



**Fort Knox
Community Schools**

**2012-2013
INFORMATION GUIDE**

**MEMORANDUM FOR PARENTS AND GUARDIANS OF
FORT KNOX COMMUNITY SCHOOLS' STUDENTS**

SUBJECT: WELCOME TO YOUR LEARNING COMMUNITY

Dear Parents and Guardians:

As you join the Fort Knox learning community, know that we are a collection of eight schools that serve the learning needs of all school-age children on Fort Knox. You will find a school district committed to building capacity for teaching and learning, seeking and developing community supports, and managing a learning culture that strives to continuously improve student achievement and “do what’s good for kids!”

Total Quality Education principles and practices are a foundation piece of our structure. Customer satisfaction is important to us, and your input will be asked to help guide data-driven decision-making throughout our system.

Our curriculum, based on DoDEA (Department of Defense Education Activity) education standards, forms an educational framework for learning that produces continuity in the “learning lives” of our children, as they PCS with you from duty station to station that is served by DoDEA schools.

We believe what is important should be taught, and what is taught should be assessed. We believe all children want to learn. We believe that not all children learn in the same way or at the same rate. We recognize that one size does not fit all, and we support varied learning styles. You will become familiar with Mastery Learning, an educational delivery model based on teaching, correctives, reteaching, and enrichment. For our special needs students, our special education services are truly superb.

Of all the variables that affect student learning, we believe quality teachers to be the most important. You will find cutting-edge, experienced, and caring teachers meeting the needs of your child in the classroom. However, we need your support and involvement.

Please support our school processes and become involved by joining the PTOs, School Improvement Teams, and other volunteer opportunities. We need you.

The Fort Knox Learning Community: children who want to learn, quality staff who want to teach, and parents who want to participate and support. Again, welcome, and we look forward to your involvement and support.

Your Partner in Education,



Dr. Frank Calvano
Kentucky District Superintendent

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Military Dependents' Education in the Fort Knox Community Schools

FKCS - Established in 1932, our school system provides a comprehensive program for school-age children of the military men and women stationed at Fort Knox.

Kentucky District - Fort Knox schools are a part of the Kentucky District, one of five districts in the Department of Defense Domestic Dependent Elementary and Secondary Schools. DDESS is a division of the Department of Defense Education Activity, serving children of military families around the globe.

Mission - Provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

Enrollment - Nearly 2,200 students attend our eight schools: four elementary schools with grades preK-3, two intermediate schools with grades 4-6, one middle school with grades 7-8, and a high school with grades 9-12. Newly enrolled secondary school students will be given the opportunity to have a student sponsor, who will assist the new enrollee in acclimating to the school setting.

Accreditation - All schools are accredited by AdvancED, an organization dedicated to "Advancing Excellence in Education Worldwide."

Five-Year Construction Plan - We expect to change from the current eight schools to five schools. Construction is slated to include three elementary schools, serving 635 students each, on the Kingsolver, Macdonald and Van Voorhis school sites, and a middle school, for 550 students, at the Pierce site.

Customer Ratings - DoDEA parents and students give high ratings to our schools. Overall, 74% of sponsors and 72% of students are satisfied with DoDEA schools, according to the latest Customer Satisfaction Survey. Sponsors and students are almost equally satisfied with their specific school, with 75% of sponsors and 72% of students rating their school with an A or B. Nationally, 62% of parents rated their child's school with an A or B.

Parent-Teacher Conferences - We believe that involved parents at all levels of a child's education will increase the chances for academic success. Parent-teacher conferences may occur throughout the school year at the request of a parent or school staff member. We highly encourage on-going communications between parents and teachers.

Standardized Tests - Many students score significantly higher than the national norm on standardized tests. On the 2012 TerraNova test, 96% of the FKCS grade level content area scores -- reading, language, math, science, and social studies -- were at or above the national average. (National average is 50th median national percentile.) On the 2009 National Assessment of Educational Progress, DoDEA students ranked eighth overall, and minority students ranked first. Based on standardized test outcomes, the DoDEA school system is considered one of the best in the nation.

Graduate Success - Our high school boasts a 97% graduation rate, with 62% bound for a four-year college, 19% enrolling in a two-year college, trade, or technical school, 11% work, and 8% military. In school year 2011-12, 38 of the 75 seniors received offers of scholarships totaling

\$3.5 million. Thirty-one seniors will benefit from their parents' GI-Bill for financial support totaling more than \$920,000.

Report Card - Reports on all our schools are available via the DoDEA Web site at www.dodea.edu/datacenter/research/reportCard.cfm

Calendar - To facilitate teaching and learning, our schools operate on a single academic year calendar. The calendar has four instructional quarters, separated by one or two week-long breaks. The summer break is approximately nine weeks in length. The first semester ends Dec. 20, thus those students PCSing during this period will have earned .5 credits for each class, effectively easing the transition to their new school.

Funding - We are well funded. Our per pupil spending far exceeds both the surrounding community and the U.S. average.

Staffing - We are well staffed. Our pupil-teacher ratios are approx. 18-1 for kindergarten through third grade, 23-1 for fourth through sixth grade and, for the two secondary schools, 20-1 on average. Over 90 percent of our teachers hold a master's degree.

Special Education - We provide an appropriate education for all students. Some students have special needs that cannot be met exclusively through the regular education curriculum. All children ages three through 21 with special education needs are identified, evaluated, and served through the school system. Related services, such as speech/language, occupational therapy, physical therapy, and special transportation, are made available to special education students who require such assistance.

Specialists - Most schools have full-time specialists in Art, Education Technology, Media Information, and Physical Education. At each school, guidance counselors work with and advise students throughout the year. Also at every school, nursing services are available to provide professional health care to students.

TQE - We employ the process of Total Quality Education, which results in growth and improvement using data, stakeholder involvement, and consensus building.

Technology - Our schools are fully supported by significant hardware, software, and technology staff at both the district and the school levels. Each school has a high-speed network that enables computer users to access programs and files on servers and to share devices, such as laser printers. Every school has a computer lab, and the larger schools have two labs. The computer to student ratio is 1 to 2. School computers have broadband Internet access. All students at Fort Knox High School have been issued laptops.

In addition, every school has a digital network that brings Kentucky Educational Television programs into the classroom. All schools have closed circuit and cable television programs. For instruction, every school has numerous TVs, VCRs, DVD players, SMARTboards/whiteboards, and projectors. Macdonald School's fifth and sixth graders use the Nook reader. Wi-Fi is available, and media centers are becoming areas for students to check out electronically the textbooks or any other books they need.

Athletics - Boys and girls can participate in a full program of athletics: baseball, basketball, cheerleading, cross-country, football, golf, soccer, softball, swimming, tennis, track, volleyball, and wrestling. Athletic programs are competitive, with wrestling, weight lifting, cross-country,

and track state championship awards highlighting an extensive trophy case. More information may be found by going to the Fort Knox High School Web site.



Fort Knox High School - Opened in August 2009, the school replaced a 1958 building. The school offers a comprehensive program through a wide variety of courses, including Advanced Placement, Career Technical Education, Foreign languages (Chinese and Spanish), Fine Arts, and Career Practicum. The school makes accommodations for qualified students who desire to take college level classes. The high school, in partnership with the University of Louisville, offers college level courses for 1/3rd the cost of a regular college class. More than 34 percent of Fort Knox's high school students take JROTC – an award-winning program that has been named an honor unit with distinction for decades.

Interstate Compact - We participate in the Interstate Compact on Education Opportunity for Military Children. Details at www.militaryk12partners.dodea.edu/collaborate.cfm?colId=compact

Board of Education - Our board is elected by and represents the parents and guardians of students enrolled in the Fort Knox schools. The five-member board advises the superintendent on matters ranging from curricular to extra-curricular and from policies to programs. Monthly board meetings are open to the community, and public participation is encouraged. The meeting schedule and agenda are published in *The Gold Standard* newspaper. Meetings are videotaped and then telecast on Fort Knox's TV Channel 98.

Rev 2-4-13

Our Vision

Empowered and united, our community, with unparalleled commitment, leads the way into the twenty-first century, creating the future through our students.

Beliefs

Each individual can learn at a higher level.

Learning is continuous and lifelong.

Education is a collaborative process involving the entire community.

Each individual can make a unique and significant contribution to student success.

Open and honest communication is essential to an effective learning environment.

We believe that all children can learn!

We believe that every child needs to be actively involved and challenged to create a well-balanced student.

We believe that each child's self-concept needs encouragement and nurturing.

We believe that creativity is essential in developing the whole child.

We believe that, through adult modeling, children learn the values of integrity, responsibility, consideration, and respect of others.

Core Values

- *Open Communication*
- *Trust*
- *Honesty*
- *Respect*
- *Integrity*



Building a Team

We believe that when a staff works together, grows professionally, and actively engages in collegial activities, the stage is set for creating an optimum learning experience for teachers and children.

Administrative Staff

Location: Crittenberger Building 4553, 281 Fayette Avenue (adjacent to Patton Museum)

Phone 502.624.2345. Staff phone extension numbers are listed below.

Superintendent, <i>Dr. Frank Calvano</i>	4113
Administrative Support Specialist	4116
Certification Community Liaison DARE Safety Summer School Volunteer Services	
Administrative Support Specialist	4114
Grant Research Local Community Liaison Local Military Community Liaison Public Affairs Board of Education Operations / Special Projects Webmaster	
Instructional Systems Specialist	4118
Accreditation Assessment Continuous School Improvement Information Centers Program Evaluation	
Instructional Systems Specialist	4132
Early Childhood Education - Mathematics/Science Curriculum Specialist	
Instructional Systems Specialist for Special Education	4111
Cell phone number is 502-381-1939.	
Supervisory Information Technology Specialist	4100
Supervisory Logistics Manager	4117
Custodial Facilities Grounds	
Food Service Manager	4115

The Schools: Key Information

The eight Fort Knox Community Schools include four elementary schools with grades preK-3, two intermediate schools with grades 4-6, one middle school with grades 7-8, and a high school with grades 9-12.

Schools	Student Hours	
	MONDAY, TUESDAY, WEDNESDAY, FRIDAY	THURSDAY
Fort Knox High School Building 7501 266 Maine Street (502) 624-3697 <i>Office Hours: 7 a.m. – 3:30 p.m.</i>	7:30 a.m. – 2:35 p.m.	7:30 a.m. – 1:20 p.m.
Scott Middle School Building 7474 266 Mississippi Street (502) 624-2236 <i>Office Hours: 7 a.m. – 3:30 p.m.</i>	7:30 a.m. – 2:35 p.m.	7:30 a.m. – 1:20 p.m.
Macdonald Intermediate School Building 7729 128 McCracken Street (502) 624-5650 <i>Office Hours: 7:30 a.m. – 4 p.m.</i>	8:30 a.m. – 3:15 p.m.	8:30 a.m. – 2 p.m.
Walker Intermediate School Building 5549 114 Conroy Avenue (502) 624-8348 <i>Office Hours: 7:30 a.m. – 4 p.m.</i>	8:30 a.m. – 3:15 p.m.	8:30 a.m. – 2 p.m.
Kingsolver Elementary School Building 1488 427 3 rd Avenue (502) 624-8650 <i>Office Hours: 7:30 a.m. – 4 p.m.</i>	8:30 a.m. – 3:15 p.m. 8:30 – 11:15 (a.m. Pre-K) 12:15 – 3:15 (p.m. Pre-K)	8:30 a.m. – 2 p.m. 8:30 – 11:15 (a.m. Pre-K) 12:15 – 2 (p.m. Pre-K)
Mudge Elementary School Building 5373 360 South Tulip Street (502) 624-8345 <i>Office Hours: 7:30 a.m. – 4 p.m.</i>	8:30 a.m. – 3:15 p.m. 8:30 – 11:15 (a.m. Pre-K) 12:15 – 3:15 (p.m. Pre-K)	8:30 a.m. – 2 p.m. 8:30 – 11:15 (a.m. Pre-K) 12:15 – 2 (p.m. Pre-K)
Pierce Elementary School Building 7502 174 Maine Street (502) 624-7449 <i>Office Hours: 7:30 a.m. – 4 p.m.</i>	8:30 a.m. – 3:15 p.m. 8:30 – 11:15 (a.m. Pre-K) 12:15 – 3:15 (p.m. Pre-K)	8:30 a.m. – 2 p.m. 8:30 – 11:15 (a.m. Pre-K) 12:15 – 2 (p.m. Pre-K)
Van Voorhis Elementary School Building 5550 120 Folger Street (502) 624-5854 <i>Office Hours: 7:30 a.m. – 4 p.m.</i>	8:30 a.m. – 3:15 p.m. 8:30 – 11:15 (a.m. Pre-K) 12:15 – 3:15 (p.m. Pre-K)	8:30 a.m. – 2 p.m. 8:30 – 11:15 (a.m. Pre-K) 12:15 – 2 (p.m. Pre-K)

School Year Calendar

All schools operate on one calendar. The calendar has four instructional quarters separated by one or two week breaks. The summer break is approximately nine weeks.

DATES	ACTIVITIES
30, 31 July, 1 August 2012	Teachers arrive for Professional Development, Orientation, and Work Day.
2 August	Students' First School Day (<i>First Day of 1st Quarter</i>)
31 August	No School (Professional Development Day)
3 September	Holiday (Labor Day)
3 October	(<i>Last Day of 1st Quarter</i>) (43 instructional days)
4 October	Report Card completion
5 - 12 October	Fall Break
8 October	Holiday (Columbus Day)
15 October	Students and teachers return. (<i>First Day of 2nd Quarter</i>)
12 November	Holiday (Veterans' Day)
21 November	No School
22 November	Holiday (Thanksgiving Day)
23 November	No School
20 December	(<i>Last Day of 2nd Quarter</i>) (45 instructional days) Semester 1 ends.
21 December	Report Card completion
24 Dec. - 4 Jan.	Winter Break
7 January	Students and teachers return. (<i>First Day of 3rd Quarter</i>)
21 January	Holiday (Martin Luther King, Jr. Day)
15 February	Instructional (School) Day
18 February	Holiday (Presidents' Day)
14 March	(<i>Last Day of 3rd Quarter</i>) (47 instructional days)
15 March	Report Card completion
18 March	(<i>First Day of 4th Quarter</i>)
1 - 5 April	Spring Break
8 April	Students and teachers return.
24 May	Students' Last School Day (<i>Last day of 4th Quarter</i>) (45 instructional days) Semester 2 ends.
27 May	Holiday (Memorial Day)
28 May	Professional Development Day (adjusted for make-up days, if needed)
29 May	Report Card completion
30 May	Professional Development Day (adjusted for make-up days, if needed)
31 May, 3, 4 June	Make-up Days for Inclement Weather (if needed)
31 May - 31 July	Summer Break

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.

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General Information

Assemblies

Assemblies are planned as educational experiences. Students must observe the very highest standards of courtesy and conduct to, from, and during assemblies.

Attendance

Students should attend school regularly and punctually. Students are expected to abide by their assigned daily schedules unless properly excused by the principal. The sponsor is expected to provide a satisfactory explanation for any absence or early release from school. A student absent from school without the sponsor's permission is unexcused. Unexcused absences may result in disciplinary action including in school and out-of-school suspension, and expulsion. The attendance policy is available from the school.

Book Bags

Students are required to use transparent or "see-through" book bags.

Bus Safety

Students are instructed in bus safety annually and practice emergency evacuation drills four times a year. The drivers are trained extensively. In event of an accident, cushioned compartmentalization protects bus occupants. All Fort Knox school buses meet or exceed federal safety standards. Riding the bus is a privilege. Poor behavior on the bus may result in a suspension of that privilege.

Closing of Schools during Inclement Weather

Fort Knox schools very seldom are closed for inclement weather. Base operations support generally is able to keep the primary roads open. For information about school closings or delayed openings, visit the Fort Knox Web site at www.knox.army.mil or call the Fort Knox Operations Center at 624-KNOX or watch TV Channel 98 on post. In the event school is dismissed early, parents are asked to inform the school office of the location they want their children sent, if it differs from the usual location.

Clubs and Organizations

Students are encouraged to join as many clubs and organizations as they can manage without conflicts. Students participating in clubs and organizations should attend all practices, meetings, and performances. Failure to attend these events may cause the student to be dismissed from the club or organization. Concerning an academic organization (band or chorus), failure to attend practices, meetings, and performances will have a negative effect on grades.

Crisis Communication

A district-wide crisis plan helps keep parents informed in the event of a crisis in the schools. The cornerstones of the plan are the welfare of the children and staff and getting accurate information to parents. Parents are encouraged to visit www.knox.army.mil. Parents also are urged to stay at home or work until the crisis is completely under control. Some crises may require children to be evacuated to a pre-arranged site. The schools'

staff and emergency personnel will do all that is reasonable to protect children during a crisis.

Driving and Parking

Students must have a valid operator's license and proper registration to drive a motor vehicle on school grounds. The speed limit on campus is not to exceed 15 miles per hour. Students shall not park in areas designated for teacher parking. Students will leave their vehicles parked until the end of the school day and shall not return to the vehicles until they leave the grounds.

Education of Three-to-Five-Year-Old Children

Based on the child's needs, a three year old is eligible for special education services. A child who will be four years old by September 1 is eligible to enroll in the pre-kindergarten program. To enroll in kindergarten, a child must be five years old by September 1.

English as Second Language (ESL) Program

The schools provide an ESL program for students whose dominant language is not English and who meet the criteria for eligibility through an individual evaluation. The program serves students who are beginning to learn English and students who have already developed a good command of spoken English but are performing below grade level in reading and writing.

Gifted Education Program

The Department of Defense Education Activity (DoDEA) provides exemplary educational programs that inspire and prepare all students for success. The goal of the DoDEA Gifted Education Program is to identify students with high potential and exceptional performance and to develop challenges that match their strengths and needs.

Students found eligible for gifted services have demonstrated areas of unusual strength(s). Services are provided because identified students have a documented need for differentiation and challenge in their instructional program. This differentiation provides daily academic challenge and social-emotional support to ensure continued intellectual growth and development. DoDEA schools determine the most effective methods to meet the needs of students identified for gifted education services. Schools consider individual strengths in matching student to services because each student has a unique profile of strengths.

Mastery Learning Process

The school system's Mastery Learning process provides students additional time and opportunity to learn and achieve at high levels. The process utilizes teach, re-teach, test, and re-test components. Mastery Learning has resulted in more students earning grades of A and B in many subjects.

Opening Daily Exercises

Each classroom carries out specified opening daily exercise(s), and the Pledge of Allegiance is a part of such exercise(s). Teachers will report to the principal the names of those students who refuse to participate, and the principal will notify the parents by letter of this fact. Those students whose parents object to the Pledge of Allegiance for religious purposes and whose parents have filed a written statement with the principal will be held exempt from this policy.

Policies

School system policies are available for review by students, parents, and other interested persons. A copy of the FKCS Policy Manual is located at each school and in the Central Staff Offices (Crittenberger Building 4553, 281 Fayette Avenue). Parents may direct questions about policy to the principal or to the superintendent.

Security Precautions

The school system takes numerous precautions to help ensure the safety of students, their teachers, and school support staff. Security precautions include mandatory visitors' badges, metal detector screening, security cameras, security audits, mandated mesh or clear book bags, and a security guard for the high school.

Smoking

Students are prohibited from smoking on school grounds.

Structured Play in Elementary Schools

The elementary schools do not have scheduled recesses. Teachers are authorized by the principal to hold structured play whenever they believe a break is necessary. In addition to classroom instruction, scheduled classes in art, music, and physical education provide the children with considerable movement and socialization.

Visitors

The superintendent and the Board of Education encourage citizens of the school community to visit schools. Each visitor is requested to schedule the visit in advance with the principal. Upon entering the building, the visitor shall report to the administrative office and wear a visitor badge throughout the visit.

Volunteers

All schools need volunteers. Parents as volunteers enrich the school experience for both themselves and students. Opportunities vary at different grade levels. Under command memorandum, service members may have up to two half-days to volunteer in the Fort Knox Community Schools. For details on how to volunteer at any school, visit the FKCS Web at www.am.dodea.edu/knox/fkcsco/index.htm .

Weapons

The superintendent will not tolerate the carrying or use of firearms, weapons, or dangerous instruments as defined by Fort Knox Regulation 210.1, including laser pointers or knives of any description by anyone while on school system property, at a

school-related event, or while enroute to or from school. Items fitting the above description will be confiscated. Administrative action may range from a parental conference to expulsion. Possession or use of a firearm, as defined by Fort Knox Regulation 210.1, will result in immediate suspension, notification of the Provost Marshal, and referral for an expulsion hearing before the Disciplinary Panel.

Eligibility to Attend School

All students need to enroll annually to establish and maintain eligibility to attend the Fort Knox Community Schools.

The documentation requirements to support eligibility were developed to ensure compliance with statutes and other guidance to attend DDESS schools.

These are the basic points:

- The school will notify parents and guardians of information missing from the child's file.
- To fulfill the requirement for documentation of a lease agreement for housing, sponsors will be referred to Knox Hills.
- Sponsors may enroll all of their dependents at any school of their choosing. This one-stop process should prove quite convenient and simplify the registration process.
- Until the sponsor returns all the paperwork to the child's school, the student is considered provisionally enrolled.

Sponsors with questions about registration should contact the child's school.



Health Requirements

Physical Examination

School physicals are recommended before starting school, entering 6th grade, and/or enrolling in high school physical education classes. Student physical examinations are done by appointment at the sponsor's Primary Care Clinic or, in some cases, by an off-post provider.

To enroll in the Pre-kindergarten 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.

A current Sports Physical (dated within one year) is required **before** practicing or participating in any sport. Physical exams must be signed and dated by the health care provider. The Kentucky High School Athletic Association (KHSAA) forms are available at Fort Knox High School and Scott Middle School. The report is good for one year from the date of issue.

Vision Examination

Vision exams are recommended before starting school and then annually, if indicated. Parents may obtain their child's vision exam from any optometrist or ophthalmologist. Area TriCare-participating providers offer an annual vision exam without a referral or co-pay. Contact TriCare for a list of these providers.

DoDEA Immunization Certificate

Every student must meet DoDEA immunization requirements within 30 days of starting school. 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. Pre-K and kindergarten students may be required to have a physical exam before the clinic can give needed immunizations; parents should contact the Immunization Clinic and/or Primary Care Clinic for specific guidelines.

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 phone numbers (home, work, and cell) 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 Medications

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 sponsor's written request (via the Parent Request to Administer Medication at School form). If the medication is to be given daily or intermittently over an extended period, the sponsor should ask the doctor for an additional bottle designated for school use. The sponsor should transport medication to and from school.

No over-the-counter medications (such as Tylenol, cough syrup, or decongestants) may 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; no child may transport medication to or from school.

Insurance

The school system is prohibited from endorsing private insurance carriers that provide "gap" insurance to parents/guardians of students who participate in any school activities. Costs associated with the TriCare program or any dental program must be borne by the child's sponsor.

Records and Releases

Educational Records

The Department of Defense Education Activity does not require written parental permission to transfer educational records between DoDEA school systems. However, such permission is required for Fort Knox Community Schools to forward educational records to a non-DoDEA school in which a student intends to enroll. Upon request, parents may obtain copies of the records transferred.

Media Release

Customarily, the school system releases student photos, public displays or works, and video or audio tapes to highlight the members and programs of the FKCS community. Frequently, this information is published in local newspapers and posted on FKCS Web sites (www.am.dodea.edu/knox/FKCSCO/Pages/schoollinks.htm). Parents are asked to sign a standard form, stating whether they authorize releasing their student's information to the media.

Record of Phone Numbers and Address

For routine and emergency matters, parents should provide their address and daytime phone numbers to the school. Parents should submit any change of address or phone numbers to the school office immediately.

Discipline and Conduct

Each teacher, principal, and administrator in the Fort Knox Community Schools holds students strictly accountable for their conduct on school premises and at school-sponsored activities.

Students are expected to conduct themselves in a responsible manner and to show mutual respect and consideration for others and their property. Students who make poor choices are subject to disciplinary action including, but not limited to, time out in the classroom, time out in another room, suspension in or out of school, probation, and expulsion.

Contact the school for specific discipline and conduct guidance.

Dress Code

Students in grades 4-6 are required to wear neat, clean, and appropriate clothing that meets the standards set forth in district policy. Available from the school, the Dress Code is not intended to usurp the authority of, or assume responsibility for, parents in determining appropriate dress and grooming for their children. FKCS staff will work with parents in encouraging students to take personal responsibility for their dress as they mature.

Penalties for violations of the Dress Code for grades 4-6 will follow the standard discipline procedure. Students who violate the Dress Code will be asked to change the clothing in question immediately, if possible, or wait in the office until a parent can bring an appropriate change of clothing. Repeated offenses can result in suspension and/or expulsion.

Fort Knox High School and Scott Middle School maintain a separate Dress Code to foster a safe, orderly, and professional learning environment for our 7th-12th graders and to align with the Vision Statement of “Prepare students to be productive members of a global society.” Proper appearance not only makes a good impression to others, but also has a strong relationship to behavior and preparation of students for future endeavors. The Dress Code is available from the school.

The administration reserves the right to prohibit a particular item of clothing or accessory if an administrator determines that the item presents a safety concern or that the item is materially and substantively disruptive to the learning environment.

Cell Phone Policy

Student possession of cell phones in the Fort Knox Community Schools is allowable subject to the following rules and regulations.

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 and the opportunity to make-up missed work.

With this in mind, the administration and the Board of Education 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 secured in lockers, book bags, or vehicles. While in the school building, students are not allowed to have cell phones/electronic devices in their possession.

Additionally, the school system prohibits the use of all communication devices that, in its opinion, have limited or no educational value or their use creates learner distraction and disruption. The school system reserves the right to define the educational value of any new electronic wireless communication devices that may become available to the public in the future and to prohibit their use if they have little or no educational value or if such use creates learner distraction or disruption.

Possession of a cell phone by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy. This policy statement serves as a first warning, detailing the prohibitions and discipline, associated with the Fort Knox Community Schools' cell phone use policy.

Students shall be personally and solely responsible for the security of their cell phones. The Fort Knox Community Schools shall not assume responsibility for theft, loss, or damage of a cell phone/electronic device, or unauthorized calls made on a cell phone.

Use of Cell Phones on School Grounds

A student may possess a cell phone on school property, at after school activities, and at school-related functions, if during school hours the cell phone remains off, concealed, and secured in lockers, vehicles, or book bags during the academic day.

Picture phones (camera phones) are viewed as cameras, and are allowable only by the camera policy that is presently in place. The administration and the Board of Education 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.

Disciplinary Action

If a student chooses to bring a cell phone to school, the student and his or her sponsor are responsible to ensure all guidelines are followed. Disciplinary action will be at the discretion of the school principal.

Note: Confiscated phones will be returned to the student's sponsor only; also, if any criminal violations may have been allegedly committed, the MPs will be called and the phone turned over as evidence.

Understanding Truancy Procedures

Effects of absences

One important 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 absences.

What is the definition of truancy?

A student who has been absent from school without a valid excuse for three consecutive or nonconsecutive days is truant.

When do procedures for habitual truancy begin?

A student is considered habitually truant on the sixth unexcused absence. The Fort Knox Community Schools will begin the habitual truancy process at six unexcused absences. A half day is equal to two class periods.

How many parent notes or phone calls will be accepted?

A student can submit a signed note from his or her parent/guardian or a phone call to excuse an absence. A student may use as many as six of these notes or phone calls per school year. These notes or phone calls will only excuse a total of six days. After a student has used those six notes/phone calls, documentation from a physician for illness or otherwise for absences will be needed.

What are the guidelines for using parent/guardian notes or calls?

All notes must be written and signed by the parent or guardian. The notes are kept on file. All attendance phone calls must be made in a timely manner to the office, preferably to the office on the day of the absence. Calls made too long after the absence will be handled at the discretion of the administration, and further documentation may be required. Only six calls and/or notes regarding student absences will be accepted for the school year.

What about student illness after the six parent/guardian notes have been used?

Any absence beyond six days due to illness must be verified by a doctor's statement in order for it to be considered excused.

What procedures will be used for dealing with truancy?

On the sixth absence, a final notice letter from the school will be delivered. At the high school level, both the student and the parent will receive a copy of the letter to ensure both are aware of exactly where they are in the process. The final notice letter will

contain the dates of all absences and note if the absence was excused or unexcused. If the student has an acceptable excuse for one of the unexcused absences, it needs to be brought to the attention of the administration as soon as possible.

What if the parent/guardian is not at home when the home visit is made?

The confidential information in the final notice letter will be in a sealed envelope and addressed to the parent/sponsor. The school will make every effort to ensure that the final notice letter is delivered to the parent/sponsor either at work or at home. If such a delivery is not possible, arrangements will be made otherwise in conjunction with the parent.

What happens if a student continues to miss more school days after the final notice has been given?

Once the final notice has been given, the parent/guardian and the student should work together to ensure no more unexcused absences occur. If the student continues to miss, the Superintendent's Office will report the truancy issue to the Garrison Command Sergeant Major for resolution.

It is the wishes of the Fort Knox Community Schools that once a final notice letter is given, a student will have no additional unexcused absences. If this is the case, no further action will be taken.

Food and Nutrition Services

Cafeterias operate in all Fort Knox schools and serve nutritious breakfasts and lunches. Daily menus are online at www.am.dodea.edu/knox/fkcsco/Pages/FoodService.htm.

Meal prices are subject to change by action of either the FKCS Food and Nutrition Services Coordinator or the Board of Education. This action may happen at any time during the year without prior notice. Current meal prices are as follows:

- Full Price Student Breakfast: \$1.40 Adults: \$2.00
- Full Price Student Lunch: \$2.35 Adults: \$3.25
- Reduced Price Student Breakfast: \$.30
- Reduced Price Student Lunch: \$.40

For each student, the Food and Nutrition Services Office creates a meal account. This account is entered into the cafeteria computer with appropriate information about meal category status. The student will be issued a unique Personal Identification Number. The student will be required to memorize the PIN. 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.

Meal account payments are taken daily in the cafeterias. The manager will write a receipt for your payment and credit your child's account that day. If the only convenient time for you to make a payment is during meal serving time, each cafeteria with the exception of the high school has a locked payment drop box. Please include your child's first and last name and the teacher's name on the envelope so that the manager may write a receipt and give it to your child. If your child brings the payment to school, please place it in an envelope also with the same information on the envelope.

For your convenience, you may mail your payment to:

Fort Knox Community Schools
Food Service Dept.
281 Fayette Avenue, BLDG 4553
Fort Knox, KY 40121-6201

Please include your student(s) name and the school name with the check. Make the check payable to the cafeteria of your child's school. A receipt will be returned to you by mail.

For parents interested in making payments by credit card, the Web site www.lunchprepay.com provides access to a 45-day history of what students buy 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. A parent who enrolls a student in lunchprepay.com will need the student's 10-digit ID number. To obtain your student's ID number, please contact your child's school cafeteria or e-mail FKCS.Foodservice@am.dodea.edu. There is a \$1.95 charge when a parent adds money to their student's account. For more information, parents may go to lunchprepay.com to register, or contact the FKCS Food Service office at 624-2345 extension 4110 or 4115.

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

Parents are encouraged to complete an application for free or reduced priced meals. A new application is required for each school year. **Only one application is required per family.** Applications can be picked up at any school, Crittenberger Central Staff Offices (located in Keyes Park next door to Patton Museum), Barr Memorial Library or online at www.am.dodea.edu/knox/fkcsco/Pages/FoodService.htm. Completed applications should be mailed or dropped off at the above address.

Application results will be e-mailed if an e-mail address is listed on the application. Those not listing an e-mail address will receive notification through the mail.

Households that have not filed a new application by September 14 automatically will be converted to full-price status. On the application, all family members currently living in the household must be listed, and the name of the school each child attends must be indicated. Names of children receiving free or reduced price meals are kept confidential.

The Food and Nutrition Services Office implements the following policies:

- *Returned checks* – 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 paid in cash and picked up in the Food and Nutrition 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, check-writing privileges are suspended indefinitely.
- *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 charge policy* – Students are allowed to charge up to seven meals on their account. After seven charged meals, parents will be notified via e-mail. All a la carte sales will be discontinued until the account balance is brought up to a positive balance.
- *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 e-mail is sent to the sponsor for prompt action. The e-mail 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 automatically will be processed through the Military Pay Center. At that time, an additional \$50 processing fee is added to what is owed on the account. The sponsors command will also be notified of the debt.

For account balances, questions, or concerns please contact the Food Service Office by calling 624-2345 ext. 4110 or 4115 or e-mail FKCS.Foodservice@am.dodea.edu.

School cafeteria numbers:

Walker Intermediate: 624-7215
Scott Middle: 624-5588
Kingsolver Elementary: 624-3619
Van Voorhis Elementary: 624-2229

Fort Knox High: 624-7030
Macdonald Intermediate: 624-5143
Pierce Elementary: 624-6342
Mudge Elementary: 624-6724

Information Centers

DISTRICT LEVEL: Fort Knox Community Schools has one, district-level, Central Information/Media Center that serves all eight schools. The Central Information/Media Center supports the instructional program of each school by providing access to a collection of instructional and professional materials. The Central Information/Media Center houses a collection of instructional videotapes, a professional library, sets of individual book titles (25 copies per title), and professional journals. This collection is available to all schools with a typical turnaround time of 24 hours.

SCHOOL LEVEL: Each school has one information center. All eight school information centers employ full-time information specialists who work with all levels of the curriculum to provide resource materials and information and media support for classroom instruction. The information center program is an integral part of every school's instructional program, supporting teaching and learning within a school.

Information center collections balance print, non-print, and electronic information to meet the varying needs of students. Each school information center uses a computerized card catalog management system with multiple student workstations. A variety of resources is available for information retrieval, including DVD and CD ROM retrievals, and thousands of books. Internet connectivity is available.

Gale and ProQuest are online databases that access full text magazine and newspaper articles, books, encyclopedias, maps, newswires, and pictures. These subscription services are available to Fort Knox Community School students at school and, with an Internet connection, from home. Details -- including directions, an assigned user identification number, and password -- are available from each school's information center staff.

Parents are encouraged to visit the information centers before and after student hours. Contact individual schools for visitation hours.

Parents also are invited to review all materials used in the school or in the classroom. Contact the principal for an appointment.

Child, Youth and School Services

Child, Youth and School Services programs provide families of the Fort Knox Community Schools (FKCS) with before and after school and intersession childcare. Infants through kindergarten children attend the Child Development Center (CDC). School Age Center (SAC) provides services for 1st-5th grade students. CDC/SAC fees are based on total family income. Both SAC and CDC provide transportation to and from FKCS. A free program for 6th-12th grade students is available after school at Devers

Middle School and Teen Program, 624-6442. Registration is free. For information, call 624-6703 or visit www.knoxmwr.com/template.asp?id=7.

Youth Education Support and School Support Services

Under the umbrella of Child, Youth and School Services, the mission of Youth Education Support Services and School Support Services is to assist Army school age children and youth with educational opportunities and information necessary to ease transition and achieve academic success. The School Liaison Officer is available to assist military families, to partner with local schools on and off-post, and to serve as the link between the military installation and the local school districts.

For more information, call 624-2305, visit www.knoxmwr.com/template.asp?id=11, or e-mail Knox.School.Liaison@conus.army.mil.

The School of Knowledge, Inspiration, Exploration and Skills (SKIES) is part of this program. SKIES provides instructional programs such as dance, piano, gymnastics, martial arts, music appreciation, fine arts and crafts, ACT preparation, and tutoring.

Army Community Service

Army Community Service (ACS) is a customer-focused, social service agency dedicated to maintaining the readiness of Soldiers, Families and communities by fostering self-resilience, resiliency, and stability during war and peace. ACS provides comprehensive programs and services to include: Lending Closet, Newcomers Orientation, playgroups for children 0-36 months, spouse employment information, volunteer opportunities, budget counseling and training, Army Emergency Relief (AER) loans, deployment briefings and support, FRG support, Army Family team Building, Army Family Action Plan conference, parent education classes, victim advocacy for child and spouse abuse, sexual assault prevention programs, Exceptional Family Member Program (EFMP) information and respite care, and general information and referrals, including services in the surrounding civilian communities.

For more information, visit ACS in Building 5101, 12th Armored Division Avenue or call (502) 624-8391/6291. You also can visit the ACS Web page on the FMWR Web site at www.knoxmwr.com.

COMMUNITY STRATEGIC PLAN

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
DoDEA

VISION

Communities Committed to Success for ALL Students

MISSION

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment

GUIDING PRINCIPLES

Success for All Students
Trust and Respect for Others
Uncompromising Advocacy for Students
Development of Lifelong Learners
Equal Access to Quality, Rigorous Education
New and Motivating Challenges to Inspire Excellence
Teaching with High Expectations
Safe and Stable Learning Environment

Goal 1: Highest Student Achievement

All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

Goal 2: Performance Driven, Efficient Management Systems

DoDEA will use performance-driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate a safe environment conducive to optimum student achievement.

Goal 3: Motivated, High-Performing, Diverse Workforce

The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Goal 4: Promoting Student Development through Partnerships and Communication

Every level of DoDEA will develop, promote, and maintain partnerships and communications to enhance student development.

Fort Knox Community Schools

A Department of Defense
Education Activity
DoDEA

Central Staff Offices
Crittenberger Building 4553
281 Fayette Avenue
Fort Knox, KY 40121-6201

502.624.2345

www.am.dodea.edu/knox/FKCSCO