADITION

School was first held in the Kings area in 1839 – over 150 years ago! Since then we have had three schools in Kings, the first in 1911 – this was not only a grade school, but also a three-year high school. Our present building was constructed in 1956 on the site of the original school. We have a long and proud tradition here at Kings School. Many well-known people have attended school at Kings. Ask your parents or other adults you know, perhaps they also went to school here.

2006 – 2007 CALENDAR FOR KINGS ELEMENTARY SCHOOL

School phone: (815) 562-7191

Website: www.kings144.org

August 21	Teacher Institute Day – No Students
August 22	First student attendance day. Students will be dismissed at 11:45 a.m. No lunch served, busses will run.
September 3	NO SCHOOL – Labor Day
September 5	Early Dismissal – 2:30 p.m. Collaboration and curriculum planning
September 11	Early Dismissal – 11:45 a.m. School Improvement
October 3	Early Dismissal – 2:30 p.m. Collaboration and curriculum planning
October 5	NO SCHOOL – Teacher Institute
October 8	NO SCHOOL – Columbus Day
October 26	End of First Quarter Grading Period
November 1	Early Dismissal – 11:45 a.m. School Improvement.
November 5	Evening parent/teacher conferences
November 6	Evening parent/teacher conferences
November 7	Early Dismissal – 2:30 p.m. Collaboration and curriculum planning
November 21-23	NO SCHOOL – Thanksgiving Break
December 5	Early Dismissal – 2:30 p.m. Collaboration and curriculum planning
December 6	Early Dismissal – 11:45 a.m. School Improvement
December 24 – January 4	NO SCHOOL – Winter Break
January 7	Classes Resume
January 9	Early Dismissal – 2:30 p.m. Collaboration and curriculum planning
January 18	End of Second Quarter Grading Period
January 21	NO SCHOOL – Martin Luther King, Jr. Day
February 6	Early Dismissal – 2:30 p.m. Collaboration and curriculum planning
February 15	Early Dismissal – 11:45 a.m. School Improvement
February 18	NO SCHOOL – President's Day
March 5	Early Dismissal – 2:30 p.m. Collaboration and curriculum planning
March 20	End of Third Quarter Grading Period
March 21	NO SCHOOL – Good Friday
March 24-28	NO SCHOOL – Spring Break
April 2	Early Dismissal – 2:30 p.m. Collaboration and curriculum planning
May 1	Early Dismissal – 11:45 a.m. School Improvement
May 7	Early Dismissal – 2:30 p.m. Collaboration and curriculum planning
May 26	NO SCHOOL – Memorial Day
May 28	NO SCHOOL – Teacher Institute
May 29*	Last Day/Early Dismissal – 9:15 a.m. End of Fourth Quarter Grading Period

* This date is dependent upon whether or not "snow days" are used during the school year.

BOARD OF EDUCATION MEETINGS

Public attendance and participation is encouraged at school board meetings. If you have a question or item that you would like to have placed on the board agenda, contact the superintendent at least 48 hours in advance of the school board meeting. The Board of Education usually meets the third Wednesday of every month at 6:30 p.m. at Kings School.

FACULTY AND STAFF

Superintendent	Mr. Stott	gstott@kings144.org
Kindergarten	Mrs. Valdivieso	jvaldivieso@kings144.org
First Grade	Mrs. Hunter	shunter@kings144.org
Second Grade	Mrs. Clark	hclark@kings144.org
Third Grade	Mrs. Luxton	bjlux@kings144.org
Fourth Grade	Ms. Greene	tjgreene@tbcnet.com
Fifth Grade	Mrs. Harp	shmylaf@aol.com
Sixth Grade	Mrs. Roberts	mroberts@kings144.org
Seventh Grade	Mr. Humphrey	bhumphrey@kings144.org
Eighth Grade	Mrs. Taylor	mtaylor@kings144.org
Technology Coordinator	Mr. Schultz	rschultz@tbcnet.com
Special Education	Mr. Charbonneau	ccharbonneau@kings144.org
Reading Improv/Enrichment	Mrs. Dewey	kdewey@kings144.org
Music	Mrs. Lindmark	mlindmark@kings144.org
P. E. Teacher	Mrs. Abel	aabell@kings144.org
Art Teacher	Mrs. Loeffelholz	sarahl@kings144.org
Library/Resource/Lab	Mrs. Butler	jbutler@kings144.org
Secretary/Bookkeeper	Mrs. Higgs	shiggs@kings144.org
Custodian	Mr. Wood	dwood@kings144.org
Head Cook	Mrs. Nocek	kitchen@kings144.org
Assistant Cook	Ms. Smith	
Computer Lab	Mr. Schultz	klab@kings144.org

SCHOOL DAY HOURS

School is in session for all grades from **8:25 a.m. to 3:10 pm**. Please note that the school cannot be responsible for supervision of students on school playground prior to 8:20 a.m. or after 3:15 pm. Therefore, **students should not arrive at school before 8:20 a.m.** unless they are transported by school bus. **No person except for school personnel will be allowed in the classroom areas, without approval, after the buses leave at 3:15 p. m.**

SCHOOL OFFICE HOURS

School office hours are from 7:45 am until 4:15 pm. There is an answering machine so you may leave a message during non-office hours.

SCHOOL CLOSINGS

Notice of school closings will available by radio on WRHL (1060 AM or 102.3 FM) between 6:30 – 7:30 a.m. A Rockford TV station will also be contacted. **Please do not call the radio or TV stations or the school office.** If roads can be plowed in a short amount of time, the start of the school day may be delayed. Please watch for information concerning the new school communication system.

USE OF SCHOOL PHONE

If there is an emergency and a student needs to communicate with his/her parent/guardian during school hours, the student should come to the office to call the parent/guardian. Forgotten homework, papers, books and arranging for after school social events are not emergencies and students will not be allowed to use the phone for such purposes.

QUESTIONS/WHOM TO CALL

All parents are cordially invited to visit or call school personnel in reference to any questions or concerns that they may have regarding the elementary school.

When questions arise about classroom procedures, homework, grades, etc. the first person consulted must be the teacher. If satisfaction is not obtained, an appointment can then be scheduled with the parent and teacher, school administrator, counselor, or nurse for a conference and/or discussion relative to any concern.

STUDENT ATTENDANCE

Schools have many goals and responsibilities for educating students. Preparing them for employment as adults is one very important goal. As students grow and mature, they develop the skills and habits that they will use as adults in the work force. Punctuality and regular attendance are crucial habits that people must have in order to be successful employees. Students begin developing these habits as early as kindergarten by coming to school regularly and on time.

In an effort to maintain quality education and good attendance levels, Kings School has established the following guidelines for its students:

1. It is a State Law that all parents call our school office, 562-7191, to report any child's absence. **This must be done every morning of an absence.** If the school has not been called by 10 a.m., a school official will call you at your home or, if necessary, place of work. Failure to call the school could fall under the guidelines of the Department of Children and Family Services as NEGLECT. Please make it a practice to report absences.
2. Students who are absent more than 10 days per semester **may** be subject to truancy action by the Ogle County Truancy Outreach Program.
3. To comply with state requirements it is necessary for parents to sign their students in at the office when he/she arrives late to school. If a parent is picking up a student **before** school is out they also must go to the office and sign their student out. These rules are set in place for the safety of our students.
4. Any student absent for more than three consecutive days due to illness must have a physician's excuse upon returning to school.

Tardiness and Early Dismissal. Tardies are very disruptive to the educational process for your child and their classmates. When children come to school late or leave early, they are missing valuable time, interrupt the classroom, and miss important learning opportunities. Help your child be on time to school and try to arrange appointments so your child can be in school for the entire school day.

Extracurricular Activities and Student Attendance. Any student absent during any part of the day is ineligible to participate in extracurricular activities (including athletics, band, chorus, speech, etc.) unless there is a signed doctor's excuse stating that the student may participate and such excuse is given to the office upon the student's return to school. Students that have a doctor's excuse for an extended period of time may not participate unless there is a release from the doctor to participate again.

Any student absent due to suspension from school on the day of a scheduled extracurricular activity will not be allowed to participate in the activity. If the activity is hosted at Kings School, the student will also not be able to attend the activity.

HEALTH AND ATTENDANCE

1. It is a State Law that all kindergarten and fifth grade students have physical and dental examinations. Physicals must be presented to the school office by **September 10th** in order for your student to remain in school. The immunization record also must be completed to show that the immunizations required by Law have been received. Since these laws are for everyone's protection, children not meeting these requirements will not be permitted to attend school.
2. In case of illness or injury during the school day, parents or an emergency contact will be notified. If parents or relatives are not available school officials will determine what emergency measures must be taken to insure the child's health.
3. **Recess Excuse Policy.** Weather permitting, students are expected to go outside each day for their designated recess periods. Students who must stay inside during recess for health reasons must have a

note from a parent for *each day* the student is to stay in from recess. A student will need a note from a doctor if he/she is required to stay inside for more than **three (3)** days for the same health problem.

4. **Head Lice.** Head lice infestation is a wide spread problem in the United States, largely confined to younger schoolchildren. To prevent the spread of head lice, the condition needs to be treated immediately. If a child is known or found at school to have head lice, the parents of the student will be notified and a letter for treatment guidelines will be sent home with the child. (You may also contact the Ogle County Health Department if you need more detailed information about treating head lice.) The child may return to school after the recommended initial treatment has been completed, but he/she must be nit-free and will be re-examined prior to admission back into the classroom.

If a child is found to have head lice, other family members attending the same school will be inspected. If there are several children in one room with head lice, the entire room will be inspected. The diagnosis of head lice will be handled as confidentially as possible.

When a student is sent home due to head lice, the first day of absence is considered excused. Children must be treated that same day and sent back to school the next day or that day may be considered unexcused.

5. **Dental Exams.** Illinois law requires all students to receive dental check-ups in order to attend school. Every child must provide proof of a dental check-up **before May 15th** of kindergarten, 2nd and 6th grades.

ADMINISTERING MEDICINES TO STUDENTS

Students should not take medication during school hours or during school related activities unless it is necessary for a student's health and well being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function that as provided for in this policy and its implementing procedures.

A student may possess an Epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form". The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or an epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Administrative Procedure

We will ask a child(s)/guardian(s) health care provider to complete a "School Medicine Authorization Form." This form can be obtained by contacting the school office and will provide information and dispensing instructions to the school, including side effects, if any. If a student is on medication, indefinitely, the parent(s)/guardian(s) must file a new "School Medicine Authorization Form" every year.

Bring medicine to the school office. Prescription medication must be brought to the school in the original package or appropriately labeled container. The container must display student's name; prescription number; medication name/dosage; administration route and/or any other direction; date and number of refills; licensed physician's name; name, address and phone number of the pharmacy; and the name or initials of pharmacist.

Non-prescription medications must be brought to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.

At end of the treatment regime, remove any unused medication from the school.

A record will be kept of all medication dispensed to students noting the date, time, dosage, reactions and personnel dispensing the medication.

LOST AND FOUND

Lost and found items are kept in a box near the school office. Any items not claimed by the end of each month will be given to one of the following charitable organizations: Goodwill, Thrift Shop or Angel Treasures.

STUDENT FEES

- Grades K – 8: \$55.00
- Each new student must purchase headphones for lab use at a cost of \$15.
- Fees can be prorated on a quarterly basis.
- Twenty-four hour insurance is available.

DISCRIMINATION POLICY

Kings School District #144 does not discriminate on the basis of race, color, religion, sex, national or ethnic origin in administration of its admission policies, educational policies, athletic or other school sponsored program.

SAFETY POLICIES

1. Safety of our students is a prime concern at Kings. For the safety of our students, ANYONE ENTERING THE SCHOOL MUST STOP AT THE OFFICE AND SIGN IN AND OBTAIN A VISITORS BADGE. Entry will only be allowed at the main entrance (east door). All other doors will remain locked.
2. **Convicted Sex Offenders.** Regardless of when the conviction occurred, individuals convicted of criminal sex offenses may not be on the campus of any school in the state of Illinois for any reason without the express written permission of the site principal. Parents should notify the principal if they suspect an individual is in violation of this statute.
3. **Custody, Order of Protection, Etc.** The custody of a child at times comes into question. Both natural parents have equal rights, unless a copy of a legal document indicates otherwise. Such copy must be on file in the child's current school. It is the responsibility of the custodial parent to ensure that a current copy is on file annually. The same situation pertains to a legal order of protection.
4. **Mandated Reporting.** All school personnel are required by Illinois law to report any suspected child abuse or neglect directly to the Illinois Department of Children and Family Services (DCFS) by telephoning a toll-free number to a DCFS central register. Any person required to report child abuse and neglect who willfully fails to report such acts is guilty of a Class A misdemeanor.

CURRICULUM GOAL

Kings School continues to have high expectations in the area of academic excellence. We will continue to offer a strong curriculum and develop programs so that our students develop the necessary skills to become productive members of our society.

PROGRAM OF STUDIES

Literature/Reading	Language Arts	Social Studies	Mathematics
Science/Health	Handwriting	Physical Education	Art
General Music	Band	Chorus	

GRADING SCALE

Kings School District uses the following grading scale for grades 4 – 8:

A+= 100 or above	A = 92 – 99	A- = 90 – 91
B+= 88 – 89	B = 82 – 87	B- = 80 – 81
C+= 78 – 79	C = 72 – 77	C- = 70 – 71
D+ = 68 – 69	D = 62 – 67	D- = 60 – 61
F = anything below 60		

HONOR ROLL PLACEMENT

Kings School District 144 maintains an honor roll for children in grades 5 – 8 who meet grade point criteria. The honor roll is an attempt to honor academic achievement of our youngsters. The classroom teacher or teachers will determine the honor roll at the end of each quarter.

The honor roll is a means of reporting academic success, and it is also a method of enhancing the child's pride and self-esteem toward the learning process.

The following scale is used to report honor roll status:

- **5th Grade High Honor Roll** A grade point average of 3.8 or above based on 5 core subjects
- **5th Grade Honor Roll** A grade point average of 2.8 or above based on 5 core subjects

- **6th – 8th Grade High Honor Roll** A grade point average of 3.75 or above based on 4 core subjects
- **6th – 8th Grade Honor Roll** A grade point average of 2.75 or above based on 4 core subjects

A = 4 points B = 3 points C = 2 points

No points are given for a D or an F grade and receiving either of these grades in *any* subject in the two categories below automatically removes the child from honor roll status.

The following academic subjects are used in figuring the grade point average:

Literature/Reading Social Studies Language Arts Science & Health (combined as one grade)
Mathematics

The following subjects are given grades but are not computed in averages:

Physical Education Art General Music Band Chorus Handwriting Spelling

PHYSICAL EDUCATION

The State of Illinois requires all children enrolled in a public school to participate in daily physical education activities. Exemption from physical education because of sickness or physical injury will be considered on an individual basis, with parent's request. However, prolonged sicknesses of more than **three (3)** days must be accompanied by a doctor's statement of the sickness and any restrictions. To ensure the welfare of the child, a doctor must also state any physical injury.

ENRICHMENT PROGRAM

An enrichment program is offered to those students who qualify from assessment taken from standardized tests, OLSAT test for giftedness, and teacher recommendation. Students in grades 1 – 8 are eligible with the 1st grade classes beginning after January. Testing to see what students qualify for the program is done in the fall for 1st grade and in the spring for 3rd and 5th grades.

The enrichment classes follow a pullout program style of instruction with classes meeting for half hour sessions. Classes are predominately literature based followed by thought provoking questions and creative activities. Grades are weighted with an extra five percentage points added to the final grade at the end of each quarter.

FIELD TRIPS

Field trips are correlated with the educational program and are used to either introduce or enhance a unit. Field trips are also used a part of the enrichment program. Field trips are considered to be an extension of the classroom. This is concrete learning rather than abstract. Field trips are planned teaching of those things, which can best be taught, outside the classroom. Children should not be kept home because a field trip has been scheduled. Adequate preparations in the subject area and definite objectives are made before each trip. Evaluation and review of material seen on the field trip is made after the trip has been completed. No child is allowed to go on a trip without a signed permit from his/her parent. Safety rules are strictly enforced on these trips and children not conforming to the rules may be barred from participating in future trips.

BAND/CHORAL/EVENTS

Concert band students (5th – 8th graders), who have been in beginning band for one year will rehearse on Tuesday, Wednesday and Thursday mornings. Concert Band will also practice on Thursday morning. Practice will begin at the first bell.

Beginning band (4th grade) will rehearse on Thursday mornings before school at the first bell after they have had six (6) weeks of lessons.

Band students, who must miss rehearsal before school to attend study hall or other school related activities, must have a written excuse signed by a parent/guardian. If there is no written excuse, the student will be considered unexcused. Three or more unexcused absences may result in a reduction of the band grade

Participation in band and choral concert events is mandatory. If for some reason, a student cannot attend, parents are asked to write a note or call to inform the school why the student cannot attend. If contact is not made with the school as to the reason for the absence, it will be considered unexcused. Unexcused failure to participate may result in an "F" for the event.

COMPUTER LAB

Kings School strives to remain on the cutting edge of technology. We believe Kings students have tremendous opportunities. The school is equipped with Internet access as well as scanners and digital cameras. Kings has its own website.

Parents and students are asked to sign the "Authorization for Electronic Network Access" and "Permission to Use Student Photos" included in the Appendix of this handbook. Students need to follow rules detailed in the Internet Authorization document. Misuse will result in loss of privileges.

Violations of computer rules while in lab or class will result in the following consequences:

- First offense, removal from lab for one week and parents will be notified;
- Second offense, removal from lab for two weeks and parents will be notified; and
- Third offense, removal from lab for the remainder of the year and parents will be notified.

The severity of the offense may also in the instructor's opinion result in loss of privileges for the year without going through the first and second offense protocol.

LIBRARY POLICIES

The Kings School library collection includes over 4,000 print and non-print materials for students and teachers to utilize to perform research, enhance curriculum or read for enjoyment. Each grade has a weekly scheduled time for library visits. During this time students will exchange their books, have a story time and/or have library instruction. Students are expected to behave in the library as they would in the classroom, and students may lose library privileges due to inappropriate behavior.

Check Out Procedures

Students in grades K – 1 are allowed to check out one book per week. Students in grades 2 – 8 are allowed to check out two books per every two-week period. Additional materials may be checked out at the librarian's discretion. *Students are ultimately responsible for the care all materials until they are returned to the library.*

- **Overdue books** An item must be returned before another item will be loaned to a student. Two weeks after the due date, if a book has not been returned, an over-due notice will be given to the child to take home.
- **Lost/damaged books** If after three overdue notices, a book has not been returned, a notice will be sent home requesting the replacement cost of the book. In the event a lost book is found after it has been paid for, and it is returned to the library in good condition, a refund will be issued to the student.

The replacement cost will also be charged for books that have been damaged beyond repair. When possible, the librarian will attempt to make necessary repairs to damaged books before assessing a fee. Please do not attempt to glue or tape damaged books.

A student's final report card may be held until all charges/fines for books are paid.

EXTRACURRICULAR ELIGIBILITY

Academic success is the first concern of everyone here at Kings School. Therefore any student who participates in extracurricular or elective activities (athletic events, band, chorus, speech, etc.) will be declared ineligible if he/she is not maintaining passing grades (D or better) in ALL subjects. Academic eligibility will be monitored weekly.

A student's improper conduct and attitude may also be reasons for ineligibility upon recommendation of the classroom teacher/sponsor and superintendent. **Any student who is given a detention on the day of a scheduled extracurricular activity, or any student who is academically ineligible, will be allowed to attend the activity but will not be able to dress in uniform or directly participate in the activity.**

If a student is declared academically ineligible their eligibility will be checked weekly to determine when they can resume playing.

For questions regarding absence from school and participation in extracurricular activities, please see the Student Attendance section of this handbook.

SPECIAL EDUCATION

Special Education services are available for all children that require them in District 144. Screening procedures are conducted in hearing, speech, and learning disabilities with the permission of the parents. If you have any questions or concerns regarding special education services, please contact the superintendent.

RESPONSE TO INTERVENTION

In 2004, the U.S. Congress passed a revision to the Individuals with Disabilities Education Act. This legislation provides the guidelines schools must follow when identifying children for special education services.

In response to this legislation, Kings School has implemented a Response to Intervention (RTI) protocol, which includes a Student Assistance Team (SAT), that will help teachers and parents assess, monitor and utilize educational interventions for students with apparent academic delays. The RTI protocol contains specific steps and processes that will be followed **prior** to formal Special Education testing and placement. If you have questions regarding the RTI process, please leave a message with the school office and the Student Assistance Team will contact you.

RETENTION GUIDELINES

Illinois state law, enacted in January of 1998, prohibits "social promotion", which is moving a child to the next grade because of his age, size, friends, etc. Learning Standards are in place for all Illinois schools and are used to determine whether a student has earned promotion or whether, for the good of the student, he/she should repeat a grade to help ensure future successes in school. A student's grades in the fundamental learning areas will be a major deciding factor for retention. Other criteria such as the student's national percentile rank on standardized tests, and overall preparedness to meet the academic expectations of the next grade level may also be reviewed to determine promotion or retention.

The school staff will try its utmost to keep parents abreast of their child's situation regarding promotion or retention.

GENERAL RULES

Kings Elementary School has a long tradition of pride and has been recognized as one of the best rural elementary schools in the area. A reason for this is the excellent attitude and behavior that Kings students display at all times! Below are listed some general guidelines that will help us keep that excellent reputation and make Kings Elementary School a better place to learn.

At King's School, we believe that all students have the right to a safe and orderly environment in which to learn. We also believe that children must learn to be responsible for their behavior and understand that good behavior has rewards, but inappropriate behavior has consequences.

Parent/Guardian Adult Agreement: I will do my personal best to . . .

- Keep my child home when he/she is ill
- Provide a nourishing breakfast each morning
- Attend the Open House session
- Attend the parent/teacher conference
- Support school discipline policy/dress code
- Get my child up and send him/her to school every day on time
- Help my child be responsible and successful with homework
- Encourage my child to do his/her best everyday in school and to be available to provide support
- Stay aware of what my child is learning
- Attend school activities in which my child is participating
- Supply my child with necessary supplies
- Notify the school if there is a temporary change in caregiver (due to business, travel, illness, etc.)

Student Agreement: I will do my personal best to . . .

- Attend school regularly and be on time
- Respect the rights of others to learn
- Show respect and cooperate with all adults in school
- Practice the rules of the Student Code of Conduct
- Alert adults of any problems interfering with my safety, well-being, and learning process
- Be responsible for alerting parents of supplies needed and important information from school
- Show my parents/guardians projects, homework and agendas

Teacher Agreement: I will do my personal best to . . .

- Help each student grow to his/her fullest potential
- Provide instruction that is enjoyable and motivating
- Respect and treat each child as an individual
- Provide meaningful homework that reinforces learning objectives taught in class
- Provide on-going communication to students and parents/guardians about student progress and important information
- Create a safe and positive learning environment for every student

TRANSPORTATION AND BUS RULES

Kings School provides transportation to all qualified students. The school district believes and recognizes we are transporting a very precious cargo. Therefore, discipline on the school bus is very important, not only so the child feels safe and comfortable, but because the bus driver must be able to focus his/her attention on the road without distractions. For these reasons, we believe the bus driver must be the sole authority on the bus and will be responsible for maintaining order.

Please note that in order to keep the bus on schedule, students should be ready and at the bus stop approximately five (5) minutes before the bus regularly arrives. *If a student is not riding the bus to school in the morning, please call the school, or call a student who gets on the bus before your stop, so the bus driver will be notified that a student will not be riding the bus that day.*

Bus Rules - Applies to all bus trips

1. Students may be assigned seats and students will not leave seats without permission.
2. Students will remain seated once the bus is in motion. No kneeling or standing. Do not lean out in the aisle, as this is not a safe position if the bus driver has to break suddenly. When departing the bus, stay in your seat until the bus is completely stopped.
3. Students will be orderly without bothering others. Keep your hands and feet to yourself and respect other riders. Treat them, as you would like to be treated.
4. Talk quietly to the people around you. Do not yell to others who are seated farther away.
5. Eating, drinking, chewing gum and littering are not allowed on the bus.
6. Be silent at railroad crossings so driver can listen closely for approaching trains.
7. Hands and heads are to remain in the bus at all times.
8. No objects are to be thrown on the bus or out the windows.
9. When crossing in front of the bus, students should walk 10 feet in front the bus and wait for signal from bus driver that it is safe to cross.
10. When exiting the bus, students should move away promptly from the side of the bus and wait for bus to depart before coming back to the road to check for mail, move garbage cans, etc.
11. When unloading the bus in the morning, students should walk to the west side of the building.
12. No walkmans, CD players, electronic games or other toys are allowed on the bus, except at the bus driver's discretion. In addition, if such items are lost, stolen or damaged, the school assumes no responsibility.
13. Students need a note signed by a parent/guardian in order to be picked up or dropped off at any location, within the bus route, other than home, or if a student will not be riding the bus home from school.
14. Do not mark on or deface bus seats in any way.
15. Do not lower windows below the designated line.
16. No animals will be transported on the bus.

Failure to obey the rules for riding the bus will result in a verbal warning from the bus driver. In addition, the student will be required to sit up in the front of the bus for 5 days, and in some cases, may be required to clean the bus under supervision. If the problem continues, the student will be placed on the Bus Discipline Program. The Bus Discipline Program will not be cumulative annually, but will start over with each new semester.

First Offense - Student will receive three (3) detentions and parent/guardian will be notified

Second Offense - Student will receive five (5) detentions and parent/guardian will be notified. A notice will be sent home that the next step means suspension from the bus.

Third Offense - Student will be suspended from the bus for five (5) school days and parent/guardian will be responsible for transporting student to and from school.

Fourth Offense - Student will be suspended from the bus for ten (10) school days and parent/guardian will be responsible for transporting student to and from school.

Fifth Offense - Student will be suspended from the bus for twenty (20) school days and parent/guardian will be responsible for transporting student to and from school.

Sixth Offense - Student will be suspended from the bus for the semester.

If the bus driver feels a student has committed a severe offense, he may recommend to the principal that the student be moved to any point on the Bus Discipline Program.

BUILDING RULES

Respect for other children.

1. We will be quiet in the halls.
2. We will walk in the halls and on the stairs.
3. We will not bother other children.
4. We will take our turn at all times.
5. We will always use respectful language.
6. We will treat others like we want to be treated.

Respect for Adults

1. We will listen and follow instructions.
2. We will speak respectfully to all adults.

Respect for Property

1. We will respect others possessions.
2. We will take pride in the appearance of our school and collectively work toward keeping it clean.
3. During school hours any visible or disruptive toy or electronic device (CD players, IPODS, walkman, etc.) will be confiscated. Such items should remain in backpacks during school hours, however cell phones may be allowed on person, if they remain turned off and out of sight.
4. Gum chewing is not allowed on school grounds. Gum should not be brought to school.
5. Kings School is a smoke free environment. Therefore, smoking is not permitted anywhere on school property.
6. Defacing and vandalism of school property is unacceptable. Parents/guardians will be liable for damages incurred in relation to defacing/vandalism of school property and the proper authorities may be notified to deal with any student involved in such actions.
7. No skateboards, scooters, roller blades or roller skates within the building during special events.

PLAYGROUND/RECESS RULES

When weather permits, the students go outside for recess each day. Therefore, they should be dressed appropriately for the existing weather conditions.

General

1. Stay on school property (do not go on roads or neighboring properties/fields without permission).
2. Stay within view of the playground supervisor.
3. Students must have permission to re-enter the building.
4. Bring in the equipment that you brought out and use equipment properly.
5. Blacktop recess will be at the discretion of the playground supervisor and may require that students stay on the blacktop when the ground is muddy or wet.
6. Stay on the blacktop during snowy weather unless wearing boots.
7. No sliding on the ice or snow.
8. No skateboards, scooters, hardballs, roller blades, roller skates or Frisbees.
9. Toys, games or electronic devices from home are not allowed on the playground. Such items will be confiscated and returned to the classroom teacher at the end of the recess period. The school assumes no responsibility if items from home are lost, stolen or damaged.

Playing

1. Play away from traffic areas near the parking lot, and do not play between or around parked cars.
2. Stay away from the bike racks.
3. When throwing balls, be away from the building/windows (on the other side of the playground equipment)
4. No throwing of snow, rocks, or other objects.

5. Leave sticks and other objects on the ground unless a supervisor asks you to help to clean up.

Swings

1. Always swing in an upright, seated position. Do not swing sideways or twist on the swings.
2. Only one person to a swing.
3. No standing on swings.
4. No bailing out of swings.
5. No climbing on swing poles.

Slides

1. Do not climb up slide.
2. Only one person at a time on the slide, and slide down seated with feet first.
3. Climb up the stairs/ladders.
4. Do not throw rocks on the slide.
5. No pushing or pulling on the slide.
6. No climbing on the top of the red slide.

Sports

1. No tackling, pushing or shoving.
2. Only touch football is allowed.
3. No "king of the mountain" games.
4. Don't kick or stand on basketballs.
5. No hanging on the basketball rims.
6. No catcher while playing baseball, unless proper equipment is available.

Students who cannot follow the rules listed above may be subject to the consequences of the Disciplinary Action Plan. Any time a student commits a severe offense, it may be recommended to the principal that the student be moved to any point of the Disciplinary Action Plan.

Other consequences may include:

1. Loss of recess time;
2. Loss of recess equipment; and
3. Running or walking laps.

CLASSROOM POLICIES

Classroom Rules:

Teachers will present each student with written rules and consequences and will discuss them during the first day of school. In general, each classroom set of rules includes a verbal warning and communication with parents. The classroom discipline policies are used for grades K-4 unless the student:

1. Has repeatedly exhibited the need for further disciplinary action and at that point the student will be placed on the matrix.
2. The offense is of serious enough nature that it warrants immediate placement on the Matrix.

K-4 classroom disciplinary action will be age appropriate and may include, but is not limited to loss of recess time, loss of classroom incentives, running laps, parent notification, parent conferences, lunch detention, after school detention, or other consequences appropriate for the offense. When appropriate, student misconduct will be documented in writing by all student and staff witnesses involved in the infraction.

When behavior is inappropriate, the teacher may refer the student to the principal or the teacher will refer to the Disciplinary Action Matrix and impose the appropriate consequence. If a student commits a severe offense, it may be recommended to the principal that the student be moved to any point of the Disciplinary Action Matrix. Multiple occurrences of the same offense necessitates horizontal movement on the Matrix.

Classroom Parties:

Three parties per year are scheduled for the elementary grade students: Halloween, Christmas, and Valentine's Day. Teachers will arrange with parents for treats and supplies to be provided for these events. If you need to

bring treats or supplies to school for a party, we ask that you please do so before the school day begins so that instructional time is left undisturbed. Parents are welcome to attend classroom parties, but we cannot accommodate younger siblings at these events.

Parents may request that their child not participate in a party if it conflicts with beliefs at home. Such a request should be sent to the child's teacher and the teacher will make other arrangements for the child. These arrangements will not penalize your child in any way.

Classroom Visitations:

Please check with the teacher for his/her policy about pre-arranging visitations. Generally, we request that visitors plan such visits with the classroom teacher ahead of time so that there is only a minimal level of disruption of the educational process. Please set up the time and date of your visit by calling the teacher at school or sending a note with your child asking the teacher to contact you.

When you sign in at the office the day of the visit, the office staff will ask you where you are going, and if the teacher knows you are coming.

LUNCH PROGRAM

Our lunch program offers a federally required Type A hot lunch and milk, which meet all nutritional requirements. Due to Federal guidelines, students may not drink soda pop with a hot lunch. Monthly menus are sent home with students before the beginning of each month. Menus are also available on the school website at www.kings144.org/menu. In order to reduce waste and to assure that students are exposed to all types of food, first through fourth grade students are required to taste everything on their tray. Exceptions to this practice are granted for specific medical reasons. When seconds are available, students are required to eat everything on their tray before receiving seconds. A beverage should be included in any lunch brought from home when the student will not be drinking the school-provided milk.

LUNCH FEES

Hot Lunch Program:

Student lunches:	\$1.50	5 punch ticket	\$7.50
Adult lunches:	\$2.25	10 punch ticket	\$15.00
Extra Milk:	\$.25	20 punch ticket	\$30.00

Certain families may qualify for free or reduced price lunch based upon Federal income guidelines. If you feel you may qualify, please contact the office.

LUNCH PROCEDURES

1. When coming to lunch, students will bring everything they need for recess. No student without a hall pass from a supervisor will be allowed to return to his or her classroom until recess is over.
2. When arriving in the gym, students will line up on the south wall in an orderly line. Those students bringing their lunch may go directly to their seats.
3. Students will keep their hands to themselves and will avoid pushing or crowding into line.
4. After receiving their food and milk, students in grades K - 4 will sit at assigned tables; students in grades 5 - 8 may sit at any table they choose.
5. While eating, students may talk quietly to other students in their immediate area but may not raise their voice to talk to someone across the cafeteria.
6. Students may not leave the gym without the lunchroom supervisor's permission and a hall pass.
7. Students who must stay inside for lunch recess due to illness must bring a note from a parent for each day the student must stay inside. During this time, students must bring something with them to do and they will sit on the bleachers, until it is time to return to their classroom. A student will need a note from a doctor if he/she is required to stay inside for more than **three (3)** days for the same health problem.
8. Students are expected to conduct themselves in a socially acceptable manner at all times.
9. Parents are always welcome to come and share lunch with their child(ren). However, we ask that you please notify the school office prior to 9:00 a.m. on the day you would like to attend lunch so that the kitchen will know if you plan to purchase the school provided lunch for that day.

Students not following the Lunch Procedures may be subject to the consequences of the Disciplinary Action Plan. Any time a student commits a severe offense, it may be recommended to the principal that the student be moved to any point of the Disciplinary Action Plan.

Other consequences may include:

1. Being separated from the group.
2. Loss of lunch recess time.

MATRIX FOR DISCIPLINARY ACTION

The purpose of the table is to provide guidance to school staff and administrators, and it will not restrict use of discretion to account for unique circumstances or special needs students when handling misconduct issues.

Category	Examples of Infractions	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
A	<ol style="list-style-type: none"> 1. Dress Code Violation 2. Hall Pass Violation 3. Nuisance Item Violation 4. Incomplete/missing homework 5. Public Display of Affection 6. Minor Scuffling 7. Other Similar Offenses 	Verbal Warning and Rectification	Disciplinary Action * and Parental Notification	Disciplinary Action * and Parental Conference	IN SCHOOL SUSPENSION 1 Day	Meeting of necessary parties to discuss consequences
B	<ol style="list-style-type: none"> 1. Disruptive Behavior 2. Inappropriate Language / Behavior 3. Defiance/Disrespect to School Personnel 4. Unsafe Behavior 5. Cheating / Forgery / Minor Theft/ Plagiarism 6. Communicating a Threat to Student/Staff 7. Other Similar Offenses 	Disciplinary Action * and Parental Notification	Disciplinary Action * and Parental Conference	IN SCHOOL SUSPENSION 1 Day	SUSPENSION 1 Days	Meeting of necessary parties to discuss consequences
C	<ol style="list-style-type: none"> 1. Fighting (any kind) 2. Abusive Behavior to Peers / Bullying (written, verbal, emotional or physical) 3. Tobacco Use 4. Alcohol Possession/Use 5. Minor Vandalism 6. Insubordination 7. Sexually Offensive Behavior / Harassment 8. Other Similar Offenses 	IN SCHOOL SUSPENSION 1-3 Days	SUSPENSION 1-3 Days	SUSPENSION 3-5 Days	SUSPENSION 5-10 Days	Meeting of necessary parties to discuss consequences
D	<ol style="list-style-type: none"> 1. Dangerous Behavior / Assault - toward self or others 2. Gross Disrespect to School Personnel - profanity 3. Illegal Substance Possession/Use/Distribution 4. Major Theft (\$250+) 5. Arson, Bomb Threats, Extortion 6. Major Vandalism 7. False Fire/Bomb Alarms 8. Weapon Possession/Use (includes look-alike weapons & use of any object as a weapon) 9. Communicating Serious Threat to Student/Staff 10. Gang Related Activity 11. Other Similar Offenses 	<p>Suspension / Possible Expulsion Pending Disciplinary Hearing / Notification of Local Law Enforcement</p>				

It is not acceptable for any student to violate a rule just because there is willingness to pay the consequence.

Multiple occurrences of the same offense necessitates horizontal movement on the Matrix.

Lunch Detention Rules:

1. Students are to arrive in the cafeteria as their classes are dismissed for lunch, and they will be assigned seats upon arrival
2. Students will be required to complete the Student Action and Resolution Tool (START) – see *Appendix*. Failure to complete this form in a satisfactory manner will result in additional detention time.
3. No homework can be done.
4. No talking or noises are allowed.
5. Students are not allowed out of their assigned seats, without permission.
6. Lunch is to be eaten and trays returned.

After School Detention Rules:

1. After school detentions will be held on Thursdays from 3:15 - 3:45 p.m. in the designated detention area.
2. Students are to arrive promptly after classes are dismissed.
3. Students will be required to complete the Student Action and Resolution Tool (START) – see *Appendix*. Failure to complete this form in a satisfactory manner will result in additional detention time. No homework can be done.
4. No talking, giggling, noises, etc. are allowed.
5. Students are not allowed out of their assigned seats, without permission.
6. Students are to leave the building and school grounds within five minutes of release from detention.
7. Parents/guardians are responsible for providing transportation for students to get home and students should be picked up promptly at 3:45 p.m., or a call should be made to the school office if a parent/guardian will be late. If a parent/guardian is consistently late in picking up their child from detention, the proper authorities will be notified.

Failure to abide by the above lunch and after school detention rules will result in moving to next point of the Disciplinary Action Plan. If a student has committed a severe offense, it may be recommended to the principal that the student be moved to any point of the Disciplinary Action Plan.

CORPORAL PUNISHMENT

The School Code of Illinois prohibits corporal punishment, that is, disciplinary measures which include slapping, hitting, paddling, prolonged maintenance of students in physically painful positions, or the intentional infliction of bodily harm. However, school staff members are empowered to use reasonable force on students as needed to maintain safety for other students and school personnel, or for the purpose of self-defense and the defense of the property. Such authority extends to the removal of student from the classroom if they exhibit disruptive behavior. Staff members also have the right of physical restraint in the exercise of authority and maintenance of discipline.

STUDENT DRESS GUIDELINES:

1. Students should dress appropriately at all times. The following types of clothing **will not be permitted** at Kings School during the school day or at school sponsored activities/events held at Kings School.
 - Spaghetti strap tops, or other tops that have straps that expose most of the shoulder area.
 - Halter-tops.
 - Backless tops
 - Tops that allow the showing of undergarments.
 - Tops with low necklines.
 - Bare midriffs.
 - Wearing pants/shorts in a manner below the waistline where undergarments can be seen.
 - Shirts with inappropriate messages or ones with double meanings.
 - Hats/head coverings are not to be worn within the building at any time.
 - Excessively short dress, skirt or shorts. (The hem of the garment must extend beyond the fingertips with arms resting at the students' side).
 - Shirts must extend to the bottom of the belt loop area of the pants.

2. Students who come to school wearing inappropriate dress will be asked to change into clothing suitable for school. If the student has this type of clothing at school, they will be asked to change into these clothes. If the student does not have suitable school clothes to change into, parent(s)/legal guardian(s) will be contacted to bring a change of suitable clothes to school for the student to wear. If suitable clothing cannot be attained through contacting the parents(s)/legal guardian(s) then the student will be required to wear a top and/or a pair of sweat pants, kept in the school office, for the rest of the school day and if necessary to any (home) after school sponsored activity. The student is expected to return the "used" school clothing upon their return the next school day.
3. Any time a student is asked to change into acceptable school dress the parent(s)/legal guardian(s) will be notified by Kings School.
4. Exemptions for the above guidelines may be determined for specific events or causes as determined by the District Superintendent.

HOMEWORK

Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, in a study hall, or at home.

Homework is an integral part of the instructional process at Kings School. Challenging homework assignments help students learn. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also causes students to work independently and to become more responsible for their own achievements.

Homework assignments should review, reinforce, or extend classroom learning by providing practice and application of knowledge gained; teach students responsibility and organizational skills; promote wise and orderly use of time; and provide opportunities for enrichment activities.

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 at the appropriate time, and take home any materials and information needed to complete the assignment. **Students will not be allowed back inside the building to retrieve materials after 3:15p.m.** When study time is provided during the day, the student should take advantage of it because we want students to learn to budget their time. Long-term assignments should be planned so they do not have to be done all at once. It is the student's responsibility to return all work completed to the teacher by the date requested. Students should also make up work missed during an absence.

Cooperation by parents is a necessary factor for homework to be meaningful. It is important for parents to support the teacher and to instill in the child an attitude that homework is an important and necessary part of the learning process. Parents should encourage and support their child's efforts and be available for questions, being careful to remember that homework is the child's responsibility, not the parents'. Parents should set aside time to review their child's homework and to check it for accuracy and neatness. Parents also should communicate with the teacher whenever their child has consistent difficulty with homework assignments. Finally, a parent should encourage their child to seek help and ask questions of the teacher when in doubt about an assignment.

Make-up Homework

Students with excused absences will have one day per day of school missed to complete outstanding assignments. (For an absence to be deemed excused, there must be a contact from the student's parent or legal guardian on file which explains the reason(s) for the child's absence.) Assignments that are not completed within the designated time frame may result in a lower grade, at the discretion of the classroom teacher, and the student may be subject to the Disciplinary Action Plan.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. State and federal laws grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. (Information maintained in school records concerning a student receiving special education services will include the student's IEP. All other information regarding the student's special education services will be maintained at, and will be available through, the OCEC.) The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. Requests for information can be made to the school office in writing with response within 7 days. Cost of any copies will be .10 cents per page.

SEARCH AND SIEZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, request sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of education aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, or treatments; or
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decision affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct that has the effect of humiliation, embarrassment or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Superintendent or other trusted adult/staff member in the building. Students may choose to report to a person of the students same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Superintendent and if a student is found guilty of harassment he/she may be subject to the Disciplinary Action Plan.

RESIDENCY

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b)

the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement of Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily education and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

POLICY STATEMENTS

King's Consolidated School District is in compliance with Title IX, which eliminates discrimination on the basis of sex in any educational program. Every student and employee is protected under this Educational Amendment. King's Consolidated School District is in compliance with Title VII of the Civil Rights Act. This Act provides a learning and working environment free from sexual harassment.

PEST CONTROL MANAGEMENT

Omega Pest Control Incorporated has been contracted by Kings School to provide pest control services for the 2007-2008 school year. This firm will be implementing an integrated Pest Management Program. Illinois law requires Kings School to use an integrated pest management system on its indoor areas. Kings School plans to provide notification to parent(s), legal guardians(s) prior to the application of pesticides inside the school building. Notification is being provided in this Parent-Student Handbook. Application during the school year is scheduled for the **second Saturday** of each month. There will be a two day prior notice given if fogging is needed.

Omega Pest Control will utilize physical, mechanical, cultural, biological and educational tactics as agents to control pests in the building. Least toxic chemical controls will be used as a last resort. Pest controls are implemented to protect the health and safety of children and staff and to maintain a productive learning environment.

A copy of the monthly service ticket and safety data sheets that are used at the school will be available in the school office upon request. In order to minimize the disturbance to students and staff, service is planned to be performed on the weekends.

If you have any questions concerning this service please contact Mr. Doug Wood. He may be reached at (815) 562-7191. A copy of the Pest Management Plan is available in the school office.

ASBESTOS STATEMENT

An AHERA building inspection has been performed and a management plan has been developed to adequately take care of the asbestos materials in the building. This information is in the school office and can be reviewed during normal business hours.

KINGS COMMUNITY CLUB

The Community Club is a group of parents, community members and teachers who work together to provide extra benefits for the students and teachers at Kings School. Community Club sponsors fund raising events each year in order to assist with purchasing classroom supplies and equipment, athletic and band uniforms, playground equipment, field trips, assemblies and more. Meetings are held the 2nd Monday evening of each month in the school library. Everyone is invited and encouraged to participate.

KINGS SCHOOL FOUNDATION

The purpose of the Kings School Foundation is to strengthen and supplement educational programs and opportunities for the students in the Kings Consolidated School through donations contributed to the foundation. For more information, contact Steve Tobler at (815) 562-7961 or contact the school office at (815) 526-7191.

USE OF DISTRICT FACILITIES

Kings School Board believes that the school building and its facilities should be used for educational purposes primarily and for those activities, which support education. The facility will be made available to organizations and residents of Kings District according to the guidelines listed in the application form for facility use. Fees and training in use of on-site safety equipment may apply. Forms for facility use are available by contacting the school office.

PRINTED MATERIALS

All printed materials, including leaflets, information, posters, etc., to be distributed by parents, students or others on the property or premises of Kings School, must have prior approval from the Superintendent for distribution.

ATHLETIC EVENTS

Admission to conference basketball games for students is \$1.50 and adults \$2.00. Meridian Conference games start at 5:45 p.m. Students may not wait after school for the evening games. **All students (except participants) are required to be seated in the gymnasium when games are in play.** Students below 5th grade are to be accompanied and supervised by their parents/guardians the entire time they are on the premises to watch athletic events.

Volleyball games are scheduled for 4:15 p.m.

When offered, concessions will only be sold between games and at half time, and not when games are in play.

STUDENT ATHLETICS

Student athletics include volleyball, basketball, cheerleading and track. Any student who is eligible by age or by grade to participate in athletics at Kings School must meet the following requirements.

1. Students must have a sports physical before beginning participation.
2. Students must have adequate health insurance coverage before they will be allowed to participate in athletics.
3. Students are required to maintain passing grades in all subjects. An athlete who is not passing will be ineligible for one week or more until their grades are passing.
4. Students must refrain from any substance harmful to their health. Any student found to be using any harmful substance will be immediately suspended from the team pending further disciplinary action, and may be subject to the Disciplinary Action Plan.
5. Kings athletes represent our school and are expected to behave themselves in a proper manner at all times. Improper behavior will be dealt with at the Coach's and Superintendent's discretion, and the athlete may be subject to the Disciplinary Action Plan.
6. Students and parents are required to sign the sportsmanship code of conduct.

Due to liability, only game participants (coaches, athletes, managers, statisticians) may ride the team bus to athletic events.

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** Items that must be signed and returned to the classroom teacher or school office.*

STUDENT ACTION AND RESOLUTION TOOL (START)

Student Name: _____

Date: _____

Teacher Who Gave the Detention: _____

Time: _____

Matrix Placement: _____

The following questions need to be finished by the end of your detention period. You must use full sentences and your best handwriting. This tool will be returned to the teacher who issued the detention, and if it is not completed in a satisfactory manner, you may receive additional detentions until it is acceptable.

1. Explain why you were given this detention:

2. When did you realize what you were doing was inappropriate?

3. How can you make sure that this does not happen again?

4. To whom do you need to apologize and why?

Directions: Copy each of the following positive phrases in your BEST HANDWRITING. Then choose one positive phrase to memorize that could help change your negative behavior. After you memorize the positive phrase, think about what that positive phrase means. When you return this form to the teacher who gave you the detention, apologize for what you have done, state the positive phrase you chose, explain what that phrase means to you and how you are going to try to change your negative behavior.

I will speak with good purpose.

If you don't have anything nice to say, don't say anything at all.

Your actions speak louder than words.

Showing respect for others shows respect for yourself.

The secret of getting ahead is getting started.

Attitude is a little thing that makes a world of difference.

Have the courage to be yourself.

You don't have to prove how strong you are to earn respect.

Courage is doing right when everyone else around you is doing wrong.

INTERNET AUTHORIZATION

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. *This Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de- viruses;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as **file** space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising; 1. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no Warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of this *Authorization*.
7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re- publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission from the owner of the material.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.
11. Use of Electronic Mail
 - a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 - d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any **file** attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
 - f. Use of the School District's electronic mail system constitutes consent to these regulations.

Students and Parents/Guardians: Please sign this page in the appropriate places, detach and return it to the classroom teacher or school office as soon as possible.

Student Acceptance and Signature:

I understand and will abide by the *Authorization for Electronic Network Access*. I understand that the district and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material without prior notice to me. I further understand that if I should commit any violation, my access privileges may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

Date: _____

Student Name: _____

Student Signature: _____

Parent Acceptance and Signature:

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision of and when my child's use is not in a school setting. I have discussed the terms of the *Authorization* with my child. I hereby request that my child be allowed access to the District's Internet.

Date: _____

Parent/Guardian Signature: _____

Release to Use Student Pictures:

We often take photos of our students at school and on field trips. The digital photos we take are sometimes put on the school's web pages. To include your child in these photos that are published on the web we need your permission. If this is all right with you please sign below. We are very careful not to use names of students with web pictures.

Parents Initial or Signature: _____

Yearbook Picture Release of Student Pictures

Photos are now uploaded to a vendor's secure website for our yearbook. Failure to sign this may result in your student not being included in the yearbook.

Parents Initial or Signature: _____

Please also read and sign the reverse side of this form.

STATEMENT OF REVIEW AND PARENT/GUARDIAN AND STUDENT SIGNATURE FORM

This handbook is a compilation of rules, regulations and policies to ensure that students are safe and secure while in attendance at Kings School. By signing below, you agree that you have reviewed the content of this handbook and will work with the staff at Kings School in order to maintain this safe and productive environment.

I (We) have studied this Student Handbook and reviewed its contents carefully.

Parent/Guardian Signature

Date

Student's Signature

Date

Failure to return this, does not exclude the parent/guardian or student from knowing the information contained within this handbook.

If you have any questions, please feel free to contact the Superintendent.