

# KINGSOLVER ELEMENTARY SCHOOL



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**Building 1488, 3RD Ave.  
Fort Knox, Kentucky 40121-7023  
(502) 624-8650/5849**

**<http://www.am.dodea.edu/knox/kingsolver>**

## **SCHOOL HOURS**

### **Pre-School**

AM	8:30 - 11:15	Monday through Friday
PM	12:15 - 3:15	M, Tu, W and Fri
PM	12:15 - 2:00	Thursdays – Early Release

### **Kindergarten - Third Grade**

8:30 - 3:15	M, Tu, W and Fri.
8:30 - 2:00	Thursdays – Early Release

## **MAIN OFFICE HOURS**

7:30 A.M. – 4:00 PM	Monday - Friday
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## IMPORTANT PHONE NUMBERS

### **Superintendent's Office**

Dr. Frank Calvano, Superintendent

502-624-5152/2345

### **Kingsolver Elementary School**

Ms. Laura Gibson, Principal  
Ms. Debbie Minter, Secretary  
Ms. Jackie Slaughter, Registrar  
Ms Jennifer Ware, Supply Clerk

502-624-8650/5849

### **Counselor**

Ms. Brenda Tucker

502-624-8650/5849

### **Media Center**

Ms. Stacy Mercord

502-624-8650/5849

### **Nurse**

Ms. Sherri Fast

502-624-8650/5849

### **Cafeteria**

Ms. Edith Holman

502-624-3619

### **Bus/Transportation Office**

Mr. Steve Cisco

502-942-9557

### **School Liaison Officer**

Ms. Brenda Weatherington

502-624-2305



## **Kingsolver Elementary School**

**Fort Knox Community Schools  
Bldg 1488, 3<sup>rd</sup> Ave  
Fort Knox, KY 40121-6000**



**Laura Gibson  
Principal**

**(502) 624-5854 or 8519  
(502) 624-7267 FAX**

August 2012

Dear Parents, Guardians and Sponsors,

Let me be among the first to welcome you to Kingsolver Elementary School! Kingsolver Elementary is a school family dedicated to providing an exemplary education for all in a safe, nurturing and inclusive learning environment. We strive to focus all we do for the optimal development of our young students while also being ever-aware of the specific needs of the military child. Instructionally, we strive to ensure that each child is learning at his or her highest level. In order to do that, we employ a variety of instructional and assessment strategies. This includes differentiated instruction, cooperative learning, common assessments, and flexible grouping, to name just a few strategies. Though we remain focused on the main skills of reading, writing and math, each child will also participate in music, the visual arts, physical education. We are fortunate to have a science lab, computer labs, interactive whiteboards as well as document projectors. We expect our students to interact with technology even as early as Pre-K. This type of enriched environment allows students to explore in a hands-on, engaging manner.

You are now part of our school family. If you ever have any questions or concerns, please do not hesitate to contact the school. I can also be reached via email at

[Laura.Gibson@am.dodea.edu](mailto:Laura.Gibson@am.dodea.edu).

Again, welcome to our community of learners.

Your principal,

Laura Gibson

# FORT KNOX COMMUNITY SCHOOLS

## CALENDARS for SCHOOL YEARS 2012-13 | 2013-14 | 2014-15

Activities	SY 2012 - 2013	SY 2013 - 2014	SY 2014 - 2015
Teachers Arrive for Professional Development, Orientation, and Work Day.	30, 31 July, 1 August	29, 30, 31 July	30, 31 July, 1 August
<b>First School Day for Students</b> <i>(First Day of 1<sup>st</sup> Quarter)</i>	2 August	1 August	4 August
Professional Development Day (No School)	31 August	30 August	29 August
Holiday (Labor Day)	3 September	2 September	1 September
<i>(Last Day of 1<sup>st</sup> Quarter)</i>	3 October (43 instructional days)		
Parent-Teacher Conference Day No Students in Attendance <i>(Last Day of 1<sup>st</sup> Quarter)</i>		3 October (44 instructional days)	2 October (42 instructional days)
Report Card Completion	4 October	4 October	3 October
<b>Fall Break</b>	<b>5 - 12 October</b>	<b>7 - 11 October</b>	<b>6 - 10 October</b>
Holiday (Columbus Day)	8 October	14 October	13 October
Students and Teachers return. <i>(First Day of 2<sup>nd</sup> Quarter)</i>	15 October	15 October	14 October
Holiday (Veterans' Day)	12 November	11 November	11 November
No School	21 November	27 November	26 November
Holiday (Thanksgiving Day)	22 November	28 November	27 November
No School	23 November	29 November	28 November
<i>(Last Day of 2<sup>nd</sup> Quarter)</i> Semester 1 ends.	20 December (45 instructional days)	19 December (44 instructional days)	18 December (44 instructional days)
Report Card Completion	21 December	20 December	19 December
<b>Winter Break</b>	<b>24 Dec. - 4 Jan.</b>	<b>23 Dec. - 3 Jan.</b>	<b>22 Dec. - 2 Jan.</b>
Students and Teachers return. <i>(First Day of 3<sup>rd</sup> Quarter)</i>	7 January	6 January	5 January
Holiday (Martin Luther King, Jr. Day)	21 January	20 January	19 January
Instructional (School) Day	15 February	14 February	
Professional Development Day (No School)			13 February
Holiday (Presidents' Day)	18 February	17 February	16 February
<i>(Last Day of 3<sup>rd</sup> Quarter)</i>	14 March (47 instructional days)	13 March (47 instructional days)	12 March (46 instructional days)
Report Card Completion	15 March	14 March	13 March
<i>(First Day of 4<sup>th</sup> Quarter)</i>	18 March	17 March	16 March
<b>Spring Break</b>	<b>1 - 5 April</b>	<b>31 March - 4 April</b>	<b>30 March - 3 April</b>
Students and Teachers return.	8 April	7 April	6 April
<b>Last School Day for Students</b> <i>(Last day of 4<sup>th</sup> Quarter)</i> Semester 2 ends.	24 May (45 instructional days)	23 May (45 instructional days)	
Holiday (Memorial Day)	27 May	26 May	25 May
<b>Last School Day for Students</b> <i>(Last day of 4<sup>th</sup> Quarter)</i> Semester 2 ends.			28 May (48 instructional days)
Professional Development Day (adjusted for make-up days, if needed)	28 May	27 May	
Report Card Completion	29 May	28 May	29 May
Professional Development Day (adjusted for make-up days, if needed)	30 May	29 May	1 June
Make-up Days for Inclement Weather (if needed)	31 May, 3, 4 June	30 May, 2, 3 June	2 - 4 June
<b>Summer Break</b>	<b>31 May - 31 July</b>	<b>30 May - 1 August</b>	<b>2 June - 31 July</b>

Note: The school principal will give an excused absence to a student whom the principal confirms is absent due to travel return from a TRADOC four-day holiday.

# **DoDEA MISSION STATEMENT**

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

## **KINGSOLVER ELEMENTARY VISION STATEMENT**

Working together to prepare all students to be lifelong learners.

### **School Improvement Student Performance Goal 1**

All students will increase in reading comprehension across the curriculum by demonstrating skills, such as synthesizing and summarizing.

### **School Improvement Student Performance Goal 2**

All students will increase problem solving skills across the curriculum using a process to solve a variety of problems.

***Note: DoDEA as well as the school will be updating their Vision and Mission statements this year. Please watch for a chance to provide input into this process!***

# KINGSOLVER STUDENT/PARENT HANDBOOK 2012-1013

**ACCREDITATION:** Kingsolver Elementary is fully accredited by AdvancEd/NCA-CASI. An on-site inspection is conducted every five years. All teachers are fully certified for their areas.

**AGENDAS:** Student agendas are given to students in grades 1st through 3<sup>rd</sup> to assist the communication between school and home and to begin to develop organization skills for the student. In order for the student agenda to become a tool that is best used by the student, we need your assistance. Please read the agenda nightly. Encourage your student to write their assignments in its daily and to share it with you. Pages should not be torn out or folded. You may also communicate to your student's teacher in the agenda by writing them a note. If you do not receive a timely response in a day to two from the teacher, please feel free to call the school to speak to them about the issue or email them. You can email each teacher using this address: Firstname.Lastname@am.dodea.edu.

## **ARRIVAL and DISMISAL PROCEDURES**

### **Preschool WALKERS and POV RIDERS**

- Preschool students who are walked or are driven to school are to be escorted to their classroom in the morning by their parent/guardian. They are to be picked up in their classroom as well.

### **Kindergarten WALKERS and POV RIDERS**

- Kindergarten students who walk or ride in a POV to school are to be escorted to their room or cafeteria in the morning by their parent/guardian. They are to be picked up at afternoon dismissal time from the cafeteria by their parent/guardian as well.

### **Grades 1-3 WALKERS**

- Upon arrival to school, walkers enter through the front school doors and proceed either to the cafeteria to eat breakfast or to their grade level areas.
- At dismissal, students who walk from home alone or with a parent go to the cafeteria. If they are to walk home alone, a Kingsolver staff member escorts them outside safely. If they are to walk home with a parent, the parent will pick them up from the cafeteria area.

### **Preschool – 3<sup>rd</sup> Graders BUS RIDERS**

- All students who ride the bus enter and exit the school in the bus parking lot located at the back of the school behind the cafeteria.

### **PreSchool-3<sup>rd</sup> Graders POV DROP OFF**

- All students who are dropped off by POV enter through the school's front doors. POVs are to form a single line. Cars are not to block the crosswalk or to pull out around other vehicles.

### **Grades 1-3 POV Pick Ups**

- Students who are picked up at the end of the day by their parents can be met in their grade level cluster area and signed out. A picture ID will be necessary until our staff becomes familiar with you. In the beginning of the year this will take us a few minutes. Please know this is to ensure safety of the students.

Note: It is the installation policy that "children in grades 5 and below will not be left unattended for any period in a vehicle." It is also the policy of the installation that children up through grades 5 be 'supervised'. Further clarification can be provided from the School Liaison Officer at 502-624-2305.

**Temporary Changes to How Your Child Will Go Home:** When you register your child at Kingsolver Elementary, we ask that you complete a form indicating the location your child will go to at the end of each school day and the method your child will use to get there (walk, pick up in POV, or ride a bus). **Students may not make any changes to their daily dismissal routine without a signed, written note from the parent/guardian.** For your child's safety, we no longer accept phone calls to change a student's dismissal routine except in extreme emergencies. However, we will cross check the requested written change and only release children to persons who have been authorized by the parent or guardian on the emergency contact form. If that person is picking up the student, please remember they must present a valid government issued ID in order for us to release the student to them.

**Permanent Change in Dismissal Routine and Contact Information:** It is vitally important that you notify the school whenever your home, work or emergency contact numbers change so that we can quickly contact you if your child becomes sick, seriously injured, or school must unexpectedly close early. We also need current information on your child's dismissal routine, i.e., whether they ride the bus home or go to a child care provider, walk, or are to be picked up after school. This information includes who is authorized to pick up your child from school. **Only those people you have listed will be allowed to pick up your child.** You may give us any permanent changes to your contact information or to your child's dismissal procedures. Please call the office and request that a change of contact information or dismissal routine form be sent home with your child.

**School Closings for Inclement Weather:** The Fort Knox Community Schools are seldom closed for inclement weather. The Garrison Commander determines when schools will close. Parents should listen to Post television station channel 98 or WAKY FM (103.5) radio for announcements regarding school closings. School closings or delayed openings are also posted on the district's website at [www.knox.army.mil](http://www.knox.army.mil). You may also call 624-KNOX.

In the event of an unscheduled early dismissal of school, children who regularly attend SAS will be sent directly to SAS. **We will not dismiss any other student until we have made direct contact with the parent or guardian to ensure that someone will be home or at the child care providers' to receive the child.** If we are unable to contact you, we will hold your child at school until we have communicated directly with you.

**ATTENDANCE POLICY:** Please be advised that DoDEA's attendance policy is available in its entirety on the DoDEA webpage ([www.dodea.edu](http://www.dodea.edu)) and our school's webpage. For your convenience please find listed below important aspects of the new DoDEA attendance policy 2095.01.

1. Student attendance is mandatory for the 180 day school year.
2. Parents of students who have been absent must provide **written documentation** identifying the reason for the absence(s). Emails will satisfy this requirement.
3. DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school-related activities: personal illness; medical, dental or mental health appointment; serious illness in the student's immediate family; a death in the student's immediate family of a relative; religious holidays; emergency conditions such as fire, flood, or storm; or unique family circumstances warranting absence and coordinated with school administration.
4. **The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.**
5. Students arriving late to or departing early from school will be monitored by the school. Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences.
6. If an extended absence (5 or more days) of a student is approved, a Student Educational Monitoring Plan (SEMP) identifying all the assignments to be completed during the extended absence will be completed prior to departure.
7. Once a student reaches 5 absences or excessive tardies, the principal will convene a Student Support Team (SST) to review the educational progress of the student.
8. **Command assistance can be requested by the principal for students with chronic absenteeism or tardiness.**

9. The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment.
10. **Unexcused absences:** These are defined as an absence from school without written verification from a parent or sponsor. (Please refer to #3 for the list of acceptable reasons.) The parent or sponsor will be notified by the administration each time a student is 'absent unexcused' from school. Unexcused absences may result in disciplinary action along with loss of credit if the student does not comply with the intervention plan. (Please refer to policy for clarification.)
11. **Excessive school absences:** After a student reaches 5 cumulative absences (excused or unexcused) in a semester, the principal will review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social, emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extended leave. If appropriate, a referral shall be made to the SST, an intervention plan may be developed by the SST to support the student's advancement for the current school year.
12. If appropriate, after 7 cumulative absences (excused or unexcused) in a semester, the SST is convened to review the student's academic and social, emotional progress and if appropriate, develop or revise the intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.
13. At the elementary level, the principal is to meet with the parent or sponsor to discuss the student's educational, social and emotional development during the current school year and develop an educational plan that may include non-routine placement, in accordance with DoDEA regulation 2000.03 Reference (e). **Grade level placement will be considered on an individual basis. Command assistance can be requested. An attendance plan for the following school year may be established.**
14. Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be **unexcused**.
15. A student education monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program.
16. Please note that the school principal will support reasonable student absences related to their sponsor's deployment and R&R activities.

If you are emailing regarding your student's absence, it is best to copy at least one person in the office and the student's teacher. You can copy the Ms. Laura Gibson (the principal), Ms. Gayle Manning who is the attendance clerk, or Ms. Debbie Minter, the secretary. To reach anyone at the school you use the same email address of [firstname.lastname@am.dodea.edu](mailto:firstname.lastname@am.dodea.edu).

Kingsolver Elementary uses the OneCall system to notify parents when their student is absent from school. If you call the school to inform us of your child's absence, a written note is still required per DoDEA's policy.

One factor affecting a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Regular attendance is of utmost importance for scholastic achievement, school interest and social adjustment. Adherence to the school attendance policy is the responsibility of the parent/sponsor.

**BACKPACKS/BOOKBAGS:** Students are required to use either a mesh or transparent, see-through backpack or book bag, per district policy.

**BICYCLES:** Bicycles must be parked in the rack provided in the front of the school. In order to secure your child's bicycle, we recommend parents provide locks. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Any damage or theft should be reported to the police by the



parents. Please ride bicycles only in designated areas. All students must wear a helmet per the policy of this installation.

**BUS RIDING:** If you have questions regarding your child's bus transportation, please contact the bus depot at 502-942-9557. All student sponsors must sign the bus policy yearly, even if they walk to school. This is due to school field trips. We will place a color-coded plastic tag on your child's backpack to assist us in our effort to get your student on the correct bus daily.

**CAMERAS:** Refer to the DoDEA discipline policy and the Fort Knox cell phone policy.

**CANDY:** In accordance with DoDEA guidelines and Fort Knox Community School wellness policies, candy is strongly discouraged at school. We encourage you to provide your student with healthy treats for home-packed lunches/snacks. In order to promote student health and reduce childhood obesity (DoDEA Regulation 4200.1), candy will **not** be given as a prize or incentive in the classroom or by any staff member. Exceptions may be made for the three classroom celebrations permitted annually (October, December, and February class celebrations).

**CD PLAYERS/RADIOS/CASSETTE PLAYERS:** See the Prohibited Items.

**CELL PHONE POLICY:** Students may bring a cell phone to school; however, it must be kept in their book bag/backpack during the school day and must be turned off. Though allowed, cell phones are a distraction and may become a tempting prohibition to students, which can result in disciplinary action and may include suspension and loss of academic learning time.

With this in mind, the administration and the School Board request that if parents choose to allow their students to possess cell phones at school, please establish an understanding with them that, during school hours, all cell phones must remain turned off and in book bags. While in the school building, students are not allowed to have cell phones/electronic devices in their possession. Students may use cell phones before or after school as long as they do not create a distraction or disruption.

Possession of a cell phone by a student is a privilege and can be lost at the discretion of the school principal. Confiscated phones will be returned to the student's sponsor or parent only. If any criminal violations may have been allegedly committed, the military police will be called and the phone turned over as evidence.

This policy serves as first warning detailing the prohibitions and discipline associated with the cell phone use policy. Students shall be personally and solely responsible for the security of their cell phones. The school or school district shall not assume responsibility for theft, loss or damage of a cell phone/electronic device, or unauthorized calls made on a cell phone. If a phone is confiscated by a staff member, it will be brought to the office and maintained there. It will only be returned to the student's sponsor/parent.

Note: Camera phones are viewed as cameras and are allowable only by the camera policy that is presently in place. The administration and School Board believe that picture phones can pose the same threats as cameras to freedoms of privacy, can exploit personal information through use, and can possibly create problems/issues in custody situations.

**CHALLENGES TO OBJECTIONAL MATERIALS:** Parents may object to the use of instructional materials. The first step is for the parent to call the principal and arrange for an appointment to review and discuss the objectionable material. After serious discussion, if an agreement is not reached, the parent may opt to have his/her family member excused from the class while the objectionable material is used. An alternate assignment will be provided. The excused student will be required to take the examination when given, and are thus held accountable for the educational material covered in class.

**CHILD FIND:** Kingsolver Elementary participates in the district Child Find process, seeking to identify all children aged 3 through 21 years of age who are in need of special education and related services. Questions regarding Child Find may be directed to the Child Study Committee (CSC) Chairpersons in the building, the

School Principal, and/or the Director of Student Services. The Director of student services can be reached at 502-624-2345.

**CONFERENCES:** Parents may request a conference with their child's teacher, principal or the counselor at any time during the school year by contacting the school office to secure an exact appointment time. Parents who have a concern about their child's instruction or discipline are strongly urged to speak directly to their child's teacher prior to requesting an appointment with the principal. You can reach our front office at 502-624-8650.

**CONTINUOUS SCHOOL IMPROVEMENT LEADERSHIP TEAM (CSIT):** The Continuous School Improvement Leadership Team is responsible for planning, organizing and supervising continuous school improvement. While primarily a faculty endeavor, parents are needed to serve on committees to provide valuable the parental and community perspective relating to school improvement ideas. The CSIT is the mechanism through which Kingsolver Elementary is accredited. Parental involvement in the CSIT process is important in demonstrating community support for school improvement. We value parental input and encourage you to participate in this endeavor. If interested, please contact the principal at [Laura.Gibson@am.dodea.edu](mailto:Laura.Gibson@am.dodea.edu).

**CRISIS COMMUNICATION:** A district wide crisis plan helps keep parents informed in the event of a crisis in the schools. The welfare of the children and staff and getting accurate information to the parents are the cornerstones of the plan. Parents are encouraged to tune to Fort Knox Cable Network Channel 98 or listen to the WAKY FM 103.5 for accurate emergency information. Parents are urged to stay at home until the crisis is completely under control. Some crises may require that children be evacuated to a pre-arranged secondary evacuation site. This is part of the plan. Children will be released to parents when permission to do so has been given by post officials. The One Call System may be used to reach parents/sponsors via the telephone. Please ensure your telephone numbers are kept up to date so the school can reach you via the One Call System.

**DAILY SCHEDULE:** **Students may not arrive prior to 8:00 AM.** Teachers are not on duty prior to this time. This means that there is no one available to supervise the children prior to 8:00 AM. Only students in school-sponsored activities with a faculty member are to be on school grounds after dismissal time at 3:15 PM. School begins at 8:30 and ends at 3:15. The lunch period consists of a 30 minute time frame within the 11:00 – 12:30 block. Lunch periods are staggered for better service and supervision.

### **DISCIPLINE & STUDENT BEHAVIOR:**

**Students Rights and Responsibilities:** Students have the right to expect an educational environment in which they may achieve their intellectual potential. As such, all students are expected to comply with school rules and to conduct themselves in a manner that respects the rights of others. Students share the responsibility with administrators, teacher and support personnel to create an environment that is conducive to learning, and to notify school staff of any behavior that may endanger the safety or welfare of themselves or others. The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1. Students who are accused of a violation of school rules will be provided due process in accordance with that regulation.

Students have the responsibility to follow published installation, school and classroom rules. Students who are accused of violating the rules or displaying improper conduct will be provided with due process, which at a minimum means they will be informed of the violation and will be provided with a chance to explain their position. If a student and/or their parent/sponsor feel a suspension is unfair or unwarranted, he/she may use the appeals process outlined in DoDEA 2051.1.

**Ground for Disciplinary Actions:** Disciplinary sanctions may be imposed for student conduct

- while on school property;
- while en route between school and home and any school activity;

- while on vehicles owned by the Government or contracted by DoDEA for the transport of students
- during lunch;
- during or while going to or from all school-sponsored or school-supervised events, activities that affect the missions or operations of the school or district including field trips, sporting events, assemblies, and evening school-related activities;
- when the good order, safety, or welfare of the school, students, or staff is affected as a result of out-of-school actions;
- for out-of-school actions that involve the First Amendment rights, there must be substantial disruption, or the likelihood of a substantial disruption, to the school.

**Consequences of Conduct Violations & Penalties:** Student discipline should be administered progressively, with less severe punishment for the first infraction and with increases in punishment for each subsequent offense. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.

Examples of progressive consequences may include:

- \*Verbal prompt to “make a “good choice.”
- \*Oral or written reprimand
- \*Time-out in the classroom
- \*Time out in another classroom
- \*Parent Notification
- \*Parent Conference
- \*Sent to the Principal or Designee
- \*Suspension of Extra-Curricular Privileges
- \*Suspension or expulsion

**Minor Offenses** – A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others through the use of written or oral reprimands or notice to the sponsor/parent/guardian, time out, conference, suspension out of school or of extracurricular privileges, and by any other teacher intervention deemed by the teacher or principal to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples include but are not limited to: tardiness, unexcused absences, chewing gum, running, horseplay, use of offensive language, disrupting class as the teacher is trying to teach. More serious disciplinary actions may be imposed when a student engages in repeated or multiple acts of misconduct and the teacher or principal determine or that the nature of the offense, in the context of all the circumstances, warrants a more severe consequence. Grade reduction as a disciplinary action is not an appropriate means of discipline.

**Grounds for Removal** – A student may be disciplined, to include removed from school (i.e., suspension, expulsion, or out of school placement); when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

1. Cause, threaten or attempt to cause physical injury to another person.
2. Possess, use or transfer to another person any dangerous weapon at the school or at a school-sponsored activity. A minimum of 1-year expulsion is required for the possession of firearms.
3. Possess, use or distribute or the attempted possession, use or distribution of alcoholic beverages.
4. Possess or use of tobacco, or any product containing tobacco or nicotine products; including but not limited to: cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel nut.
5. Possess, use, distribute or the attempted possession, use or distribution of any illegal/controlled substance. A mandatory expulsion recommendation is required for a second offense.
6. Offering, arranging, using or negotiating to sell drug paraphernalia, or the unlawful possession of drug paraphernalia.
7. Robbing or extorting, or attempting robbery or extortion.
8. Damaging or vandalizing school, US Government, contractor or private property.

9. Stealing, wrongfully appropriating, or attempting to steal or wrongfully appropriate; or knowingly receiving stolen school, Government, contractor or private property.
10. Committing any lewd, indecent or obscene act; or engaging in habitual profanity or vulgarity.
11. Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other forms of disorderly conduct, but also includes: lying to and/or making false statements to school personnel, and/or the violation of other rules and guidance established for an orderly educational atmosphere.
12. Failing to leave the school, the school grounds, the school bus, or otherwise failing to follow the instructions/directions of the principal or staff member in charge after being told to do so; or is otherwise not authorized to be present in such areas (e.g., expelled or removed).
13. Gambling in any form.
14. Fighting or otherwise engaging in conduct that endangers the well-being of a student or others.
15. Bullying (including cyber bullying) another, or a group (e.g., engaging in physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).
16. Using portable communications devices contrary to school policy (e.g., beepers, cell phones, personal computers, BlackBerrys; other similar devices capable of receiving or transmitting audio, video, picture or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, I-Pods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities.
17. Engaging in, or attempting to engage in, acts of arson, making a threat to bomb, burn, or destroy in any manner a school building or school property, or intentionally making a false report of a bomb threat or fire (e.g., making a terrorist or bomb threat, pulling a fire alarm, etc.)
18. Forging, cheating or plagiarizing the work of others.
19. Possessing or using fireworks or other explosive devices.
20. Violating attendance regulations and policies (e.g., truancy).
21. Violate the terms and conditions of the DoDEA Student Computer and Internet Access Agreement, or by illegal or unauthorized means gain access to the computers, software telecommunications, and related technologies of others; engage in any willful act that causes physical or financial damage or otherwise disrupts information technology, or use a computer or communications device to communicate threatening, harassing, indecent messages; or download obscene or pornographic materials.
22. Violate any law, rule, regulation or policy of the military installation or the school.
23. Fail to report or otherwise be complicit in the above-described acts.

Weapons, including but not limited to 'dangerous weapons', include but are not limited to guns, ammunitions, knives of any blade length, swords, razors, box or carpet cutters, slingshots, nunchucks, blackjacks, brass/metal knuckles, throwing stars; any flailing instrument such as, a fighting chain, heavy studded or chain belt, or objects designed to project a missile; explosives, mace, pepper spray, or any other similar propellant; or any other object or instrument that is made or used in a manner to either inflict or threaten to inflict bodily injury or instill fear (e.g., replica, look-alike gun, baseball bat, laser pointer, letter pointer, etc.).

**Appeals Process:** In accordance with DODEA Regulation 2051.1, appeals involving student removal from school for ten (10) school days or fewer may be appealed to the District Superintendent. No further appeal is authorized. Appeals involving student removal from school for more than ten (10) school days, including expulsion, may be appealed to the Area Director. Further details regarding the appeals process can be found in DoDEA Regulation 2051.1.

**Notification to the Military Police:** The principal of the school shall notify the Installation Commander, or his/her designee for law enforcement of any acts that may violate local laws or any situations that may pose a threat to the safety or security of the installation.

**Confiscation of Property:** Authorized school officials may immediately confiscate any property belonging to, or in the possession of, any student if the possession or use of that property is inconsistent with the conduct of Regulation 2051.1, or good order and discipline. The property will be returned to the student's sponsor as soon as it is practical and safe, or issue a receipt for its retention until such time as it may be returned.

**DRESS CODE:** Students take pride in being neatly groomed and fashion-conscious. Children take part in many activities during the school day. They should be encouraged to wear clothing that is durable, washable, and for the younger children, simple enough to be put on without assistance. In addition, children should wear shoes that adequately support the child's feet and will allow for them to participate in gym and recess without concern that the child may become injured. Any form of dress which is contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

The basic rules for appropriate school attire are as follows:

1. Hats/caps, sweat bands, bandanas, or sunglasses are not to be worn in the school building. Bandanas may not be worn on school property
2. Distracting hair colors, hairstyles, or accessories are not permitted.
3. Footwear will be worn at all times. **Flip-flops are not permitted.** Footwear must be safe for physical activity.
4. Tank tops, see-through shirts or blouses that expose the midriff are not acceptable. No spaghetti strap tops.
5. The hemline of skirts and shorts must extend to the tips of the fingers when the hands are resting at the side. Clothing cannot allow the midriff to be exposed.
6. Spandex pants, bicycle pants/shorts, leotards, or tights may be worn under a garment that is long enough to reach the tips of the fingers when the hands are resting at the side.
7. Excessively torn clothing is not permitted.
8. Attire that is not permitted is as follows: clothing illustrating membership in an unauthorized social group; clothing with words or pictures considered obscene, suggestive or indecent and clothing with advertising for alcohol, tobacco, or drugs.
9. Fort Knox Community Schools district guidelines allow see-through or mesh-style backpacks only. You may purchase one from the Post Exchange or local establishments.
10. Due to the nature of changing fashion trends, it is not possible to describe all situations that may possibly occur. Due to that fact, some situations may arise where the administration may have to determine the appropriateness of a particular item or items worn by a student. When this occurs, the administrator will contact the sponsor or parent to inform them of the situation and the attire of the student will be changed.

**DRILLS:** School-wide drills are held to practice various procedures such as fire evacuation, tornado safety, and disaster protocols. These are held throughout the school year. The purpose is to ensure that all students and staff are familiar with the plan in case of an actual emergency. If you happen to come to the school and we are in the middle of such a drill, please know as soon as we are finished we will be able to assist you.

**EARLY COMPLETION OF SCHOOL TERM:** The principal may authorize an accelerated withdrawal of student who must withdraw from school 20 or fewer instructional days prior to the end of the semester. The parent or sponsor must present verification of the date required for the students to depart from the school (e.g., Permanent Change of Station orders). All of the conditions of an accelerated study program outlined by the student's teachers must be met prior to withdrawal under the accelerated program for grades to be assigned and credit to be granted.

**EMAILING A TEACHER OR STAFF MEMBER:** To reach a staff member via email, use the following address: [Firstname.Lastname@am.dodea.edu](mailto:Firstname.Lastname@am.dodea.edu). If you have difficulty, do not hesitate to call the school to request assistance with the email address. For example, if you wish to email the principal, you would use the following address: [Laura.Gibson@am.dodea.edu](mailto:Laura.Gibson@am.dodea.edu)

**Early Departure from School:** Students who leave school before dismissal must be signed out at the office by their parent/guardian or other authorized adult on the student contact list. For your child's safety **we conduct a 100% ID check before we release any child. The student will be called to the office only after the parent/guardian completes the sign out procedure and shows the office their ID.**

**EXTRA CURRICULAR ACTIVITIES:** Kingsolver Elementary offers Junior Red Cross, Reading Club and Teachers Assisting Students (TAS). These groups tend to meet before school in the mornings or after school in the afternoons. Students can listen for announcements relating to the times and any extracurricular dates these groups will meet throughout the year.

**FIELD TRIPS:** Written permission from each student's parent/sponsor is required to attend field trips. Field trips are a special school sponsored learning activity designed for the students in each class. **Students must ride to and from all field trips on the school bus during field trips.** Students are to leave any electronic equipment such as tape players, radios, video games, computer games, or portable stereos at home. Parents or sponsors who wish to be considered to serve as chaperones will need to submit their paperwork for a background check well in advance of the field trip. This is available in the Main Office of the school.

**FOOD SERVICE:** Welcome to the Fort Knox Community Schools. We, in the Food Services Department hope you will find this information useful in understanding how our program operates. Any questions or concerns may be directed to the Food Service office by calling 624-7912 or 2345. The office can also be reached through email using the following addresses: [gabby.weatherford@am.dodea.edu](mailto:gabby.weatherford@am.dodea.edu) or [carina.parker@am.dodea.edu](mailto:carina.parker@am.dodea.edu).

**General Meal Account Information:** For every child that attends the Fort Knox Schools the food services department creates a meal account. The food service department uses an automated lunch accounting system to record meal payment and to monitor food purchases. The system functions as a debit system, similar to a checking account. There must be sufficient money in the students account to serve the student in the cafeteria. Parents/guardians are expected to maintain a positive balance in the students meal account at all times.

**Applying for Meal benefits:** A new application for free or reduced price meals must be filed **each** school year. Only one application is required per family, but we must have complete information to process the application. Applications will be available after July 1st and can be picked up at any school, Crittenberger Central Offices (located next to Patton Museum in Keyes Park), Barr Memorial Library or online at: <http://www.am.dodea.edu/knox/FKCSO/Pages/MealsApplication.pdf>.

Completed applications should be mailed or dropped off to:

Fort Knox Comm. Schools  
Food Services Dept.  
281 Fayette Ave., BLDG 4553  
Fort Knox, KY 40121

Application results will be emailed if an email address is listed on the application. Those not listing an email address will receive notification through the mail. **Households without an updated application by the end of the first thirty days of school will automatically be placed on full price status.**

**Competitive Foods Regulation:** Selling or serving any food or beverage item to students in competition with the school breakfast or lunch program is prohibited on the school campus during the school day until 30 minutes after the last lunch serving period. This prohibition includes any fast food items brought by parents. Parents are invited to eat breakfast or lunch with their children at any time.

**Meal Prices:** The prices for meals at the Fort Knox Schools are as follows: Full price breakfast is \$1.40 in all schools. Reduced price is \$.30 (after approval of application) in all schools. Full price lunch is \$2.35 in all schools. Reduced lunch is \$.40 (after approval of application) in all schools.

**Meal Account Payment Information:** Payments are taken daily in the cafeterias. The managers will write a receipt for your payment and credit your child's account that day. Should the only convenient time for you to make a payment be during meal serving time, each cafeteria with the exception of the high school is equipped with a locked payment drop box. Please include your child's first and last name and teacher's name on the envelope so that the manager may write a receipt and give it to your child. In the event your child brings the payment to school, please place it in an envelope also with the same information on the envelope. Instruct your child to pay in the morning before going to class. If your child forgets to pay before class, he or she may drop the payment in the box at anytime during the day.

For your convenience, you may mail your payment to:

**FOOD SERVICES DEPARTMENT  
FT. KNOX COMMUNITY SCHOOLS  
281 FAYETTE AVENUE BLDG 4553  
FT. KNOX, KY 40121-6201**

Please make sure that your student(s) name and school are included with the check. Checks are made out to the cafeteria for individual schools. A receipt will be returned to you by mail. For those parents interested in making payments by credit card, internet website [www.lunchprepay.com](http://www.lunchprepay.com) provides access to a 45-day history of what students are buying for breakfast and lunch. Parents will receive premium membership on a secure site to prepay for school meals, track history of food purchases, and have the assurance of knowing lunch money they send from home actually makes it to school. If a child's account becomes low on funds parents receive low balance alerts by e-mail. Any parent who enrolls a student in LunchPrepay.com will need the students' 10-digit ID number. In order to obtain your students ID number, please contact your child's school cafeteria or the Child Nutrition Department. There is a \$1.95 charge, when a parent adds money to their student's account. For more information parents may go to <https://www.LunchPrepay.com> to register, or contact the FKCS Food Service office at 624-2345 extension 4110 or 4115.

**Meal Charge Policy:** Students are allowed to charge up to seven meals on their account. After seven charged meals, parents will be notified via email. All a la carte sales will be discontinued until the account balance is brought up to a positive balance.

**A La Carte Sales:** At the elementary and middle schools, a la carte sales must be paid for in cash. At the high school, students may use their meal account to purchase a la carte items. Should you not want your high school student to charge a la carte items on their meal account, please notify the high school cafeteria in writing. All a la carte sales will be discontinued once your child has a negative balance on their meal account. Should your child receive free meals, a la carte items must be purchased using cash only.

**Delinquent Meal Account Policy:** Low and negative account balance notices are printed every Tuesday and given to the teachers for distribution to the students. Please check with your child. If you are not receiving the notices, you may want to check with your child's teacher. The serving program used at the schools will start generating a reminder notice when the dollar amount in the account falls below \$7.50. When an account reaches seven charged meals, an email will be sent to the sponsor for prompt action. The email will contain a date by which the account must be brought into a positive balance. If the request for payment goes unheeded a DD Form 139 will automatically be processed through the Military Pay Center. At that time an additional \$50.00 processing fee is added to what is owed on the account. The sponsors command will also be notified of the debt.

**Returned Check Policy:** Upon receipt of the first returned check, a \$50 service charge will be added to the amount of the check written, and the returned check must be picked up in the Food Services Office. If a second check is returned, all check-writing privileges are suspended for six months. Should a wage garnishment need to be filed to redeem a returned check, then check-writing privileges are suspended indefinitely.



**GIFTED EDUCATION** services are provided to children who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. Students are referred for consideration either through test scores or through an individual nomination by a parent, teacher, or other professional staff member. The Gifted Review Committee determines whether a student is eligible. Areas of giftedness vary, so a student may qualify in one or more areas. This program utilizes differentiated instruction within the regular classroom as its primary delivery model. Pull out services are used to a much lesser degree.

**GUIDANCE AND COUNSELING PROGRAM:** The Kingsolver Guidance program provides services to students, parents, and teachers. The program includes: counseling in an individual or group setting; interpretation of student progress reports, records, and standardized test data; classroom instruction on self-understanding and enhancement, appropriate methods of coping based on developmental needs; and assistance with grade level or school transition. Students are encouraged to see the counselor whenever the need arises. Students request permission to see the counselor and receive a pass to do so from their classroom teacher. If the counselor is unavailable to meet with the student, the student may leave a message on the counselor's door indicating a need to see the counselor or request to return later to see her.

**Support for Students with Deployed Sponsors:** Kingsolver provides services to students with a deployed parent. The counselor has a weekly student support group. Students share their feelings and prepare letters, cards, or pictures for their deployed parent.

**Anti-Bullying program:** All DoDEA schools are required to have an anti-bullying program and Kingsolver's counselor conducts this program. Students are taught how to recognize bullying, what to do if they are a victim or a witness, as well as positive efforts to support one another as fellow students.

**Student of the Month** recognizes those students who are nominated by any staff member for showing exemplary behaviors throughout their school day. A lunch is held once a month to honor these model students.

**Birthday Club:** Once a month, the counselor honors those students whose birthdays fall during the month. July birthdays are celebrated with the August birthdays and June birthdays are celebrated with the May observance. This may be done in a variety of ways, such as at the end of the school day or during lunch. Many times the counselor shares cupcakes with the birthday students. If you do not wish for this to occur, please notify the counselor.

**HARASSMENT:** No student shall be subjected to sexual harassment or any attempt to solicit, coerce, or engage in any sexual conduct regardless of the student's age, and/or regardless of whether the student may have consented or whether the conduct may be considered a crime under state or Federal law. Students will not be subjected to any inappropriate conduct by a staff member or volunteer that would reasonably cause the student to feel uncomfortable or that would reasonably give the appearance of impropriety, regardless of whether the behavior is complained of by the student.

**Reporting Procedures:** Students and/or parents can make a complaint to any staff member, or the principal. Any district or school employee who receives a student or parent complaint or observes inappropriate conduct shall communicate the information to the school principal or/and to Family Advocacy Program official.

### **HEALTH REQUIREMENTS AND SERVICES:**

To be eligible to enroll in the **Pre-K program**, a child must be four years old by September 1.

To enroll in **kindergarten**, a child must be five years old by September 1.

**Immunization Certificate:** Every student must meet all requirements specified on the DoDEA immunization certificate. A newly enrolling student must have a DoDEA immunization certificate within 30 day of enrollment. Any student failing to maintain compliance with DoDEA immunization guidelines will be excluded until proof of



up-to-date vaccination is submitted. Needed immunizations can be obtained on a walk-in basis at the immunization clinic, Ireland Army Community Hospital (IACH). TB tests are not given on any Thursday or on a Friday prior to a holiday. Parents are directed to contact the immunization clinic.

**Health Folders:** Health folders and/or health registration forms must be completed when the child is enrolled. Parents should list any health problems their child may have. Students with health problems requiring school accommodation or treatment may be required to get written physician statements and/or orders for such treatment. In addition, parents should list their home phone number, duty phone number, cell phones and the name and number of a local contact person(s) whom school officials may call if unable to contact the parent in an emergency.

**Medical Conditions and Medication:** Students with medical conditions requiring school management or accommodations should provide a physician's statement delineating symptoms and required treatment. Medications can be given at school only with a doctor's prescription and a parent/guardian written request (see *parent request to administer medication at school form.*) Parent request form for administer medication at school can be obtained from the school nurse. If the medication is to be given daily or intermittently over an extended period of time, please ask the doctor for an additional bottle designated for school use. The parent/guardian should transport medication to and from school. No over-the-counter medications (such as Tylenol, cough syrup, or decongestants) can be given by school personnel without a prescription. Students may not carry any medications during school or school sponsored events unless the *self carry* forms are completed by the doctor, parent/guardian and student.

**Nurse:** The Kingsolver School nurse is available every day for half of the school day. Health folders and immunization certificates for each student are maintained in the nurse's office. The school nurse will treat first aid emergencies and acute illnesses. Students who need to see the nurse must obtain permission from their teacher or a staff member. Students who become ill during the school day will be sent home by school nurse or the administrative team. Students who exhibit any of the following conditions will be sent home and must stay at home for the remainder of the school day:

- |                                      |                                          |
|--------------------------------------|------------------------------------------|
| Temperature of 101 degrees or higher | Suspected of having a contagious disease |
| Vomiting                             | Contagious disease (head lice or nits)   |

**HOMEWORK:** At the primary level, homework tends to focus on reading, spelling and other literacy and mathematics work. The recommendations are usually that in years 1 and 2, students oftentimes will spend about 1 hour a week on these type of activities outside of the school day. Also, in years 3 and 4, their amount of time increases to 1.5 hours per week on these activities, with occasional assignments in other subjects. Please understand that these are basic recommendations. Homework is used to enrich what has taken place in the classroom. If a student was unable to complete their work in the classroom, the teacher may ask for assistance in getting it completed at home, depending on the grade level of the student. Also, at times, there may be a special project with which the student may be assigned to complete a portion at home.

**ID CHECK/SECURITY PROCEDURES:** To ensure the safety of students, teachers and school support staff, all visitors, volunteers, and persons picking up students are required to undergo an ID check until we become familiar with them.

**IMMUNIZATIONS:** See Health Services.

**LATE ARRIVALS:** Students who arrive to school after the regular starting time must have their parents sign them in at the office and provide the reason for the tardiness. The office will give the child a "Tardy Slip," annotate the attendance code, send the child to the cafeteria to make their lunch choice and then on to the classroom.

**LIBRARY/MEDIA CENTER:** The Media Center is available to students and parents from 8:45 AM to 3:15 PM. Parents of students are welcome to check out books anytime during the school day. Students visit the library weekly for book selection and literature appreciation.

**LOST & FOUND:** Articles of clothing and other unclaimed large items that are found are placed in the yellow tub which is located in the cafeteria. Small articles, eyeglasses and the like are kept at the front office. Items which appear to be valuable will be taken to the office for safe keeping.

**LUNCH/BREAKFAST TIME EXPECTATIONS:** Though we consider breakfast and lunch time to be an opportunity for children to socialize and practice those skills while they enjoy their meal, we do have certain expectations to which they must adhere.

- \*Students will clean up their lunch area.
- \*Students will eat their lunch at the assigned lunch tables.
- \*Students will obey the instructions of the lunch monitor.

**MEDICAL CONDITIONS & MEDICATIONS:** See Health Services.

**NEWSLETTER:** Parents are kept informed of information and events via our website as well as through email notices. The lunch menu and other important information for students and parents/guardians are also posted. Please make sure that the school office has the email address where you would like to receive electronic communication. If you find that you are not receiving any electronic notices from the school, please contact the school to troubleshoot this matter. You can also find information about what is going on in school by visiting our website at: <http://www.am.dodea.edu/knox/kingsolver/index.htm>.

**NOTICE OF NONDISCRIMINATION:** It is DoDEA policy that a student with a disability, or who has a record of a disability, or is regarded as having a disability, shall not be excluded from participating in, or be denied the benefits of, any DoDEA education program or activity; or be subjected to discrimination based solely on a disability.

If an individual believes that a student enrolled in DoDEA has not received appropriate accommodations for a disabling condition, or has otherwise been subjected to discrimination based on his or her disability, the student's parent, or the student age 18 or over, should immediately contact the school principal to inform him/her of the basis of his/her complaint. The principal will make an informal attempt to resolve the dispute. However, if the principal is unwilling or unable to resolve the concerns informally, the parent or student age 18 or over may file a formal written complaint with the school principal in accordance with the procedures of DoDEA Instruction 2500.14, Enclosure 3, paragraph 4. In addition, the parent or student age 18 or over may appeal the decision of the principal to the district superintendent and then to the Area Director.

After exhausting complaint and appeal procedures described above and in paragraph 4 of DoDEA Instruction 2500.14, the parent or student age 18 or over may file a complaint in accordance with DoDEA Instruction 2500.14, Enclosure 3, paragraph 7, if the parent or student age 18 or over believes the Agency failed to follow the procedural requirements of DoDEA Instruction 2500.14, or discriminated against the student based on the student's disability.

Any person having questions about the proper procedure to follow to register a complaint should immediately contact the school principal and request guidance on how to register his/her complaint.

**OPENING DAILY EXERCISES:** Our school as well as each classroom will carry out specified opening daily exercises. The Pledge of Allegiance is a part of these exercises. Those students whose parents object to the Pledge of Allegiance for religious reasons and have filed a written statement with the principal will be excused from these exercises. Students who are excused from the opening day activities may not disrupt or distract other students from participating in reciting the Pledge of Allegiance and saluting the American Flag.

**PARENT TEACHER ORGANIZATION (PTO):** The PTO is always looking for volunteers! To find out more about opportunities to help, please contact the PTO at [kingsolverpto@yahoo.com](mailto:kingsolverpto@yahoo.com). There are opportunities to work from home or at school. Parents will be notified of meeting dates through our website and automated

phone calling system as well. All PTO meetings are family friendly and primarily held during school hours. Our PTO supports our school mission to provide an exemplary education for the military child in many ways, to include supporting special events and resources for students. The success of the organization is due to the dedication and support of as many people as possible. Parent involvement and interest are vital to a thriving school community. We appreciate the support provided by our PTO.

**PARTIES:** There are three authorized class parties each year. These parties will be held from 2:00 to 3:00 PM. Due to the increasing number of children with diagnosed food allergies, and for liability and safety reasons, homemade foods cannot be brought to the school setting for distribution in the classroom or cafeteria. **Any foods brought from home must be pre-packaged in their original containers with the ingredients listed** so the staff can check to ensure that there are no items that might cause allergic reactions to any students.

On your child's birthday, you may bring in a store-bought treat to serve to your child's class at the end of the day. In the interests of wellness and nutrition, please consider the sugar content of any treats. Many parents choose to bring cupcakes, but we encourage other treats with less sugar as well. **All food items must be commercially made and pre-packaged with the ingredients listed. Gifts of flowers, balloons, goodie bags, or presents of any kind are not to be brought to school for any child.** Should any of these items be brought or delivered to school they will be held in the office until the end of the school day.

**PLEDGE OF RESPECT:** At Kingsolver Elementary, the following pledge is learned by our students:

"I am a smart, special, valuable person. I respect myself and I respect others.

My words and actions are kind and honest. I accept only my best in all I do.

I am proud to be me!"

**PROHIBITED ITEMS AT SCHOOL:** Authorized school officials may immediately confiscate any property belonging to or in the possession of any student if the possession or use of that property is inconsistent with the conduct required by the DoDEA discipline regulation, or good order and discipline. The following items are not permitted in school or during school sponsored activities to include special events such as field day and curricular trips. Any of these items that are brought to school will be confiscated and stored in the office and released only to the student's parents/sponsor. Gift items delivered to school will be held in the school office until the end of the school day. Parents whose children are bus riders will have to transport those items home in their POV as they are not allowed on buses. Security will be notified for items determined as being a weapon by the school administration. Appropriate disciplinary measures may be taken.

- Toys, sports cards, any collectible cards, role modeling game cards, electronic games;
- CD players, I-pods, laser pointers, paging device, MP-3 players, hand held-gaming devices, any other electronic devices;
- Any printed or audio visual material that promotes vulgarity, violence or hatred;
- Gifts of flowers, balloons, goodie bags, or presents of any brought to school for your child or on behalf of your child for another child;
- Roller blades, scooters and skateboards;
- Pets of any kind;
- Any item deemed as a weapon. As outlined in DoDEA regulation 2051.1. These include but are not limited to Weapons, including but not limited to guns, ammunitions, knives of any blade length, swords, razors, box or carpet cutters, slingshots, nunchucks, blackjacks, brass/metal knuckles, throwing stars; any flailing instrument such as, a fighting chain, heavy studded or chain belt, or objects designed to project a missile; explosives, mace, pepper spray, or any other similar propellant; or any other object or instrument that is made or used in a manner to either inflict or threaten to inflict bodily injury or instill fear (e.g., replica, look-alike gun, baseball bat, laser pointer, letter pointer, etc.).
- It is not possible to anticipate all situations that may possibly occur. Due to that fact, some situations may arise where the administration may have to determine the appropriateness of a particular item or items brought to school by a student. When this occurs, the administrator may have to deem the item inappropriate for the good order and discipline of the school.

**PHYSICAL EXAMS:** See Health Services.

**PRIVACY ACT:** The Privacy Act of 1974 (SUSC 552) and the Family Educational Rights Act of 1976 (Public Law 93-380) require that parents be informed of certain information. Completion of certain appropriate forms is mandatory in order to meet the requirements of this act.

**READ 180** is a research-based reading intervention program designed to raise the reading levels and test scores of readers who are below grade level in grades 3 and up. READ 180 is a pull-out program that services a small group for 90 minutes each day. Approximately 95% of students in READ 180 have shown noticeable growth in reading, especially in comprehension and writing skills.

**READING COUNTS** is an incentive program used only after instruction has taken place. It is not instructional in its design and is not used as part of any student's grade. In this program students read books and take tests on the computer to earn points. Ask either your student's teacher or the school's information specialist (librarian) for more information about this program if you need more specifics concerning it.

**RECORDS:** Permanent student records are maintained in the school office. Teachers and other school personnel have the authority to review student records. In addition, parents have the right to review their child's educational records at any time. Non-custodial parents also have the right to review their child's educational records unless there is a court order that does not allow them that right. Kingsolver office staff will be happy to furnish you with a copy of your child's record upon request. Please allow 24 hours to prepare the copy of the record. Permanent records of students transferring to other DoDEA schools are sent to the new school upon receipt of a written request from that school. When students transfer to a school outside of the DoDEA School System, copies of the permanent record are sent upon receipt of a written request of the new school.

**REPORT CARDS:** Report cards are published at the end of each quarter. Student performance will be evaluated in terms of individual progress and skills accomplished. The evaluation key is not equivalent to an averaged numerical grade, but reflects the student's developmental progress throughout the grading period. Areas of development are listed under the subject area on the Report Card. Evaluation is made according to the student's level of understanding, achievement and the degree of teacher guidance for the emphasis of that grading period.

**E – Exceeds grade-level expectations**

**M – Meets grade-level expectations**

**S – Steady progress toward grade-level expectations**

**L – Limited progress toward grade-level expectations**

**Student Learning Skills are also evaluated on the report card:**

**1 – Consistently Observed**

**2 – Occasionally Observed**

**3 – Infrequently Observed**

**SCHOOL CLOSINGS:** See Arrival and Dismissal Procedures.

**SCHOOL BOARD MEETINGS:** The Fort Knox Community School Board meets monthly throughout the school year and the public is invited to attend. The meetings begin at 1:30 on the following dates and locations:

19 Sept 2012	Walker Intermediate	20 Feb 2013	Pierce Elementary
17 Oct 2012	Mudge Elementary	20 Mar 2013	Scott Middle
20 Nov 2012	Fort Knox High School	17 April 2013	Van Voorhis Elementary
16 Jan 2013	Kingsolver Elementary	15 May 2013	Macdonald Intermediate

**SCHOOL-HOME PARTNERSHIP:** Effective communication between the school and the home helps to foster a partnership. Parents are encouraged to contact the teacher with questions/comments, attend conferences and share information with the teacher that may help their student be successful in their learning.

Teachers report student progress to parents by:

- Sending work samples home
- Sending home progress reports
- Sending written notes as needed in the agenda or folder
- Making telephone calls
- Sending emails
- Holding conferences
- Sending report cards

Kingsolver Elementary communicates with families and parents through:

- the monthly electronic school newsletter
- the school handbook
- teacher or classroom newsletters or communications
- reminders of events via OneCall or hard copies
- PTO meetings
- newspaper articles in the installation newspaper
- monthly school board meeting
- PTO Board communications via email and hard copies
- school webpage
- emails

**SKATEBOARDS, ROLLER BLADES, SCOOTERS:** Skateboards, roller blades, and shoes with wheels are forbidden in the building. They cannot be used in such a way on school property so as to present a danger to pedestrians. They will be confiscated if they are used dangerously or are in the building. A parent or sponsor will be contacted and be required to pick up the item.

**SUPPLIES:** Parents are asked to purchase two boxes of crayons and two packages pencils and their student's see-through plastic or mesh backpack. All other supplies have been provided.

**VISITORS:** Parents, family, guardians, non-custodial parents, community members and school or post officials are welcome to visit Kingsolver Elementary School at anytime for the purpose of observing instruction. To facilitate such visits, each visitor is requested to schedule the visit 24 hours in advance with the principal. This will ensure that the class is not completing any assessments where having a visitor may cause undue disruption. Consistent with Fort Knox Community Schools' expectations and for security purposes, we require all visitors to check in with the front office and receive a visitor's pass. Parents, guardians, non-custodial parents and sponsors may socialize with their student during the student's regularly scheduled lunch. Please be aware when you visit the school that teachers cannot conference with you during your visit since this would disrupt the instruction and jeopardize the safety of all students. If you need to conference with a teacher, please call the office and we will help schedule a conference for you when the teacher is not responsible for the supervision of students.

**VOLUNTEERING IN THE SCHOOL:** We would like to invite you as a parent/guardian/sponsor to volunteer in the school. There are many opportunities to volunteer. These include working in our media center, classrooms, with our PTO and at our various school events. In order to be able to do so, you will need to complete the background check form. This is a requirement. This will also be required of those attending field trips as chaperones. The appropriate forms for this can be picked up in our Main Office.

**WEBSITE:** Parents are kept informed of information and events via our website. The lunch menu and other important information for students and parents/guardians are also posted. Please make sure that the school office has the email address where you would like to receive electronic communication. You can also find information about what is going on in school by visiting our website at <http://www.am.dodea.edu/knox/kingsolver/index.htm>.

**WITHDRAWING STUDENTS:** Please notify the office at least 5 days prior to your child's withdrawal date. This allows the office the time needed to make preparations for a smooth transition from Kingsolver Elementary School to your new location. The principal may authorize an accelerated withdrawal of student who must withdraw from school 20 or fewer instructional days prior to the end of the semester. The parent or sponsor must present verification of the date required for the students to depart from the school (e.g., Permanent Change of Station orders). All of the conditions of an accelerated study program outlined by the student's teachers must be met prior to withdrawal under the accelerated program for grades to be assigned and credit to be granted.

**\* \*Please note: All contents of this handbook are subject to change based upon the policies and regulations of DoDEA, the Fort Knox Community School as well as the installation. The principal also has the authority to establish rules for the good order and discipline of the school and will do so as needed.**

# KINGSOLVER ELEMENTARY SCHOOL

**AFTER HAVING READ THIS HANDBOOK, PLEASE SIGN THIS FORM AND RETURN IT TO YOUR  
CHILD'S TEACHER**

As the parents/guardians/sponsors of child(ren)'s name(s) \_\_\_\_\_,  
we or I acknowledge receipt of the Kingsolver Elementary School Student/Parent Handbook and its contents. I understand that it outlines the rules, policies and procedures of the school. I understand that in order to fully support my student/s, we/I will read and follow those rules, policies and procedures. If I have any questions, I will make those known to the school and seek clarification. We will work as a team in support of my student/s.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student's teacher

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student's teacher

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student's teacher

\_\_\_\_\_  
Parent/Sponsor/Guardian Name Printed

\_\_\_\_\_  
Signature of Parent/Sponsor/Guardian

\_\_\_\_\_  
Date