

## **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.

School phone: (815) 562-7191

Website: [www.kings144.org](http://www.kings144.org)  
**KINGS CONSOLIDATED SCHOOL DISTRICT #144**

Dear Parent(s)/Guardians and Students:

The Kings Board of Education, administration, faculty, and staff welcome you to Kings Consolidated School for the 2023-24 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. We realize that we can not foresee everything that may happen during the year, but as our committee meets each year we hope to refine and improve the handbook contents so that our students are secure in knowing that their school is a safe and enjoyable place to learn. Should you have any specific questions about the handbook, please contact me.

I have experienced pride and a rich tradition within the Kings' Community since coming here. You have an excellent education provided for the students who attend Kings' school. The goals that the staff has provided and the accomplishments the students have shown have made everyone proud. With the help of the community, the Board of Education and the staff, I hope to create an even better school for your students. A strong collaboration of all parties involved will provide a quality educational experience in the coming years. Communication will always be a key in success. And as John C. Maxwell has said, "You will never find out what you can do until you do all you can to find out." We work to instill that outlook in the students.

Sincerely,

Matthew R. Lamb  
Superintendent

## KINGS SCHOOL – A LONG TRADITION

School was first held in the Kings area in 1839 – more than 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.

### 2023-24 CALENDAR FOR KINGS ELEMENTARY SCHOOL

August 15	Teacher Institute Day – No Students
August 16	First Day of Student Attendance
September 4	NO SCHOOL- Holiday
September 6	<b>2:30 p.m. Dismissal</b> (Collaboration and Curriculum Planning)
October 4	<b>2:30 p.m. Dismissal</b> (Collaboration and Curriculum Planning)
October 6	Teacher Institute Day – No Students
October 9	NO SCHOOL - Columbus Day
October 13	End of 1st Quarter
October 17/19	Parent Teacher Conferences
November 1	<b>2:30 p.m. Dismissal</b> (Collaboration and Curriculum Planning)
November 3	<b>11:30 a.m. Dismissal</b> (School Improvement)
November 21	<b>2:30 p.m. Dismissal</b>
November 22-24	NO SCHOOL – Thanksgiving Break
December 6	<b>2:30 p.m. Dismissal</b> (Collaboration and Curriculum Planning)
December 22	End of 2nd Quarter
December 22	<b>11:30 a.m. Dismissal</b> (School Improvement)
Dec. 25 - January 5	NO SCHOOL - Winter Break
January 8	Teacher Institute Day – No Students
January 10	<b>2:30 p.m. Dismissal</b> (Collaboration and Curriculum Planning)
January 15	NO SCHOOL - Martin Luther King, Jr. Day - Potential Distance Learning Day
February 7	<b>2:30 p.m. Dismissal</b> (Collaboration and Curriculum Planning)
February 16	<b>11:30 a.m. Dismissal</b> (School Improvement)
February 19	NO SCHOOL – Presidents' Day - Potential Distance Learning Day
March 6	<b>2:30 p.m. Dismissal</b> (Collaboration and Curriculum Planning)
March 8	End of 3rd Quarter
March 12/14	Parent Teacher Conferences
March 25-29	NO SCHOOL – Spring Break
April 1	NO SCHOOL - Easter monday
April 3	<b>2:30 p.m. Dismissal</b> (Collaboration and Curriculum Planning)
May 1	<b>2:30 p.m. Dismissal</b> (Collaboration and Curriculum Planning)
May 17	<i>8th Grade Promotion (Tentative)</i>
May 21	<b>11:30 a.m. Dismissal:</b> (School Improvement Day)
May 21	End of 4th Quarter and End of School Year
May 22	Teacher Institute Day – No Students
May 23-May 30	Emergency Days

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

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Website: [www.kings144.org](http://www.kings144.org)

## FACULTY AND STAFF

Superintendent  
Special Education; Special Education Administrator  
Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
Rdg. Improvement, RTI; Middle School ELA  
Middle School Math, Science  
Middle School Social Studies and ELA  
K-8 P. E.; Health; Middle School Science  
Secretary/Bookkeeper  
Custodian/Transportation  
Head Cook  
Head Secretary

Mr. Lamb  
Mrs. Croke  
Ms. Crobbe  
Ms. Hunter  
Mrs. O'Dell  
Mrs. Ost  
Miss Greene  
Mrs. Hopp  
Mrs. Dewey  
Mr. Hickman  
Mr. Steiner  
Miss Anderson  
Mrs. Horn  
Mr. Pelka  
Mrs. Nason  
Mrs. Horn  
mlamb@kings144.org  
ncosta@kings144.org  
mnalley@kings144.org  
shunter@kings144.org  
aodell@kings144.org  
most@kings144.org  
tjgreene@kings144.org  
vhopp@kings144.org  
kdewey@kings144.org  
jhickman@kings144.org  
ssteriner@kings1444.org  
handerson@kings144.org  
jhorn@kings144.org  
rpelka@kings144.org  
[tnason@kings144.org](mailto:tnason@kings144.org)  
jhorn@kings144.org

### GENERAL GUIDELINES

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 displayed by Kings students at all times! Listed below are some general guidelines that will help us keep that excellent reputation and make Kings Elementary School a better place to learn.

At Kings 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.

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

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.)

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 ongoing communication to students/parents/guardians about student progress and important information
- Create a safe and positive learning environment for every student

### **SCHOOL DAY HOURS**

School is in session for all grades from 8:25 a.m. to 3:00 p.m. Please note that the school staff cannot be responsible for supervision of students on the school playground prior to 8:15 a.m. or after 3:00 pm. Therefore, students should not arrive at school before 8:15 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.

### **USE OF SCHOOL PHONE**

If an emergency requires a student to communicate with a parent/guardian during school hours, the call should be made from the school office. Forgotten homework, papers, books, lunches, gym shoes, other clothing needs and arranging for after school social events are not emergencies; students may not be allowed to use the phone for such purposes.

### **CELL PHONE POLICY CELL PHONES 7:190**

1. Kings follow a door-to-door and bell-to-bell cell phone policy. All students must have their phones turned to silent and put away when they enter the building and remain that way until the student leaves the building.
  - a. Students are allowed to take their phones on field trips (Safety purposes)
  - b. Students are NOT allowed to use phones on field trips unless permitted by their teacher
2. Students that are caught in direct violation of this policy will be
  - a. 1st offense - Verbal Warning
  - b. 2nd offense - Note sent home to parents about improper use of cell phone during the school day
  - c. 3rd offense- Afterschool Detention

### **STUDENT ATTENDANCE ATTENDANCE 7:70**

Schools have many goals and responsibilities related to educating students, such as preparing them for employment as adults. As students grow and mature, they develop the skills and habits that they will use as adults in the workforce. Punctuality and regular attendance are crucial habits held by successful employees, and students begin developing these habits as early as kindergarten by attending school regularly and arriving on time.

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

1. State law requires that a parent/guardian call the school office (815-562-7191) to report any child's absence. This must be done every morning of an absence. If the school has not been contacted by 10:00 a.m., a school official will attempt to reach the parent/guardian at home, or if necessary, at their place of work. Failure to call the school may 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 ten (10) days per school year may be subject to truancy action by the Ogle County Truancy Outreach Program.
3. No child with a fever of 100 degrees or more should be sent to school. Do not allow the child to return to school until they have been fever free for 24 hours.
4. Any student absent due to illness for more than three (3) consecutive days must have been seen by a physician and have a physician's excuse when returning to school.
5. Once a student has missed more than ten (10) days of school, they must have a physician's excuse for each additional absence.
6. To comply with state requirements, it is necessary for parents to sign their students in at the office if they arrive late to school, and out if the student is being picked up before school has been dismissed. These rules are set in place for the safety of our students.

**Tardiness and Leaving Early:** Tardies are very disruptive to the educational process for your child and their classmates. When students come to school late or leave early, they miss 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. Tardiness counts against perfect attendance, which is recognized each quarter.

### **Absenteeism**

This district considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Students are considered

absent when they are not in classroom attendance for the entire day. Notices of excess absenteeism will be sent home to parents. Upon return from any absence, students are responsible for contacting their teachers to obtain information regarding missed schoolwork. Students are to complete missed school work within the number of days absent, (i.e., a student absent five days will have five attendance days to complete the work upon his/her return to school). However, any work obtained prior to any absence is due upon the student's return to school.

### **Dress Code 7:160**

We believe the appearance of students is primarily the responsibility of the parent. However, when a student's appearance is believed to be detrimental to the educational process or presents a health or safety issue, the student will be asked to make the appropriate changes. In general, school attire must cover the individual from the shoulders to the mid thigh area.

### **Truancy**

District #144 considers a student to be truant when she/he is absent without a valid cause for a school day or portion thereof, as defined in 105 ILCS 5/26-2a of the Illinois School Code. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

**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 physician's excuse stating that the student may participate and such excuse is given to the office upon the student's return to school; or the student returns by lunch time; or there is a previous note stating that they are at a pre-arranged appointment (dentist, physical, etc.). Students that have a physician's excuse for an extended period of time may not participate unless there is a release from the doctor to resume participation.

Any student who is absent due to suspension from school on the day of a scheduled extracurricular activity will not be allowed to participate in the activity, nor will the student be allowed to attend any activity hosted at Kings School.

### **EXTRACURRICULAR ELIGIBILITY**

Academic success is the first concern of everyone here at Kings School. Therefore any student who participates in extracurricular or elective activities (athletics, speech, etc.) will be declared ineligible according to the guidelines as set forth on the *Student Athletic/Extracurricular Activity Contract*.

A student's improper conduct and attitude may also be reasons for ineligibility upon recommendation of the classroom teacher/sponsor and superintendent. For questions regarding absence from school and participation in extracurricular activities, please see the Student Attendance section of this handbook.

### **Water Bottles in the building**

Students can have water bottles in their classrooms if the teacher permits them. All students are to fill their water bottles before or after class. Students can leave the classroom to refill water bottles if the staff allows. All water bottles will be removed from the locker area and cubbies at the end of each day. If an item is left there, it will be placed in the lost and found at the end of the day.

### **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 a charitable organization, such as Goodwill, Angel Treasures, or other local thrift shop.

### **CURRICULUM GOAL**

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

### **PROGRAM OF STUDIES**

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

## GRADING SCALE

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

A+= 100 or above	B+= 88 – 89	C+= 78 – 79	D+ = 68 – 69	F = 59 or below
A = 92 – 99	B = 82 – 87	C = 72 – 77	D = 62 – 67	
A- = 90 – 91	B- = 80 – 81	C- = 70 – 71	D- = 60 – 61	

## HONOR ROLL PLACEMENT

Kings School District 144 maintains an honor roll for students in grades 4 – 8 who meet grade point criteria. The honor roll is an attempt to honor the academic achievement of our youngsters. Classroom teachers will determine the honor roll at the end of each quarter. Students will be recognized each quarter for academic achievement.

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 throughout the learning process. The following scale is used to report honor roll status each quarter:

**4th – 8th Grade High Honor Roll:** An overall quarter grade point average of 3.8 or above

**4th – 8th Grade Honor Roll:** An overall quarter grade point average of 3.0 to 3.7

**Students selected for honor roll may not have a grade of “C” or below in any subject.**

A = 4 points      B = 3 points      C = 2 points      D = 1 point      F = 0 points

## PHYSICAL EDUCATION PHYSICAL EDUCATION 7:260, 6:60

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, by parent's request. However, prolonged illnesses of more than three (3) days must be accompanied by a physician's statement of the sickness and any restrictions. To ensure the welfare of the child, a doctor must also state any physical injury. Gym shoes are required.

### **P.E. Dress Code LOCKER INSPECTION 7:140**

Students in 5th-8th grade are expected to dress daily for P.E. Each 5th-8th grade student is expected to change into a proper P.E. dress. Dressing for P.E. will consist of changing into a short-sleeved black, white, or orange Kings shirt. Students will wear black or neutral-colored shorts for P.E. Each student will be given a locker and allowed to bring clothes home daily to exchange for clean clothes.

### **No Dress Violations**

1. Verbal Warning.
  2. Miss 5 points.
  3. Detention and miss 5 points.
  4. If continued, the 3rd strike rule will continue to apply until the end of the quarter.
- **Restart strikes at the beginning of each quarter.**
  - **Shorts must abide by school dress code rules. Fingertips or longer.**
  - **Tennis shoes are also a part of the proper dress code.**
  - **NO Crocs, dude shoes, open-toed shoes, or boots.**

### **FIELD TRIPS - 6:240**

Field trips are correlated with the educational program and are used to either introduce or enhance a unit, and are also used as a part of the enrichment program. Field trips are considered to be an extension of the classroom, with students engaged in concrete learning rather than abstract. Field trips are planned for the teaching of those things which can be best taught outside the classroom. Students should not be kept home because a field trip has been scheduled. Definite objectives are set and adequate preparations in the subject area(s) are made before each trip. Evaluation and review of material encountered on the field trip is made after the trip has been completed. No child is allowed to go on a trip without his/her parent signing the permit found on the required emergency form. Safety rules are strictly enforced on these trips and children not conforming to the rules may be barred from participating in future trips.

**Some field trips will require the student and parent/guardian to sign a participation contract requiring that the student meet specific academic and behavior expectations prior to the scheduled event.**

### **STUDENT RESPONSIBILITIES 7:130**

Students have the responsibility to conduct themselves in each class in ways that are conducive to the learning process and to behave in a manner that does not disrupt or interfere with the learning environment.

## **BAND/CHORAL EVENTS**

Participation in band and choral concert events is mandatory. If for some reason a student cannot attend, parents are expected to contact the school. 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. Dress clothes should be worn to all band/choir events.

Band students who must miss rehearsal 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's absence will be considered unexcused. Three or more unexcused absences may result in a reduction of the band grade.

## **COMPUTER LAB**

Kings School strives to remain on the cutting edge of technology, and we believe Kings students have tremendous technological opportunities. The school is equipped with Internet access as well as Smartboards, scanners, and digital cameras, and more. The Kings School website may be found at [www.kings144.org](http://www.kings144.org).

Parents and students are required to sign the "Authorization for Electronic Network Access" and "Permission to Use Student Photos" included in the Appendix of this handbook. Students must 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 the lab for the remainder of the year and parents will be notified.

**The severity of the offense may result in loss of privileges for the year without going through the first and second offense protocol. Likewise, teachers may permit a banned student to utilize technology under direct supervision if the activity is required for assessment.**

## **LIBRARY POLICIES -**

The Kings School Library collection includes more than 9,000 print and non-print materials for students and teachers to utilize to perform research, enhance curriculum, or read for enjoyment/inquiry. Students are expected to behave in the library as they would in the classroom and may lose library privileges due to inappropriate behavior.

**Check-out Procedures:** K -8th grade students are allowed to check out two books per week. Additional materials may be checked out at the librarian's discretion or by teacher request. Students are ultimately responsible for the care of all materials until they are returned to the library.

- **Overdue Materials:** A checked-out item must be returned before another item will be loaned. If an item has not been returned by two weeks after the due date, an overdue notice will be given to the child to take home. If a book has not been returned after three overdue notices have been issued to the student, a notice will be mailed home notifying the parent/guardian that the book has not been returned.
- **Lost/Damaged Materials:** Failure to return a book by the end of the year will result in the parent/guardian paying the replacement cost of the book. Books damaged beyond repair will also be assessed a replacement cost. The librarian will attempt to make necessary repairs when possible. Please do not attempt to tape or glue damaged books. A student's final report card may be held until all fees for materials are paid.

## **TRANSPORTATION AND BUS RULES BUS POLICY 7:220, 4:110**

Kings School provides transportation to all qualified students, and believes and recognizes that 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 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 a student who gets on the bus before your stop), so the bus driver will be notified of the change for that day.

### **Bus Rules - Apply 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 brake 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 the driver can listen closely for approaching trains.
7. All body parts (ex. head, hands, feet) and other objects 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 of the bus and wait for a signal from the bus driver that it is safe to cross.
10. When exiting the bus, students should move away from the side of the bus promptly and wait for the 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 north side of the building.
12. Students need a note signed by a parent/guardian in order to be picked up or dropped off at any location along the bus route, other than home, or if a student will not be riding the bus home from school.
13. Do not mark on or deface bus seats in any way or you will pay for it.
14. Do not lower windows below the designated line.
15. 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 indicating that the next offense will mean 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 remainder of the semester.

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

### **Use of electronic devices on the bus**

- The school will not be responsible if your device is damaged, lost, or stolen.
- Use of the device is for music only; Internet use is not permitted while on the bus.
- You may only listen to your device with headphones; keep the volume low enough to hear other things.
- You may not use any device to take photos and/or videos while on the bus.
- Pause music at railroad tracks.
- No sharing music or headphones.
- The bus driver may prohibit the use of such devices at any time.
- Use of these devices is not permitted during any time in which a student sits in the front for disciplinary reasons.

### **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.
7. Per ISBE guidelines face masks must be worn at all times in the school building

#### 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 the possessions of others.
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 or another designated area during school, and must remain turned off, out of sight, and not on the student's person.
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. Defacement and vandalism of school property is unacceptable. Parents/guardians will be liable for damages incurred in relation to defacement/vandalism of school property, and the proper authorities may be notified to deal with any student involved in such actions.
7. Skateboards, scooters, roller blades, and roller skates are not allowed within the building during special events.
8. Cell phone use by students, including through a "smart watch" or similar device, is prohibited during all school hours. Cell phones should be left in book bags or another designated area, and not be on the person.

#### **PLAYGROUND/RECESS RULES - All recess will follow all ISBE guidelines to the best of its ability**

Students will go outside for recess each day, weather permitting. Therefore, students should be dressed appropriately for the existing conditions. In general, we will keep all students inside if the outdoor temperature is below 0°F. Final decisions regarding outdoor recess during inclement weather will be made by administration.

#### 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 you are wearing boots and snow pants.
7. No sliding on the ice or snow.
8. No skateboards, scooters, hardballs, rollerblades, or roller skates.
9. Electronic toys, games or 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.
10. Follow all verbal and/or posted rules when using playground equipment.

#### 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 choose not to 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, regardless of prior offenses.

Other consequences may include:

- Loss of recess time;
- Loss of recess equipment; and
- 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-8 unless the student:

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

K-8 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.

### **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. Classroom parties are intended to be a celebration for Kings students only.

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.

**Party Invitations:** Party invitations may be handed out at school if every child in the class is being invited. Otherwise, a parent may request an address list from the office and mail invitations as desired.

### **LUNCH PROGRAM -**

Our lunch program offers a federally required Type A hot lunch and milk, which meets 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, and are also available on the school website at [www.kings144.org/menu](http://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**

Student lunches:	\$2.75	5 punch ticket:	\$13.75
Adult lunches:	\$3.00	10 punch ticket:	\$27.50
Extra Milk:	\$0.35	20 punch ticket	\$55.00

#### **FREE/REDUCED LUNCH 4:130**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Illinois State Board of Education. For more information, or to request an application, please contact the school office

#### **LUNCH PROCEDURES -4:120**

1. When coming to lunch, students will bring everything they need for recess. No student will be allowed to return to his or her classroom until recess is over, unless they have a hall pass from a supervisor.
2. When arriving in the gym, students having the school lunch 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. 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.
5. Students may not leave the gym without the lunchroom supervisor's permission and a hall pass.
6. 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.
7. Students are expected to conduct themselves in a socially acceptable manner at all times.
8. Parents are always welcome to come and share lunch with their children. 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.
9. There will be no sharing of food with other students. If a student brings in his/her own lunch they are not allowed to share food with any other student. This also applies to students purchasing a lunch from school.
10. 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:**

- Being separated from the group.
- Loss of lunch recess time.
- Assigned a seat for a set amount of time.

#### **BEHAVIOR EXPECTATIONS 7:190**

##### **School Wide Expectations**

1. All students are expected to listen and follow the directions of school staff.
2. Students will respect themselves, others, and the school.
  - Fighting, aggression, bullying, stealing, lying, and threats will not be tolerated.
  - Students should refrain from using profane or abusive language.
  - Students will enter the building in a quiet and orderly fashion. Running, shoving, or pushing inside the building is unacceptable.
3. Gum or candy will not be permitted to be eaten or chewed in the building (without the permission of classroom teacher for special occasions) or on the playground during the school day. (Exception: candy will be permitted in the lunchroom and will be eaten there if included by the parent in a lunch).
4. Student interpersonal behavior is expected to reflect traits of good character. Students will model respect, responsibility, trustworthiness, fairness, caring, and citizenship at all times.

## **BULLYING 7:180**

The Kings District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that interferes with the education or general well-being of our students. Students who feel they are the victim (or witness) of harassment should feel comfortable speaking with any adult in the building. Inappropriate conduct through social media that is brought to the attention of the district's administration will be dealt with in accordance with school policies.

## **DETENTION PROGRAM 4:170, 7:190**

### **Explanation of Disciplinary Measures 7:200, 7:210**

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 necessary, appropriate student misconduct will be documented in writing by all student and staff witnesses involved in the infraction.

### **Lunch Detention Rules: Kindergarten- 4th Grade**

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 may be required to complete a grade-level appropriate Student Action and Resolution Tool (START) while other students are out for recess. A copy of this document may be obtained from the school office.
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.

### **Academic detention - 5th – 8th Grade: Late homework or incomplete work.**

A detention may be assigned when a student has three or more missing assignments in any combination of classes. Students who have been assigned academic detentions will continue to serve detention time until all missing assignments have been completed. In addition, they are expected to keep up with their normal workload to avoid falling further behind.

### **Behavior detention: 5th through 8th Grade: Disruptive behavior that interferes with school purposes or educational processes may result in an assigned detention.**

Under normal circumstances, a student will be given a warning, receive a consequence in the classroom, be assigned time-out, or possible other in-school consequences before being assigned a detention due to poor behavior. However, if the behavior is severe enough or a pattern of poor behavior has been established, the student may be assigned a detention.

### **After School Detention Procedures:**

1. A detention notice will be sent home to inform the parent of the problem. Parents are to sign the notice and send it back to school the next day.
2. If a student is asked to take a detention notice home and the student fails to return the signed form the next day, an additional day of detention may be assigned.
3. Students will be assigned to detention from 3:00 P.M. to 3:45 P.M
4. If a student skips an assigned detention period for any reason other than illness, an additional detention will be assigned. After two skipped detentions, in-school suspension may be assigned. Additional skipped days may result in out of school suspension.
5. All students must pre-arrange transportation home.
6. Students are to report to detention with assignments and/or study materials.
7. Students are to be quiet and on task during the entire time.
8. Students are not allowed to go to their classrooms during detention.
9. Misbehaving during detention may result in further disciplinary action.
10. 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.

## **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-top straps (We will go by the three finger rule with disagreements settled by school administration.)
  - 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 dresses, skirts or shorts (Fingertips must reach or touch the hem of the garment for it to be at reasonable length. Disagreements will be settled by school administration.)
  - Shirts must extend to the bottom of the belt loop area of the pants.
  - No pajama pants will be allowed in school.
2. Students who come to school wearing inappropriate dress will be asked to change into clothing suitable for school. If the student does not have suitable clothes available to them at the school, parent(s)/legal guardians(s) will be contacted to bring a change of suitable clothes to school for the student to wear.
  - If suitable clothing cannot be obtained through contacting the parents(s)/legal guardian(s) then the student will be required to wear a borrowed top and/or a pair of sweatpants from 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.

## **ASSESSMENTS 6:340**

Students will be formally assessed at different points in the school year. The following assessments are to be completed in the upcoming school year:

### **District Benchmarking**

The district uses a variety of assessments for benchmarking and as progress-monitoring tools for students identified for Tier 2 or 3 reading supports. Benchmarking occurs at the beginning, middle and end of the school year.

### **AIMS WEB+**

We give students AIMS WEB+ tests to determine a student's instructional level and to measure academic growth throughout the school year in the areas of Reading, Language Usage, and Math. Students in K-1st participate in an auditory assessment and students in grades 2nd-8th read the test independently.

### **Illinois State Assessment**

The Illinois Assessment of Readiness (IAR) is the assessment adopted by the State of Illinois for students in grades 3-8. This assessment is administered once a year between the months of March and April.

### **Illinois Science Assessment**

The Illinois Science Assessment (ISA) is the assessment adopted by the State of Illinois for students in grades 5 and 8. This assessment is administered once a year between the months of March and April to all students in grades 5 and 8.

### **PSAT 8-9**

The district, in collaboration with Rochelle Township High School, administers the PSAT to all students in 8th grade. This assessment is given in the fall. The assessment is used to help make placement decisions at the high school level.

## **CURRICULUM CONTENT 6:60**

In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, (i) physical education and (j) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020- 2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.

### **HEALTH EDUCATION 6:60**

In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.

### **KINDERGARTEN 6:30**

The District maintains a full day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of the State law. The District also offers a half-day kindergarten for those parents/guardians who request a half-day program.

### **ERIN'S LAW 6:60**

In Illinois, Public Act 96-1524 mandates that Illinois public schools provide training to certified staff on prevention of child sexual abuse. It also mandates that public school children pre-kindergarten through 12th grade be educated on how to protect themselves from sexual abuse. Creston Elementary School Teachers will be providing character education lessons in each classroom kindergarten through fifth grade. In sixth, seventh and eighth grade, the instruction takes place during health class. This instruction includes age-appropriate lessons that educate students on personal safety and appropriate relationship boundaries. Parents will be notified of any education opportunity to be provided to students regarding Erin's Law.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 7:115**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

### **HOMEWORK 6:290**

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 be allowed to retrieve materials after school until 3:15 p.m. After 3:15 p.m. they must have permission. 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, at the discretion of the classroom teacher, result in a lower grade, and the student may be subject to the Disciplinary Action Plan.

#### **ALTERNATE LEARNING OPPORTUNITIES 6:110**

Opportunities for educational and support services will be provided for students at risk of academic failure addressing individual learning styles, career development, and social needs.

#### **HOMELESS EDUCATION 6:170, 6:140**

If a family lives in any of the following situations:

1. In a shelter, motel, vehicle, or campground
2. On the street
3. In an abandoned building, trailer, or other inadequate accommodations, or
4. Doubled up with friends or relatives because you cannot find or afford housing

Then any preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

#### **Local Area Contact:**

Matt Lamb  
815-562-7191

If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145

#### **SEARCH AND SEIZURE 7:140**

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" include 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 locations or for any 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, backpacks, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that 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, not excessively intrusive in light of the student's age and gender, and appropriate to the nature of the infraction.

#### **EMERGENCY DRILLS 4:170**

The entire school will participate in a mandatory safety drill once a quarter. This will include fire drills, tornado drills, school disaster drills, and bus drills.

#### **ATHLETIC EVENTS**

Admission to conference basketball games for K-8 students is \$2.00, 9-12 students and adults \$3.00, and senior citizens \$1.00. Meridian Conference games start at 5:30 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 for athletic events. All K-8 non-student participants are asked to please stay off the stage during athletic activities.

When offered, concessions will be sold through half-time of the last scheduled game of an athletic event. Popcorn and water are the only items allowed in the gym. All others must be consumed in the hall or lobby.

### **STUDENT ATHLETICS/EXTRACURRICULAR ACTIVITIES**

Athletics/Extracurricular activities include volleyball, basketball, cheerleading, chess, speech 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 in a sport.
2. Students must have adequate health insurance coverage before they will be allowed to participate in athletics.
3. Students are required to maintain C- or above grades in all subjects. A student who is not passing will be ineligible for one week or more until their grades are acceptable.
4. A failing grade in a subject at the end of quarter will result in the student being disqualified for any athletic sport for the following quarter.
5. 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.
6. Kings students 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 student may be subject to the Disciplinary Action Plan.
7. Only students participating in an activity will be allowed to stay after school for practices or games.

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

--- THE FOLLOWING INFORMATION IS PRIMARILY OF IMPORTANCE TO PARENTS/GUARDIANS. ---

### **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 prior to the school board meeting. The Board of Education usually meets the third Wednesday of every month at 6:00 p.m. at Kings School.

### **SCHOOL OFFICE HOURS**

School office hours are from 8:00 a.m. to 4:00 p.m. There is an answering machine for messages during non-office hours.

### **SCHOOL CLOSINGS**

Notice of school closing will be posted on the school's website ([www.kings144.org](http://www.kings144.org)) and come from the Honeywell Instant Alert Notice System. For any questions regarding receiving messages from the system please contact the school office or [www.instantalert.honeywell.com](http://www.instantalert.honeywell.com). Notice of school closings will be 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 stations or school office. If roads can be plowed in a short amount of time, the start of the school day may be delayed.

### **WHOM TO CONTACT WITH QUESTIONS**

All parents are encouraged to visit or call school personnel in reference to any questions or concerns regarding their student(s) and Kings School. When questions arise about classroom procedures, homework, grades, etc., the first person consulted must be the teacher. If the concern is not resolved, parents may request an appointment with the teacher, school administrator, counselor, and/or nurse.

### **HEALTH AND ATTENDANCE 7:100**

1. It is a State Law that all kindergarten and sixth 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 due to the same health concern.
4. **Head Lice:** Head lice infestation is a widespread 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.
  - a. 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.
  - b. 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 except 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 ask that a child(s)/guardian(s) health care provider complete a "School Medicine Authorization Form," which can be obtained by contacting the school office, and provide information and dispensing instructions to the school, including side effects, if any. If a student requires medication indefinitely, the parent(s)/guardian(s) must file a new "School Medicine Authorization Form" each school 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 the 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.

### **STUDENT FEES**

- Grades K – 8: \$65.00
- Fees may 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, gender, sexual orientation, or nationality/ethnicity in the administration of its admission policies, educational policies, athletic or other school sponsored programs.

### **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, SIGN IN, and AND OBTAIN A VISITOR'S 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, any individual (whether or not they are a parent) convicted of a criminal sex offense 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, Orders of Protection, Etc.:** At times the custody of a child 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 registry. Any person required to report child abuse and neglect who willfully fails to report such acts is guilty of a Class A misdemeanor.

### **SPECIAL EDUCATION**

Special Education services are available for all children that require them in District 144. With parental permission, screening procedures are conducted for difficulties and disabilities related to hearing, speech, and learning.

### **SPECIAL SERVICES 6:120**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA) are identified, evaluated and provided with appropriate educational services.

#### **Counselor & Social Worker 7:250**

Counselors and Social Workers give special help to the child with a social or emotional problem so the child can make the most of his educational and everyday life opportunities. Parents can seek their help by contacting the school principal.

#### **English Learner Services**

Services are provided by the District on an as-needed basis for those students with English learning needs.

#### **Nurse**

Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.

#### **School Psychologist**

Upon request, an evaluation conducted by the school psychologist will be completed for any student suspected of needing additional academic support. Parents may make a request for such services by contacting the principal.

### **Speech Services**

Speech pathologists work with children who have diagnosed speech needs. All children in kindergarten, referrals by teachers, and new students to the district are screened. Regular weekly instruction is given to children who exhibit errors other than those that are developmental in nature. Any child may be tested upon request of the parents.

### **SOCIAL EMOTIONAL LEARNING 6:65**

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions

### **TITLE 1 6:170**

Title 1 is the largest federal aid program for our nation's schools. Kings CSD#144 offers a districtwide Title 1 program. This means we have the freedom to target students who are not near the level of others their age and give them additional instruction and support in reading.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES 8:70**

Individuals with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

### **REQUEST FOR SPECIAL EDUCATION EVALUATION**

As part of the district responsibility for Special Education Child Find, the district requires all requests for special education evaluations be put in writing and addressed to the principal of the building where your child attends.

### **RESPONSE TO INTERVENTION MULTI-TIERED SYSTEM OF SUPPORTS 6:60**

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**

As of January 1998, Illinois state law prohibits "social promotion", which is the moving of a child to the next grade because of his/her age, size, friends, etc. Learning Standards are in place for all Illinois schools and are used to determine if 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 performance 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 do its utmost to keep parents abreast of their child's situation regarding promotion or retention.

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.

### **CORPORAL PUNISHMENT**

The School Code of Illinois prohibits corporal punishment, that is, disciplinary measures which include slapping, hitting,

padding, 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 RECORDS 7:340, 7:50**

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 may be made to the school office in writing with response within 7 days. Cost of any copies will be .15 cents per page.

### **PARENTS' RIGHT-TO-KNOW 5:190**

In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Kings Community Consolidated District #144 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have any questions, please feel free to contact your district superintendent, Mr. Matt Lamb, at 815-562-7191

\*\*Please note – this notice is mandated by the Federal Government to be sent from each school throughout the United States.

### **SEXUAL HARASSMENT 2:265**

Sexual harassment of students is prohibited. An employee, district agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, or 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 decisions.

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 student's same gender. 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.

#### **SEX OFFENDER INFORMATION 4:175**

Parents may obtain information on registered sex offenders living within the school district on the Illinois State Police web site at <[www.isp.stateil.us/sor](http://www.isp.stateil.us/sor)>. Current and prior sex offender registrants must obtain written consent from the district's superintendent or designee (building principal) prior to attending any school-sponsored events.

#### **SUICIDE PREVENTION 7:290**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

#### **EMPLOYEE CONDUCT 5:120**

Professional and ethical behavior is expected of all District staff members. The standards listed below serve as a notice of expected conduct. The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the School District, and define misconduct justifying disciplinary action, up to and including dismissal.

#### **RESIDENCY 7:60**

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 residence of the person who has legal custody of said 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, other than to receive an education in the district, that the child lives with him or her, 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.

#### **SCHOOL ACCOUNTABILITY 6:15**

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared State Goals for Learning and Learning Standards.

#### **UNIFORM GRIEVANCE PROCEDURE 2:260**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112

12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/ The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

## **POLICY STATEMENTS**

Kings 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. Kings 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 PESTICIDES 4:160**

Omega Pest Control Incorporated has been contracted by Kings School to provide pest control services. 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 intends 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, and two day advanced notice will be 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. Rich Pelka at (815) 562-7191. A copy of the pest management plan is available in the school office.

## **PREVENTION OF CHILD SEXUAL ABUSE AND GROOMING 4:165**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare.

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

## **WELLNESS POLICY 6:50**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent will ensure:

1. Each school building complies with this policy;

2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

### **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 available for review during normal business hours.

### **KINGS COMMUNITY CLUB**

The Kings Community Club is a group of parents, community members, and staff members who work together to provide extra benefits for the students and teachers at Kings School. Community Club sponsors fundraising 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 after school on the 1st Monday 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 the school office at (815) 526-7191.

### **USE OF DISTRICT FACILITIES 8:20**

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 8:25**

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 approval from the administration prior to distribution.

- - - THE FOLLOWING INFORMATION PERTAINS TO ALL STUDENTS. - - -

### **INTERNET AUTHORIZATION 7:190**

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 signatures at the end of this document are legally binding and indicate that the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

**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 school related business use.

**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.

**Unacceptable Use:** Users are responsible for their actions and activities involving the network. Some examples of unacceptable uses are:

1. 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;
2. Unauthorized downloading of files or software, regardless of whether it is copyrighted or not;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;



6. Gaining unauthorized access to resources or entities;
7. Invading the privacy of individuals;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
13. Using the network while access privileges are suspended or revoked.

**Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of students or colleagues.
4. 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.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

**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.

**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.

**Security:** Network security is a high priority. If you 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.

**Vandalism:** VANDALISM 7:170 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.

**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.

**Copyright Web Publishing Rules:** Copyright law and district policy prohibit the re-publishing of text or graphics found on the Internet or on district websites or file servers, without explicit written permission from the owner of the material.

1. 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.
2. 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.
3. 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 website displaying the material may not be considered a source of permission.
4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

#### **Use of Electronic Mail**

1. 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.
2. 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.

3. 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.
4. 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.
5. 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.
6. Use of the school district's electronic mail system constitutes consent to these regulations.

**MATRIX FOR DISCIPLINARY ACTION 4:170, 7:190**  
**Explanation of Disciplinary Measures 7:200, 7:210**

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
<b>A</b>	Dress Code Violation Hall Pass Violation Nuisance Item Violation Incomplete/missing Homework Public Display of Affection Minor Scuffling 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>B</b>	Disruptive Behavior Inappropriate Language/Behavior Defiance/Disrespect to School Personnel Unsafe Behavior Cheating / Forgery / Minor Theft / Plagiarism Communication a Threat to Students/Staff Other Similar Offenses	Disciplinary Action and Parental Notification	Disciplinary Action and Parental Conference	IN SCHOOL SUSPENSION  1 Day	SUSPENSION  1 Day	Meeting of necessary parties to discuss consequences
<b>C</b>	Fighting (any kind) Abusive Behavior to Peers / Bullying (written, verbal, emotional or physical) Tobacco Use Alcohol Possession / Use Minor Vandalism Insubordination Sexually Offensive Behavior / Harassment 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
<b>D</b>	Dangerous Behavior / Assault - toward self or others Gross Disrespect to School Personnel - profanity Illegal Substance Possession / Use / Distribution Major Theft (\$250+) Arson, Bomb Threats, Extortion Major Vandalism False Fire / Bomb Alarms Weapon Possession / Use (includes look-alike weapons & use of any object as a weapon) Communicating Serious Threat to Student / Staff Gang Related Activity Other Similar Offenses	Suspension / Possible Expulsion Pending Disciplinary Hearing / Notification of Local Law Enforcement				

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

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

## KINGS SCHOOL ATHLETIC/EXTRACURRICULAR ACTIVITY CONTRACT

I, \_\_\_\_\_, want to participate in sports and/or extracurricular activities at Kings Elementary School this season. In exchange for the privilege of being on one or more teams I promise to do the following:

- Attend practice on time every day or notify the coaches ahead of time (unless it is an emergency) why I am unable to attend.
- Focus on what the team is doing and use the practice time to improve my skills and physical abilities.
- Treat everyone involved with our team with respect. This includes teammates, coaches, officials, opponents, and fans of both teams.
- Go to coaches first if there is a problem related to the team. Coaches will address problems and allow the opportunity for corrections if necessary.
- Work hard to develop good habits by practicing with good form and appropriate effort. The habits we develop in practice are the habits that determine how we will play in games.
- Keep my grades up in school.

### STUDENT ATHLETICS/EXTRACURRICULAR ACTIVITIES

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

- Students must have a sports physical before beginning participation in a sport.
- Students must have adequate health insurance coverage before they will be allowed to participate in athletics.
- Students are required to maintain C- or above grades in all subjects. A student who is not passing will be ineligible for one week or more until their grades are acceptable.
- A failing grade in a subject at the end of quarter will result in the student being disqualified for any athletic sport for the following quarter.
- 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.
- Kings students 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 student may be subject to the Disciplinary Action Plan.
- Only students participating in that sport will be allowed to stay after school for practices or games.
- Due to liability, only game participants (coaches, athletes, managers, statisticians) may ride the team bus to and from events.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As a parent of the above mentioned player, I promise to do the following:

- Influence my child to abide by the contract he/she has signed.
- Be an example of good sportsmanship at games by making only positive comments to and about players, keeping criticism of the officiating to a minimum volume and frequency, and treating fans of our opposing team with respect.
- Be patient with players and coaches.
- Contact coaches first with concerns and/or complaints.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

