

# **Fort Knox High School**



*Home of the Eagles*

**Student-Parent Handbook  
2008-2009**



# **FORT KNOX HIGH SCHOOL**

**Fort Knox Community Schools  
107 Missouri Street  
Fort Knox, KY 40121-6812**

**Sarah Turner  
Principal**

**Laura Gibson  
Assistant Principal**

## **WELCOME TO FORT KNOX HIGH SCHOOL!**

Whether you are a returning student or attending FKHS for the first time, we hope you will have a successful academic year and find the courses you are taking challenging and interesting.

One of our goals at FKHS is to make sure that all students perform to their full level of potential. One way to help this happen is to use this handbook as a tool in understanding some of the expectations that we have for you, both in and out of the classroom.

In this handbook you will find rules, as well as consequences for violation. It is your responsibility to ensure that you have read through this handbook and are aware of all school policies. Our rules are simple and we adhere closely to them.

Once you understand the operational expectations, then you can concentrate on many of the other special programs that FKHS has to offer. Participating in an extra-curricular activity will also help you in making the most of your high school career. We are proud of the number of clubs, organizations as well as athletic groups that are available for our students.

Help to make the most of your education at FKHS by balancing how you spend your time. Work with our outstanding faculty and staff, and you will find that there is an outstanding support system to help you make these years some of the best!

Good luck!

**Sarah Turner  
Principal**

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Fort Knox High School was constructed in 1958, with additions being completed in 1961, 1966 and 1988. The high school has a student capacity of 750. Fort Knox High School, part of the Department of Defense Elementary and Secondary Schools, currently serves approximately 520 students in grades 9-12 residing on the military base of Fort Knox who have an active duty sponsor.

Our staff strives to meet the unique needs of the military child. Due to high mobility rates and transition needs of our students, Fort Knox High School is a member of the Military Child Education Coalition (MCEC). Several staff members have been trained by the coalition in serving the military student.

Fort Knox High School is currently accredited by the Southern Association of Colleges and Secondary Schools (SACSS). All DDESS schools will move to accreditation by the North Central Association of Colleges and Schools. This accreditation is received by meeting the high standards established by SACSS. The school has approximately 35 teachers. All teachers are required to have a Bachelor's Degree. Most have their Master's Degree and many have completed work beyond their Master's. Three staff members are graduates of Fort Knox High School. The faculty has a combined average of 22 years of teaching experience with a pupil-teacher ratio of approximately 17 to 1. Additionally, our staff includes a full time nurse, media specialist, school resource officer, part-time military police officer, educational technologist, and two certified guidance counselors.

The Fort Knox High School mascot is the Eagle, while the school colors are green and gold.

**FORT KNOX HIGH SCHOOL**  
**POINTS OF CONTACT**

Principal	624-3697/7030
Assistant Principal	624-6647/7030
Athletic Director	624-6647/7030
Counselors/Registrar	624-5332/6546
FAX	624-6171
Nurse	624-8352

**FORT KNOX DISTRICT**  
**POINTS OF CONTACT**

Superintendent of Schools	624-2345
Transportation/Buses	942-9557
Food Services	624-2345

**INTERNET SITES**

DODEA: [www.dodea.edu](http://www.dodea.edu)  
DDESS: [www.am.dodea.edu](http://www.am.dodea.edu)

**SCHOOL WEBSITE**

[www.am.dodea.edu/knox/high\\_school/indexmhtml](http://www.am.dodea.edu/knox/high_school/indexmhtml)

**Administrative Comment**

It is the responsibility of the administration to insure that all students receive the best possible education in a safe and secure environment. It is a known fact that all possible infractions that occur in a school which adversely affect its safety cannot be spelled out in a code of conduct in a handbook. As a result, the administration retains the right to add and/or delete to this handbook as deemed appropriate to insure that the educational process is uninterrupted and that all students have access to sound education in a safe and secure environment.

**FORT KNOX COMMUNITY SCHOOLS  
2008-2009 CALENDAR**

Teachers Arrive	30, 31 July, 1 August
First Day for Students	4 August
Professional Development Day (No School)	29 August
Holiday (Labor Day)	1 September
Last Day of the 1 <sup>st</sup> Quarter	2 October
SIP/Report Card Completion	3 October
Fall Break	6-10 October
Holiday (Columbus Day)	13 October
Students and Teachers Return/2 <sup>nd</sup> Quarter Begins	14 October
Holiday (Veterans' Day)	11 November
No School	26 November
Holiday (Thanksgiving Day)	27 November
No School	28 November
Last Day of 2 <sup>nd</sup> Quarter and Semester 1	18 December
Teacher Workday (No School)	19 December
Winter Break	22 Dec – 2 January
Students and Teachers Return/3 <sup>rd</sup> Quarter Begins	5 January
Holiday (Martin Luther King, Jr. Day)	19 January
Professional Development Day (No School)	13 February
Holiday (Presidents' Day)	16 February
Last Day of the 3 <sup>rd</sup> Quarter	12 March
Teacher Workday (No School)	13 March
4 <sup>th</sup> Quarter Begins	16 March
Spring Break	30 March – 3 April
Students and Teachers Return	6 April
No School	1 May
Holiday (Memorial Day)	25 May
Last Day for Students/End of 4 <sup>th</sup> Quarter and Semester 2	29 May
School Improvement and Report Card Completion	1 June
Teacher Work Day (May be adjusted for make-up days)	2 June
Make-up Days for Inclement Weather, if needed	2 – 8 June

# **RULES AND GUIDELINES OF FKHS**

(Alphabetical listing by topic)

## **ACTIVITIES SPONSORED BY THE SCHOOL:**

1. All school-sponsored activities and trips must be directly related to curricular or extracurricular programs established at the school and must contribute to the achievement of the stated objectives of the sponsoring program. **ALL SCHOOL SPONSORED ACTIVITIES MUST BE APPROVED BY THE SCHOOL ADMINISTRATION.**
2. **ALL FUNDRAISING ACTIVITIES** require the approval of the Activities Director and the Principal or Assistant Principal.
3. Dances or parties sponsored by the school will be under the direction of a club or group that is part of the school. The group, class, or club and their sponsor/s are responsible for adhering to the general school rules and the specific rules established for each activity.
  - a. Dances are open to students of FKHS and registered guests of students attending FKHS.
  - b. A student may bring one guest and must inform the guest of school policy, especially with regard to smoking, alcohol and illegal substance use. The host student is responsible for their guest.
  - c. To bring a guest, the host student must register his/her guest with the faculty sponsor at least one day before the dance. A guest who is not approved in advance will not be admitted.
  - d. The faculty sponsor of the dance will submit the list of guests to the Principal's secretary by the day of the dance.
  - e. Once a student leaves the dance, he/she may not return under any circumstances.
  - f. Students not attending the dance must leave the area.
  - g. All dances will be held on the post.

**ACADEMIC LETTERS:** To be eligible for an academic letter, a student must meet the following standards.

1. Have a GPA (grade point average) average of 4.0 for the first three nine week grading periods;
2. A transfer GPA will be accepted for any student entering Fort Knox High School after the end of the first nine week grading period;
3. Be enrolled in a minimum of four subjects to be eligible to receive an academic letter;
4. All subjects in the high school curriculum will count in determining eligibility for an academic letter;
5. Students in grades 9 through 12 are eligible for academic letters;
6. Academic letters will be presented during the Senior Honor Night and Underclassmen Honor Night ceremonies.

**ADVANCED PLACEMENT COURSES & EXAMS:** The Department of Defense Education Activity (DoDEA) will assume responsibility for the costs to take the Advanced Placement Examinations for all students enrolled in Advanced Placement courses. Consequently, a student taking an Advanced Placement course in a DoDEA high school will be required to take the requisite Advanced Placement Examination in order to receive a weighted grade for the course. See GRADING and GRADE POINT AVERAGES for further information on the DoDEA policies concerning this.

**ASSEMBLIES:** Throughout the year various assemblies will be held for education or entertainment purposes. Classroom teachers will inform students of seating arrangements. Appropriate behavior is expected at all times during assemblies. Students unwilling to maintain proper conduct will be disciplined and may lose the privilege of attending assemblies.

**ATHLETICS:** Fort Knox High School participates in the Kentucky High School Athletic Association. A full time sports program for all students is available. The school sponsors sports for boys and girls in cross country, basketball, golf, soccer, tennis, track and swimming. Football and wrestling and baseball are offered for boys and softball and volleyball are offered for girls.

**Eligibility:** To be eligible to participate in the FKHS athletic program, athletes, cheerleaders and managers must conform to the rules and regulations of the Kentucky High School Athletic Association (KHSAA) and local school board regulations. To be eligible for participation a student must

1. have a Kentucky high school sports physical for the current year and must be provided to the athletic director prior to participation in athletics;
2. have a copy of the eligibility rules and regulations of the KHSAA; receipt of this notification must be signed by the parents to participate and returned to the school;
3. have written permission from the parents to participate; in addition, the notarized signature of the parents is required on a special medical power of attorney.
4. be on track to graduate relating to credits; in addition, there will be weekly grade checks by the athletic directors to remain eligible throughout the season.

**ATHLETIC STANDARDS:** The FKHS Student Behavior Policy will be in effect and implemented. Any infraction may result in dismissal from the team in addition to any school or system disciplinary action that may be warranted.

**Completion requirements:** The student-athlete must attend all practices and all game competitions. When injuries are involved, the student-athlete must attend all practices and game competitions unless the student is physically unable as certified by a doctor's note or as decided by the coach and the parent/guardian. The student-athlete must respect and not disregard the coaches' instructions or requests during games and/or practices.

**Letter Requirements:** Each coach will determine the criteria for earning of an athletic letter and will publish their requirements for earning a letter.

**Uniforms:** Uniforms are the property of FKHS. Students issued uniforms are required to maintain in good condition and return them to the coach as directed.

**ATTENDANCE POLICY:** 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. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

All students attending Fort Knox High School are required to attend regularly and punctually. Adherence to the school attendance policy is the responsibility of the parent/sponsor and the student. It is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education and training, and if of compulsory attendance age, attends school. In some cases, parents have been remiss in meeting their obligation to ensure their school-aged children are attending school. The school will report to the Garrison Commander student offenses of willful and repeated unexcused absences and truancy.

**Minimum enrollment:** Students must attend school for a minimum of the first three academic periods of the day for a total of six classes to be enrolled. This means that they attend from 7:30 until 1:10 and/or 7:30 until 12:10 on Wednesdays.

**Absences:** If a student is absent from school, the parent is to call the school at 624-6647 on the morning of the absence. The parent needs to provide a written excuse, signed by the parent/guardian, for the student's absence or tardiness upon the student's return. However, the parent/sponsor may be asked to provide verification of illness and appointments. Excused absences will be granted for the following

1. illness of the student;
2. death or severe illness in the family;
3. dental and physician appointments;
4. special cases as allowed by the Principal.

All absences and tardiness of a student not covered in the list above are unexcused and school assignments may not be made up by the student. Excuses must be provided in a timely manner. Excuses provided after the student's return will require administrator approval.

A student absent from school without the permission of his/her parent/sponsor is unexcused. The parent/sponsor will be formally notified by the school when a student has two unexcused absences and on the occasion of every subsequent unexcused absence. Our school personnel will seek the cooperation from the parent/sponsor in correcting and preventing truancy, and assisting the parent/sponsor whenever possible.

Unexcused absences may also result in disciplinary action including in-school and out-of-school suspension and expulsion. Principals will notify the Command of habitual unexcused absences, suspensions/expulsions, and repeated misconduct.

The Superintendent of Fort Knox Community Schools will publish the changes in the attendance policy for the 2008-2009 school year.

**Student Procedures:** Upon returning from an absence for any reason, the student is to report to the reception office to secure an absence slip which will indicate whether the absence is excused or unexcused. Students are required to present this slip to every teacher whose class was missed. For excused absences, presentation of the slip is required before work can be made up.

**Tardies:** Students are permitted two tardies to each of their eight classes within a nine-week grading period. Students who are tardy more than two times per grading period will face disciplinary action. At a minimum for the third and fourth tardies, ASTOR will be assigned. Upon the fifth tardy, the student will receive two days in Assignment School. Once a student has been placed in Assignment School twice for tardies, upon any subsequent tardy, they may be suspended out of school. The imposition of more serious disciplinary actions may be administered if a student continues to be tardy.

**Closed Campus Policy:** Fort Knox High School is a closed campus. Leaving school grounds anytime during the day including during lunch without permission is unauthorized. Such absences will be counted as unexcused and skipping school.

**Missed Work and Exams:** If a student has missed school due to an excused absence, they have four school days to turn in their missed work. It is the student's responsibility to see each of their teachers to find out what they missed in class. If a student has missed an exam, they are to have it completed within four school days upon their return. This can be done during Encore.

**Early dismissal/Sign out:** If a student is to leave school early for an excused absence, they are to report to the office to be checked out by their parent/guardian, who will sign them out. No phone calls will be accepted for students to be signed out by someone other than those listed as contacts by the sponsor.

**Long-term absences:** If there is a need for a long-term absence from school, the parent/guardian needs to make arrangements as soon as possible prior to the absence with the principal's office.

**Truancy:** A student absent from school without the permission of his/her parent/sponsor is unexcused. The parent/sponsor will be formally notified by the school when a student has two unexcused absences and on the occasion of every subsequent unexcused absence. Our school personnel will seek the cooperation from the parent/sponsor in correcting and preventing truancy, and assisting the parent/sponsor whenever possible. Truancy is an unexcused absence and a serious violation subject to disciplinary action. The school will notify the parent/sponsor immediately of any truancy incidences.

**AUTHORITY:** Every student is under the jurisdiction of ALL teachers at all times, regardless of whether or not the teacher teaches the student. Education aides, secretaries, custodians, cafeteria employees and substitute teachers have the same authority as teachers and demand the same respect. Students are expected to comply with reasonable requests made by adults employed by the schools.

**BACKPACKS:** See Book Bags.

**BAND INSTRUMENTS:** The school has a limited number of band instruments available for students participating in the school band program. Students are financially responsible for loss or damage to their instruments.

**BEEPERS:** See Cell Phone Policy.

**BELL SCHEDULES:** The following bell schedules are used by Fort Knox High School.

<b>Monday, Tuesday, Thursday, Friday</b>		<b>Wednesday</b>	
Encore	7:30 – 8:00	Encore	7:30 – 7:45
Block 1/2	8:05 – 9:30	Block 1/2	7:50 – 9:00
Block 3/4	9:35 – 11:00	Block 3/4	9:05 – 10:15
Block 5/6	11:05 - 1:05	Block 5/6	10:20 –12:05
Block 7/8	1:10 – 2:35	Block 7/8	12:10 - 1:20

School is dismissed at 2:35 on all days except Wednesday. All Fort Knox Community Schools dismiss early every Wednesday. There is no Activity Bus for students on Wednesdays.

**BICYCLES:** All students who ride bicycles to school should secure them to the railing outside room 96.

**BOOK BAGS:** Students are required to use transparent, see-through or mesh book bags. Students are not permitted to take book bags to class.

**BUS RIDING PRIVILEGES:** Safe transportation of DoDEA students is the concern of DoDEA, sponsors/parents/guardians and students. DoDEA contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. However, the safe operation of school buses also depends on student riders understanding and adhering to proper conduct. If a student misbehaves on a school bus, the bus contractor will handle the discipline.

**Activity Bus:** An activity bus is available for students. The bus departs the school around 3:35 – 3:40 Monday, Tuesday, Thursday and Friday. The activity bus does not run on Wednesdays. Students must have an activity bus pass signed by the sponsor of the activity for which they remained after school in order to ride the bus. No student is to remain after school unless under the supervision of a school employee.

**Temporary Change of Bus:** For more than one day, the sponsor needs to contact Mr. Cisco, bus supervisor, at 942-9557. If the student is going to a friend's house after school, both students involved must provide notes to an administrator in the morning from their sponsors allowing the change.

**CAFETERIA:** Students remain in the cafeteria until they are finished eating. They can go outside, weather permitting, after they are finished eating. Students are not allowed to disrupt classes around the cafeteria. If this occurs, the cafeteria monitors will assign a disciplinary consequence to those students. Fort Knox High School is a closed campus. Once students arrive, they cannot leave without approval from the front office. Leaving campus for lunch is not allowed. Breakfast ends at 7:25AM.

**CAMERAS:** Refer to DoDEA Discipline Policy.

**CD PLAYERS/RADIO/CASSETTE PLAYERS:** CD players, radios, cassette players, IPODS or other types of music delivery systems should not be brought to school. The school shall not assume responsibility for damage, theft or loss of any confiscated personal property or personal property brought to school. Students are not to be in the hallways using these devices or in the classroom using them without permission or without an educational purpose.

**CELL PHONE and BEEPER 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 school board requests 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 lockers or in vehicles. Students are not to have cell phones in their possession during the academic day.

Additionally, the District prohibits the use of all communication devices, which in its opinion, have limited or no educational value or their use creates learner distraction and disruption. Fort Knox Community Schools' District reserves the right to define the education value of any new electronic wireless communication devices that may become available to the general public in the future and to prohibit their use if they have little or no education 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. Fort Knox Community Schools' District shall not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

**Use of Cell Phones on School Grounds:** Students may use cell phones before and after school, as long as they do not create a distraction or a disruption. A student may possess a cell phone on school property, at after school activities and at school-related functions, provided that during school hours the cell phone remains off, concealed and secured in lockers or vehicles during the academic day.

While students may use cell phones before and after school, as stated above, it is most important to understand that picture phones (camera phones) are viewed as cameras, and are allowable only by the camera policy that is presently in place. It is the administration and school board's position that picture phones can pose the same threats as cameras to freedoms of privacy, information and medical privacy, as well as exploitation of personal information through use, and also possibly create problems/issues in custody situations.

**Disciplinary Action:** It is the students'/sponsors' responsibility to ensure all Guidelines are followed, if they choose to bring a cell phone to school. Students who violate the above restrictions shall be deemed to have created a disruption in the educational environment and are subject to disciplinary actions, as outlined below.

First offense	phone confiscated*	detention(s) assigned consistent with school policy
Second offense**	phone confiscated*	assignment school/SOS/in-school Suspension consistent with school policy for first offense placement;

Third offense (insubordination)	phone confiscated*	forfeit of privilege out of school suspension 3 days; loss of make-up work privilege
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\*confiscated phones will only be returned to the students' sponsor; also, if any criminal violations may have been allegedly committed, the MP's will be called and the phone turned over as evidence.

\*\*Second offense, as listed, will in fact be the first offense violation, if the camera policy is violated; the third offense as listed becomes the second violation.

**CHAIN OF CONCERN:** Any student or parent with a concern related to school should follow the proper line of contact to address the issue. The chain of concern is:

1. Teacher/Service Provider/Case Manager
2. Counselor
3. Assistant Principal
4. Principal
5. Superintendent
6. School Board Meeting

**CHEATING/PLAGIARISM:** Fort Knox High School students are expected to abide by the fundamental principles of honesty with respect to their academic work. Students are expected to put forth their best effort in responding to homework, daily assignments, quizzes, tests, essays, and research papers/projects. Cheating and plagiarism undermine a student's ability to realize his/her full academic potential, destroy the trust between the teacher and the student, and compromises other students' academic standing. Cheating and plagiarism are very serious academic offenses.

Cheating is defined as follows:

1. copying or attempting to copy another student's homework, quiz, test, essay, or lab report;
2. giving completed work to another student without the teacher's approval;
3. allowing another student to copy answers during a test or exam;
4. collaborating with other students on an assignment in direct violation of the teacher's instructions;
5. using books and electronic information in generating an assignment in direct violation of the teacher's instructions;
6. accessing, taking and benefiting from copies of tests and quizzes previously used or to be used by the teacher;
7. using notes or other study aids not authorized by the teacher.

Plagiarism involves using the ideas or words of others as your own and is further defined as follows:

1. copying material from a source, including the Internet, without citing the source (or citing the source but omitting quotation marks);
2. paraphrasing or summarizing the source without proper citation;
3. copying stories, in whole or part, which appear in books, magazines, television, or film;

4. copying directly, without making changes, alterations or adaptations from statistics, drawings, paintings, illustrations, photographic images, or graphic symbols without citing the source;
5. submitting papers written in whole or part by someone else, including the Internet;
6. submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own;
7. using theories or interpretations that are not the student's own;
8. using key words or terms that have been taken from a special source.

**Consequences:** Students who have cheated or plagiarized may receive a zero for the assignment and their parents/guardians may be notified. If further consequences are needed, that will be ascertained by the Principal or Assistant Principal.

**CLASS OFFICER ELIGIBILITY:** A student must have a 3.0 grade point average before he/she can run for class office. The grades in all subjects from the preceding semester will be considered to establish the grade point average. Students who wish to run for office must first check with the class sponsors to insure that the grade point average is at least 3.0. Students are not to display posters, or in any other manner attempt to run for office, until the sponsor approves.

**CLASS or CLUB MEETINGS:** Class or club meetings may only take place under the supervision of the sponsor.

**CLASS RANKINGS:** Final class rank is computed beginning with grade nine through the second semester of the twelfth grade (8 semesters). All students are included in the ranking. The grade point average used to determine rank in class is determined by dividing the number of quality points earned by the number of units of credit attempted. Rank is based on cumulative grades. Several students may have the same rank.

Class ranking for graduation will be determined following the second semester of the senior year for students enrolled at the end of the fourth quarter. All letter grades for eight semesters in grades 9 – 12 will be averaged to determine class rankings for graduation honors.

The determination of grade point average for class Valedictorian will be based on student grades attained at the end of the second semester of the graduating year. Students who are graduating early, i.e., after completing 6 semesters of high school, are eligible to compete for this honor. However, students must have been enrolled in a DoDEA school during the first semester of the graduating year to be eligible.

**CLASSROOM RULES:** All students are expected to respect the rights of teachers and other students. Students should learn what each individual teacher expects in the classroom and be able to adjust according to the varying techniques used in teaching different subjects.

Both teachers and students should work toward building a mutual respect for each other's abilities and adjust so that maximum educational benefits will be derived.

The teacher has the right to determine in each class the degree of order and discipline that is most conducive to his/her teaching method.

Classroom teachers are responsible for implementing conditions that assure all students the opportunity for success and maintaining a classroom atmosphere conducive to learning.

On special occasions, an appropriate celebration or class party is permitted ONLY with the advanced approval by the Principal or Assistant Principal. All such activities must be supervised by the teacher in charge.

**COMPUTER USAGE:** The use of school computers is a privilege. Students are expected to use the computer in appropriate ways. Students must read and sign the DoDEA acceptable use agreement yearly in order to be allowed to use school computers. If a student abuses this privilege, it may be revoked by the Principal or Assistant Principal.

Each student has storage space on the school server that allows the student to save school-related work for retrieval later. Teachers can also retrieve assigned work from the student's folder. Storing non-school-related material in the student's folder on the school server is strictly prohibited. Files such as music files, games, pictures and copyrighted software are not allowed. Downloading such files is illegal and consequences can be expected.

**CONFERENCES:** Teacher-parent conferences may be scheduled by calling the counselors' office and requesting an appointment. Conferences may be scheduled before school, after school, or during the teacher's planning period. Please call the guidance office at 624-5332 to schedule a conference.

**CORRESPONDENCE COURSES:** Students may be allowed to take correspondence courses in order to meet Fort Knox High School's graduation requirements. A maximum of three credits is allowed. A student must meet the attendance requirements of the Ft. Knox Community Schools in order to be eligible for correspondence classes. Principal approval is required.

**DIPLOMAS:** Fort Knox High School awards the common DoDEA diploma. However, students may also qualify for some other types of honors diplomas. The Kentucky Commonwealth Diploma is one such honors diploma students may achieve other than the standard one issued by FKHS

**DoDEA Honors Diploma:** Students graduating from DoDEA schools will earn an Honors Diploma by meeting the following criteria:

1. completion of all graduation requirements;
2. earn a passing course grade and take the requisite examinations in a minimum of four Advanced Placement courses;
3. earn a Grade Point Average of 3.8, or higher, based on grades received through the end of the second semester of the graduating year.

# **DISCIPLINE AND STUDENT BEHAVIOR: STUDENT BEHAVIOR POLICY**

## **1. Students' Rights and Responsibilities:**

Students have the privilege to attend school, and learn. It is their right to expect respect at school, on the bus, or at school activities from other students and school employees. It is the responsibility of the school system to protect students from sexual harassment, and physical or verbal abuse from other students and school employees. Students have the responsibility to follow published FKCS, school, and classroom rules. Students who are accused of violating the rules or displaying improper conduct will be provided with due process which, at the minimum, means they will be informed of the violation and will be provided with a chance to explain their position, except when their presence in school could endanger other students.

## **2. Behavior Expectations for Students:**

Students are expected to behave in the following manner:

- a. Show respect to others and their property.
- b. Act in a manner that creates a good learning situation.
- c. Display good conduct at school, at school activities, and on the bus.
- d. Obey the established rules, regulations, and laws of the classroom, school, FKCS, DoDEA, military installation, and/or the community.

**\*\*POLICY APPLICATIONS:** This Behavior Policy applies to students while on school property, while en route between school and home, at any school activity, while on vehicles owned by the Government or contracted by DoDEA schools for the transport of students, while on field trips or any school-sponsored or school supervised activity, including evening activities, during lunch period on a school day whether on or off campus, during or while going to or from a school sponsored or school supervised events or activities.

## **3. Consequences of Conduct Violations and Penalties**

Student discipline may follow the progression of less severe punishment for the first infraction with increases in punishment for each subsequent offense. Any severe disruption or offense may result in a more severe penalty based on the nature of the incident. The principal, assistant principal, and/or teacher, consistent with the powers and authority delegated to them by the FKCS, have the authority to take additional administrative action or modify administrative action if, in their opinion, it is warranted by the nature of the misconduct. This Behavior Policy is not meant to include all possible infractions. Students who do not meet the behavior expectations are subject to consequences or combination of these consequences (consequences may vary according to age appropriateness).

## **4. Minor or First Offenses**

A student may be disciplined for minor or first offenses through the use of oral or written reprimands or notification to parents/guardians, time out, after school and in school detentions, teacher/parent conferences, suspension of school or extracurricular privileges, or

by other interventions deemed by the teacher or administrator to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to include: tardiness, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language, and disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. **The imposition of more serious disciplinary actions may be administered if a student engages in repeated or multiple acts of misconduct.** While grading school work performance or nonperformance is appropriate, grade (score) reduction as a disciplinary action is not an appropriate means of discipline.

**Informal Conference.** When exercising discipline, the principal or teacher must conduct an informal conference with the student. The purpose of the conference is to ensure that the proper student is being disciplined, the alleged infractions actually occurred, the student has the opportunity to give his or her side of the incident, and the student knows why he or she is being disciplined. This informal conference generally will occur immediately upon notifying the student that he or she is being considered for discipline. All necessary fact gathering will be accomplished immediately; perhaps during the informal conference. The principal or teacher must determine from the evidence available that a preponderance of the evidence requires the imposition of a consequence. Notice to the Student and Student Rights When Removal From School is Not an Issue. The principal or teacher shall:

- Advise the student why discipline action is being taken against the student.
- Summarize the information that the teacher or principal is relying upon to conclude that the accused student committed an act.
- Afford the student, or his or her sponsor/parent/guardian, the opportunity to explain the alleged misconduct, and to present evidence that supports the student's explanation that the student has not committed an act.

## **5. Serious Offenses**

A student may be disciplined, to include removal from school (suspension, expulsion or out of school placement) in appropriate circumstances, when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person, including physical force that causes serious bodily injury.
- b. Possession, use or transfer of any dangerous weapon (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. Weapons are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individuals, or that are capable of causing death or serious bodily injury. They include, but are not limited to; guns, ammunition, knives, swords, razors, box or carpet cutters, slingshots, nun-chucks, 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 to, or used in a manner to, either inflict or threaten to inflict serious bodily injury or instill fear (e.g., replica/look-alike gun,

baseball bat, laser pointer, letter opener, etc.). A minimum one year expulsion is required for the possession of firearms.

c. Possession, use, distribution, or the attempted possession, use or distribution of alcoholic beverages.

d. Possession 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.

e. Possession, use, distribution, or the attempted possession, use or distribution of any illegal/controlled substance. A mandatory expulsion recommendation is required for a second offense.

f. Unlawful possession of, or unlawfully offering, arranging or negotiation to sell drug paraphernalia.

g. Robbery or extortion, or attempted robbery or extortion.

h. Damage or vandalism to the school, U.S. Government, contractor, or private property.

i. Stealing, wrongfully appropriating, or attempting to steal or wrongfully appropriate, or knowingly receiving stolen school, Government, contractor, or private property.

j. Committing any lewd, indecent or obscene act, or engaging in habitual profanity or vulgarity.

k. 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, violation of the school honor code, and/or the violation of other rules and guidance established for an orderly educational atmosphere.

l. Failure 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).

m. Gambling in any form.

n. Fighting or otherwise engaging in conduct that endangers the well-being of students and others.

o. Bullying another student (including cyber bullying), for example, by engaging in physical intimidation, taunting, hazing, name calling and 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.

p. Using, except as authorized by the Principal or school staff, of portable communication devices, including: beepers, cell phones, personal computers, blackberrys, or other similar devices capable of receiving or transmitting audio, video, picture, or text message; or portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices. Such equipment and devices are subject to confiscation by school authorities. Refer to section on cell phone and beeper policy.

q. Engaging in or attempting to engage in acts of arson, or 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.).

r. Forgery, cheating, or plagiarism of the work of others.

s. Possession or use of fireworks or other explosive devices.

t. Violation of attendance regulations or policies (i.e., truancy).

u. Violation of 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, or indecent messages; or download obscene or pornographic materials.

v. Violate any law, rule, regulation or policy of the military installation or the school.

w. Fail to report or otherwise be complicit in the above-described acts.

The Principal of the school shall notify the Installation Commander, or his/her designee for law enforcement or legal affairs 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 required by this regulation, or good order and discipline.

Unless possession of the item is illegal or dangerous, the confiscating official will return the property to the rightful owner or the student's sponsor as soon as is practicable and safe, or issue a receipt for its retention until such time as it may be returned. Confiscation is not considered a disciplinary action, but is accomplished to preserve health and safety or to provide evidence incidental to the exercise of disciplinary action.

**\*\*The complete Department of Defense Education Activity Regulation 2051.1 may be viewed on the district website:**

**<http://www.am.dodea.edu/knox/FKCSCO/Pages/DisciplineandConduct.htm>**

**Questions and clarifications can be obtained by calling the Principal.**

#### **4. Discipline Procedures for Students on Individualized Education Plans:**

The amendments to the special education laws have influenced FKCS disciplinary policy for students with disabilities. Students with disabilities may be suspended and removed from current placement for 10 school days or less in the same school year by the unilateral decision of the school administrator. The school is not required to provide instructional services during these periods of suspension. Assignment of additional discipline during the school year will be handled on an individual basis with the input of the child's special education teacher, and on occasion, by review of the Case Study Committee.

#### **5. Types of Consequences**

A variety of consequences can be given to students for conduct violation. These include time out during a class (ISTOR), after school detention (ASTOR), extended after school detention until 5:00 on Fridays, in-school suspension (Assignment School), out of school

suspension or expulsion.

**A. ISTOR:** A teacher may send a student out of class for disruption. They remain with the assistant principal or principal in their office for the remaining of the class time. Parents will be notified by mail of these infractions.

**B. ASTOR:** A teacher or administrator may assign after school detention for rules violations. The teacher will complete the paperwork and tell the student the date for the detention. The times for ASTOR are 2:40 – 3:35. This is held in the cafeteria daily except for Wednesdays. Students must report on time, be seated quietly and be doing their work. Work may be assigned by the monitor. If a student is late to ASTOR, they will not be allowed to enter. They will be considered absent from ASTOR and will have to serve an Extended Friday ASTOR. It is the responsibility of the student to notify the parent and attend ASTOR once the date has been assigned. Parents will also be notified by mail of these infractions. ASTOR takes precedence over all other school activities. If a student misbehaves during ASTOR or skips ASTOR, an Extended Friday ASTOR may be assigned. Acquiring excessive ASTORS may lead to more severe consequences

**Missing ASTOR:** If a student must miss ASTOR due to an appointment or other excused reason, the parent must either call the principal or assistant principal before the day of the ASTOR or send in a signed and dated note before the day of the ASTOR.

**C. Extended Friday ASTOR:** This is held in the cafeteria on Fridays from 2:40 until 5:00. Extended Friday Astor is assigned by an administrator. No transportation is provided. If a student misses Extended ASTOR, they will be assigned to 2 days of Assignment School. Once an Extended ASTOR has been assigned, it will not be rescheduled except for excused absences from school or prior parental request by phone to the Principal or Assistant Principal. Students must report to Extended ASTOR on time, be seated quietly, and be doing their work. Work may be assigned by the monitor.

**NOTE:** There may be times when a student assigned to serve an ASTOR or an Extended Friday ASTOR may be required to, under supervision of a Fort Knox High School staff member, to perform light physical work. These types of tasks may include cleaning of student desks, policing of school grounds, sweeping rooms, or packing teacher supplies.

**D. Assignment School:** Assignment School, in-school suspension, is an intervention program designed to encourage positive behaviors while maintaining academic opportunity. Students report to a designated room across from the band room while serving in Assignment School. All of their class work is sent to the Assignment School. They are required to bring all their materials and textbooks to the location. They are not allowed to take their books home with them nightly while in Assignment School. This prevents a student from being able to complete their work if they left their books at home. While serving in Assignment School, academic tasks, lunch, bathroom breaks, and community service will be conducted. While students are serving in Assignment School, they may not be allowed to participate in extracurricular activities at the discretion of an administrator.

The following are the rules and procedures of Assignment School.

#### Rules

1. No talking allowed without permission.
2. No sleeping, head down, or eyes closed.
3. Students must follow the teachers' instructions.
4. Students must remain facing forward in their desks.
5. Students will not disrupt Assignment School.
6. All work must be completed before leaving Assignment School.
7. No defacing of government property will be tolerated.
8. Students must raise their hands when they have a question.
9. When completing an assignment that requires the use of a computer, students must only work on that assignment. No 'surfing', playing of games or listening to music will be allowed.

#### Consequences

1. Student will be warned by having their name placed on the board.
2. Student will have a check mark placed next to their name and a ½ day added to their time.
3. Student will be sent to the office to be dealt with by the Assistant Principal or Principal.

Principal's Authority to Remove (Suspend). The principal may remove a student and/or revoke or suspend a student's privilege of participating in any school-related activity or extracurricular event (e.g., sports, school dances, graduation exercises, field trips, etc.)

**E. Out of School Suspension:** Administrators may suspend a student out of school as needed. They may not participate in school activities while suspended. Makeup work will have to be arranged upon their return.

**F. Expulsion:** Administrators may recommend expulsion to the Superintendent. A student is temporarily suspended while the expulsion hearing is pending.

#### **6. Appeals Process DoDEA Policy Regulation 2051.1 (E4.7)**

When a student is disciplined by school officials, the parent/sponsor/guardian has the right to request an appeal of the discipline decision. The procedure is outline below:

#### APPEALS NOT INVOLVING REMOVAL (SUSPENSION)

1. Appeals from disciplinary actions imposed by a teacher or a principal that do not involve removing a child from the school are resolved through a conference (informal hearing) between the parent/sponsor/guardian and the teacher or principal.
2. The request for conference must be orally or in writing to the teacher or principal, whoever imposed the discipline, within 5 days of the imposition of the discipline.
3. The teacher or principal promptly will hold a conference with the parent/sponsor/guardian.
4. The teacher or principal will issue a decision (oral or written) within 10 days of holding a conference.
5. If the conference is held by the teacher without the principal, the parent/sponsor/guardian may request a further conference with the principal. The principal is the final appellate

authority for discipline not involving removal from school, whether the discipline is imposed by a teacher or the principal.

#### APPEALS INVOLVING REMOVAL (SUSPENSION) FOR 10 DAYS OR FEWER

1. A parent/sponsor/guardian whose child has been disciplined with removal from school for a period of time may file a written appeal of the discipline within five (5) days of the imposition of discipline with the District Superintendent (appellate authority). The parent/sponsor/guardian must simultaneously provide a copy of his or her appeal to the Principal who imposed the removal.
2. The parent/sponsor/guardian or school may present new or previously undiscovered documentary evidence provided that the document is provided to the other party.
3. The Principal will forward a copy of the record developed in the disciplinary proceedings to the Superintendent upon notice an appeal has been filed.
4. The appeal must describe in full detail why the discipline assessed is inappropriate.
5. The appeal to the District Superintendent is a paper review, affording no party the right to be present or to make oral arguments.
6. The District Superintendent will issue the parent/sponsor/guardian a final written decision. No further appeal is authorized.
7. The school need not defer the imposition of any disciplinary consequence pending the appeal, particularly when the discipline is being taken to protect the student or to prevent disruption in the class.
8. If the basis for the disciplinary action or the disciplinary consequence is reversed on appeal, all records of a student having been disciplined will be removed from the student's disciplinary file, and notice will be sent to the student's parent/sponsor/guardian and to the installation commander and the District Superintendent to disregard the prior notice of removal and to remove and destroy such priors notices.

**DRESS CODE:** The Fort Knox Community Schools believe that the first requirement of quality education is to create a safe and disciplined learning environment. The following School Uniform Policy is based on research and survey results from parents and teachers. The objective of the policy is to minimize the disruptions and distractions that can be caused by inappropriate attire. This dress code is designed to foster a safe, orderly and professional learning environment for our youth.

Colors permitted for tops (Scott or FKHS school colors): shades of white, black, green, yellow, blue, brown and grey. Florescent colors may not be worn.

Colors permitted for pants/skirts/shorts: shades of khaki, blue, black, brown and grey

#### **FOR BOYS AND GIRLS**

##### **1. SHIRTS/BLOUSES**

- a. All shirts/blouses must be tucked in with a visible waistband.
- b. Shirts must be pullover polo style or dress shirts in solid colors with short or long sleeves. Shirts/blouses must have a collar and be tucked in.
- c. No see-through materials, excessively tight or revealing clothing. Authorized school logos and naturally occurring logos found on some apparel such as Polo, Tommy Hilfiger, etc., are permitted provided the logo is no larger than 2 inches square.
- d. Turtleneck shirts (T-shirt material) can only be worn under an approved sweater or sweatshirts.
- e. Authorized school spirit wear is permitted.

## 2. SWEATERS/SWEATSHIRTS

- a. Sweaters must be pullover sweaters or cardigans worn over policy approved shirts. The length of the sweater should not exceed the length of the opening of the hip pocket on pants/skirts/shorts/skorts.
- b. Sweatshirts must be worn in approved school colors for tops with no logos except authorized school logos. Sweatshirts can only be worn over the policy approved shirts. Hooded sweatshirts are NOT acceptable. The length of the sweatshirt should not exceed the length of the opening of the hip pocket on pants/skirts/shorts/skorts.
- c. Turtleneck shirts (T-shirt material) can only be worn under an approved sweater or sweatshirt.

## 3. SLACKS/WALKING SHORTS

- a. Slacks and shorts for all students must be chino/khaki/docker style. All pants must be worn at the waist. Apparel with belt loops must be worn with belts and be buckled. Pants which snap to the leg are not permitted.
- b. Belts fitting actual waist size must be worn. Girls' slacks, shorts, skorts, and skirts without belt loops are acceptable. No belt excess is to hang down in front. Cargo shorts, overalls, painter pants, blue jeans, and pants with drawstrings and excessive flair bottoms are unacceptable.
- c. Shorts must be "walking shorts" or "Bermudas." Walking shorts are recognized by their extra long length—7 to 9 inch inseam; "Bermudas" are no shorter than 3 to 4 inches above the knee.
- d. The bottom of the slacks legs will not touch the ground, be split, or rolled up.

## 4. SHOES

- a. Closed shoes must be worn. No shower, sport, beach, casual, or dress sandals are allowed.
- b. Shoes with laces must be laced and tied appropriately.
- c. The only acceptable colors for tennis shoes are white, black, gray, or any combination thereof.

## **GIRLS**

### 1. JUMPERS/DRESSES/SKIRTS

- a. Jumpers must be without bibs. No overall derivatives are allowed.
- b. Dresses, skirts, and jumpers must be no shorter than 3 to 4 inches above the knee (both front and back).
- c. No denim skirts are allowed.
- d. Skirts without belt loops are acceptable.
- e. Slits in the skirt are to be no higher than 2 inches above the hem. Slits on long skirts/dresses may not extend above the knee.

### 2. SKORTS

- a. Skorts must have at least a 7 to 9 inch inseam.
- b. Skorts can be no shorter than 3 to 4 inches above the knee (both front and back).

## **BOYS AND GIRLS**

1. The following are not acceptable: cargo or five-pocket pants, low-rise/hip hugger pants, overalls, painter pants, denim jeans or jean-style pants in any color, spandex pants, pants with drawstrings or excessive flair bottoms, Capri pants, flood pants, or pants or shorts with leg pockets. Excessively tight or baggy, revealing clothing or clothing with rivets is not acceptable. Authorized school logos and naturally occurring logos found on some apparel such as Polo, Tommy Hilfiger, etc., are permitted provided the logo is no larger than 2 inches by 2 inches.
2. Accessories must not detract from the intent of the dress code.
  - a. Clothing, makeup, insignia, style or any indication in membership in a secret society/gang will not be allowed.
  - b. No student shall wear a hat, cap, sweatbands, bandanna, scarves, or sunglasses inside the school building without a medical excuse. Bandannas and scarves will not be worn on school property at anytime. Special days designated by the school principal may allow deviation from this or other points within this dress code.
  - c. Body piercing (in which the body is punctured and decorated with a ring or piece of jewelry that attaches in a similar fashion as an earring) for either sex will be restricted to the ears only. All other visible body piercing (nose, lips, tongue, etc.) will not be allowed. Body piercing of the tongue will not be permitted.
  - d. Hairstyles shall be appropriate and consistent with good grooming. Extreme mockingly distracting hair colors, costume makeup, and jewelry are not permitted. Hair must be of a natural color. Curlers are not permitted.
  - e. Students are not to wear or carry chains or other apparel that conceivably could be viewed as a weapon.
  - f. The wearing of contact lenses for aesthetic purposes can be harmful to one's health, and has proven to be distracting. Contact lens wearers must have a medical statement reflecting contact lens use is medically needed. Colored contact lenses and those with designs are not permitted.
3. The administration reserves the right to prohibit a particular item of clothing or accessory if it is not specifically covered by this policy, but is deemed to cause sufficient concerns regarding the appropriateness for the security of the school.

## **ACCOMMODATIONS—LIMITED TO THE FOLLOWING:**

1. **MEDICAL ACCOMMODATION:** Must include valid documentation from a medical doctor that includes justification statements.
2. **RELIGIOUS ACCOMMODATION:** Must include valid documentation from the Installation Chaplain that includes justification statements.

**PROCEDURE:** For those having an off-post/base religious affiliation, they may submit their documentation (i.e., the documentation provided by their religious affiliation leader) justifying an accommodation to the Superintendent of Schools. The Superintendent will then seek a written recommendation from the installation Chaplain's Office.

*(The Fort Knox Community Schools Student Dress Code is designed to be a religiously neutral, mandatory, universally applicable code. However, the Fort Knox Community Schools recognize that in some unique circumstances, accommodations (exceptions) to the dress code based upon either medical or religious justifications are reasonable and appropriate. Nevertheless, the mere fact that a request for accommodation is made sincerely and supported by the appropriate documentation does not mean that it will automatically be granted. The Fort Knox Community Schools Administration must also determine that the requested manner of accommodation is “reasonable” in light of all the facts and circumstances.)*

#### **AFTER SCHOOL DRESS GUIDELINES**

The dress code is not as structured for activities which occur after the school day (sports events, dances, etc.). However, conventional dress, without extremes or unusual styles, with all clothing worn properly, is expected. The type and style of dress should fit the changing fashions and current trends in style, no list can be inclusive. However, the following list will serve as a guide.

1. Excessively sheer, tight, or revealing clothing or clothing with inappropriate insignia (suggestive patches, alcoholic beverage advertisements, or obscene pictures or language) are not to be worn.
2. Pants, jeans, shorts, and skirts are to be worn in such a manner to prevent sagging.
3. Shoes must be worn at all times.
4. Appropriate headwear may be worn to school events. No sharp pointed picks or other inappropriate objects are to be worn in hair.
5. Students are not to wear or carry chains or other apparel that conceivably could be viewed as a weapon.

**DRIVERS’ LICENSE REQUIREMENT:** The state of Kentucky requires all 16 and 17 year old students wanting to get their drivers license to meet certain requirements according to KRS 159.051. Before a student can get their license, they must have a form completed by their school ensuring they have met the requirements of the law. To get the form, go to the guidance office. For more information, you can go to [www.lrc.ky.gov/record/07RS/record.htm](http://www.lrc.ky.gov/record/07RS/record.htm) (search House Bill 32).

**DROP/ADD PROCEDURES:** If students wish to change their schedule, they must make an appointment with their guidance counselor during the first three weeks of the semester. This does not guarantee that a change will take place. However, students can inquire into the possibility of changing a year-long course during the first three weeks of the first semester and a semester course in the first three weeks of that semester. If students change into a new class, they will be expected to make up all work they missed so that they will be able to earn credit in the course. Full credit courses cannot be dropped at the end of the first semester without teacher recommendation and principal approval.

**EARLY COMPLETION OF SCHOOL TERM/PCSing:** Students whose parents are leaving for overseas assignments during the last 20 days of a school term may be accelerated and complete the term early. Parents should apply to the Principal with a copy of orders as soon as they are notified of PCS.

**ENCORE RULES:** Encore is the very first class of the each day. It is similar to a homeroom. Students may use this time to meet with a teacher, find out their missed work due to an excused absence, or even take a missed exam. Students will be issued a pass to use during Encore that

enables them to be able to meet with teachers. All students are expected to adhere to the following rules for Encore.

1. Be seated before the bell rings. If a student is tardy, they will be sent to the office and receive an Unexcused Tardy to school.
2. No passes will be issued until after the announcements.
3. Students may not leave the room without an Encore Pass.
4. The student Encore Pass must be returned to the Encore teacher upon return to class. The pass must be signed with the return to class time.
5. If a student remains with the destination teacher the entire Encore period, that teacher will place the pass in the Encore teacher's mailbox.
6. Misuse of the Encore Pass will result in ASTOR and/or the loss of pass privileges.
7. Bring books, study materials or reading materials daily to Encore.
8. The principal has requested that teachers minimize locker and restroom passes.
9. No sleeping.
10. Quiet talk is allowed when necessary for schoolwork.
11. DO NOT distract others who are trying to work.
12. Use Encore time wisely to improve your grades and be your best.
13. The Sign Out Sheet must be signed by students upon leaving a classroom anytime.
14. Encore is not a time to eat breakfast.

**EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS:** The following list of activities and organizations is a sample of what might be offered at FKHS:

Academic Team	Governor's Scholars Program (juniors only)
Athletic Teams	Marksmanship (JROTC)
Band	National Honor Society
Boys and Girls State (juniors only)	Newspaper Staff
Cheerleading	Rifle Team (JROTC)
Chinese Club	Show Choir
Color Guard (JROTC)	Spanish Club
Dance Team	Step Team
Drill Team (JROTC)	Student 2 Student
Environmental Club	Student Council
Foreign Language Club	Yearbook Staff

**FIELD TRIPS:** Students must have a current power of attorney on file with the school as well as written parental permission to be able to attend any field trips. Students are expected to adhere to all school rules while attending the field trip. A teacher or sponsor may assign consequences for those who do not conduct themselves in an appropriate manner. Cell phone policy is in effect during field trips.

**FIRE AND DISASTER DRILLS:** Safety drills are required periodically throughout the school year. All students are expected to behave and follow school rules during such drills. If a student misbehaves, the principal or assistant principal will assign the appropriate consequences.

**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 624-8648 or 6311 extension 10 or 17.

**General Meal Account Information:** For every child that attends the Fort Knox Schools the Food and Nutrition Services Department creates a meal account. This account is entered into the cafeteria computer with appropriate information regarding meal category status. It is the responsibility of the parents to insure adequate funds are available in the meal accounts at all times to avoid negative balances. Should you rather your child not have an account and

pay cash daily, please notify us either by email or in writing. We will notify the appropriate schools. If you choose to notify us please include first and last name of the student and the school that your student(s) attends.

**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 in order for the application to be processed. Parents may contact the office or email our account for the results of the evaluation. Any student without an updated application by the end of the first thirty days of school will automatically result in full price status.

**Meal Prices:** The prices for student meals at the Fort Knox Schools are as follows: breakfast \$1.40 full price in all schools; breakfast \$.30 reduced price (after approval of application) in all schools; lunch \$2.00 full price in all schools; lunch \$.40 reduced price (after approval of application) in all schools.

**Meal Account Payment Information:** Payments are taken daily in the cafeterias. The managers or their representatives 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 is equipped with a locked payment/comment drop box. There are also pencils and envelopes available there for your payment. 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, they may drop the payment in the box at anytime during the day. It is best practice, if the payments are in envelopes and pertinent information is provided.

For your convenience, you may mail your payment to:  
FOOD AND NUTRITION SERVICES DEPARTMENT  
FT. KNOX COMMUNITY SCHOOLS  
281 FAYETTE AVE, BLDG 4553  
FT. KNOX, KY 40121-5000

Please make sure that your student(s) name and school are included with the check. If you are paying for children in more than one school, list the name and school where appropriate amount of money is to be credited. Checks are made out to the "Cafeteria Fund" for individual schools. A receipt will be returned to you by mail.

**Delinquent Meal Accounts Policy:** The policy for delinquent accounts is as follows: A student may charge up to SEVEN meals on their account. Reminder notices are sent home weekly in the elementary, intermediate and middle schools. At the high school the students are advised by the cashier whether or not a payment on their account is needed. When an account reaches the seventh charge a courtesy reminder is mailed to the sponsor for prompt action and until the account is paid in full, all Ala Carte (individual sales) charges are disallowed. Should the sponsor choose to be unresponsive to the request for payment, a DD Form 139 will then be sent to the Military Pay Center(s) for collection. At that time an additional \$25.00 fee is added to the amount owed. This action is authorized under AR210-60 Uniform Code of Military Justice. If an extension of time is needed for payment, please contact the Food and Nutrition Services Office.

**Returned Check Policy:** The policy for any and all returned checks is as follows: A letter will be sent to the military sponsor or representative informing them that this department has received a returned check from their financial institution. Seven working days are allowed for redemption of the returned check. A \$25.00 administrative service charge will be added to the total of the returned check. Should a second check be returned, all check writing privileges are suspended for a period of six months. A \$25.00 fee will be added to the amount of the check when the check is redeemed. Should a wage garnishment have to be filed to redeem the returned check, check-writing privileges are suspended indefinitely.

**FOOD AND DRINKS IN CLASSROOM:** Gum, candy, soft drinks, and food are not permitted in the classroom. On rare occasions or as part of the curriculum, teachers have the authority to allow food within the classroom. Teachers have the authority to confiscate any item prohibited in the classroom. Students who repeatedly violate these prohibitions will be sent to the office. Only plain water in their original bottles will be allowed at the teacher's discretion.

**FUND RAISING:** All fundraising on behalf of Fort Knox High School must be approved in advance by both the Activities Director and the Principal. Specific guidelines are in place if an activity wishes to raise money from the community. These guidelines will be adhered to by our school organizations.

**GRADE CLASSIFICATION BY CREDITS:** Students are classified in accordance with the following minimum attainments as determined by DoDEA.

Class of 2009, 2010, 2011, 2012
Freshman – 8 <sup>th</sup> grade report card
Sophomore – 6 credits
Junior – 12credits
Senior – 18credits
Graduate – At least 26 credits

**GRADING and GRADE POINT AVERAGES:** The following quality point values are used in calculating the GPA for courses completed in DODEA schools:

**Quality Points**

<u>Numerical</u> <u>Average</u>	<u>Advanced</u> <u>Placement</u> <u>Weighted</u>	<u>Regular</u> <u>Unweighted</u>
A = 90-100	5	4
B = 80-89	4	3
C = 70-79	3	2
D = 60-69	2	1
F = 59 & Below	0	0

All classes are 18 weeks with 1/2 credit per semester.

Subjects will be designated as Advanced Placement courses (AP), honors courses or regular courses. **No extra quality points are given for honors courses.**

**Weighted Grades for AP Courses:** The Department of Defense Education Activity (DoDEA) will calculate the weighted grades of Advanced Placement (AP) courses for students

transferring into DoDEA schools on the grade point scale used in all DoDEA schools. Students entering DoDEA schools with College Board recognized AP courses on their transcripts and proof of completing the respective AP examinations will receive the weighted points for the AP Courses consistent with those points awarded to AP courses in DoDEA.

DoDEA will not modify or alter transcripts received from non-DoDEA schools. However, the student's Grade Point Average (GPA) will be calculated to match the point values for the letter grades issued in all DoDEA schools. The intent of this change is to calculate GPA for all students taking AP courses and completing the AP examination on an equitable basis. Students who have completed AP courses and taken the examination in school systems where grades were not weighted will receive the weight for those AP courses in accord with the DoDEA grading scale.

**High School Credit for Courses in 7<sup>TH</sup> and 8<sup>TH</sup> Grades:** It is the policy of the Department of Defense Dependents Schools that high school credit toward graduation for students in grades 7 and 8 taking mathematics will only be awarded for the successful completion of the Algebra I Course (MAA301) and/or higher-level mathematics. Middle school students will **not** receive high school credit for taking the Introduction to Algebra/Geometry (MAA303) and Introduction to Geometry/Algebra (MAG301) courses.

Credit for foreign languages taken in middle school will be accepted if the course was a high school level course. The sending school must provide the appropriate documentation for credit to be awarded.

**GRADUATION REQUIREMENTS:** All students graduating from a DoDEA school are required to have a GPA (grade point average) of at least 2.0. Listed below are the course requirements for graduation. A total of at least 26 credits are required.

Language Arts – 4 credits

Language Arts 9  
Language Arts 10  
Language Arts 11  
Language Arts 12

Math – 3 credits

Algebra I  
Geometry  
Algebra II or Discrete Math

Science – 3 credits

Biology  
Chemistry/Chem Apps in the Community  
Or Physics/Physics Apps in the Community  
Plus one additional Science credit

Social Studies – 3 credits

World Regions or World History  
US History  
US Government .5 credit  
Plus .5 additional Social Studies credit

Fine Arts – 1 credit

Visual Arts, Music, Theater, Dance  
and/or Humanities

Physical Education – 1.5 credits

PE/Personal Fitness .5 credit  
PE/Lifetime Sports .5 credit  
PE/Activity Nutrition .5 credit

Professional Technical Studies – 2 credits  
.5 credit must be in a Computer course

Foreign Language – 2 credits  
Credits must be in the same language

Health - .5 credit

Electives – 6 credits

**GUIDANCE AND COUNSELING PROGRAM:** Fort Knox High School has two full-time guidance counselors available to assist students in formulating their plans for the future.

A library of college bulletins, pamphlets, and scholarship information is maintained by the Guidance Department. The material in this library is available to students to help select a college or university, or vocational school.

**Standardized Tests administered at FKHS:** The Guidance Department maintains a complete profile of standardized test results and personal data for each student in grades 9-12. The profiles are employed to give both teachers and parents a better understanding of the student's interests, aptitude, academic abilities, and general capabilities and limitations. To assist the students in evaluating themselves, the following standardized tests are administered:

Freshmen, sophomores and juniors will be administered the Comprehensive Tests of Basic Skills/Terra Nova/Multiple Assessments.

Sophomores will be able to take the Preliminary America College Test (PLAN) and the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT). DDESS Headquarters, our educational governing authority, pays for the administration of this assessment and strongly encourages all sophomores to take this exam.

Juniors will be administered the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT). The Scholastic Aptitude Test, College Board Achievement Tests (if desired in the junior year) and the American College Test are made available to students on an individual basis.

Seniors will be able to take the following tests: the Armed Services Vocational Aptitude Battery, the American College Test, the Scholastic Aptitude Test, and the College board Achievement Test (all administered at various times during the year).

Upon request of parents, teachers, or students, tests in other areas can be made available.

**Scholarships:** Information concerning scholarship opportunities will be made available to students and parents throughout the school year. Fort Knox High School has a local scholarship program. All members of the senior class will be considered by the scholarship committee for achievement recognition. To be eligible for a scholarship, a student must be in attendance at least one semester and must graduate from Fort Knox High School.

**HALL PASSES:** During classes, no students are to be in the hallway unless they have a hall pass issued by the sending teacher. All receiving teachers will initial and date the hall pass and record the time for the student upon returning to the first teacher.

**HARRASSMENT:** Harassment is defined as deliberate, repeated and unsolicited physical actions, gestures or verbal or written comments when such conduct is unwanted and unwelcomed. Harassment has the purpose or effect of interfering with an individual's performance, academically or in school-related activities or creating an intimidating school environment. Bullying is a term commonly used to refer to some of these types of behaviors. Instigation is related to these types of behaviors. Someone who carries information between others for the purpose of creating a hostile environment at school is also considered to be harassing. These types of behaviors will not be tolerated at Fort Knox High School.

**Reporting harassment:** Students who feel that they are being harassed should report this to an administrator as soon as it happens. If an administrator is not available, immediately notify a teacher or counselor.

Sexual harassment is another form of harassment. It can be constituted as the following behaviors: touching, jokes, verbal comments, cartoons/pictures, name calling, leers, spreading sexual rumors, “making out” in the hallway, pressure for sexual activity, too personal a conversation, gestures, blocking, sexual assault, attempted sexual assault, movements. These types of behaviors will not be tolerated at Fort Knox High School.

**Reporting Procedures:** Any student who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of Fort Knox High School, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to the principal/assistant principal. Due process review will be initiated and disciplinary action may be warranted.

**Consequences:** When an allegation of harassment has been sustained, the form of Discipline will include one or more of the following:

1. warning
2. apology to the victim
3. counseling
4. research or other academic work on the topic of harassment
5. detention
6. suspension
7. expulsion (for criminal offenses such as assault).

**HEALTH REQUIREMENTS:** The school nurse can assist students and their parents with health matters relating to school.

**Physical Exams:** Student physical examinations are done by appointment at the sponsor’s Primary Care Clinic or, in some cases, by an off-post provider.

Students entering **7-12<sup>th</sup> grades** should have a copy of a 6<sup>th</sup> grade or more recent physical in their school health record. If they have no such physical report, they should schedule one and submit that report within 30 days of enrollment.

Physicals are recommended for any **high school student** enrolling in PE/Personal Fitness.

**Sports Physicals:** A **student participating in sports** must have a physical exam report dated within one year in order to practice or participate in any sport. Before getting the sports physical exam, the parents or student should pick up the forms at Fort Knox High School or Scott Middle School. The report is good for one year from the date of issue.

**Immunization Certificates:** Every student must meet all requirements specified on the DoDEA Immunization Certificate. A newly enrolling student must have a DoDEA Immunization Certificate within two (2) weeks 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. If a preschool student has not had a physical examination already and is behind on his/her shots, he/she may be required to have a physical exam before the clinic can give the needed immunizations parents are directed to 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 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/guardian in an emergency.

**Medications and Medical Conditions:** Students with medical conditions requiring school management or accommodations should provide a physician's statement delineating symptoms and required treatment, and a time frame for the accommodation.

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). 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.

**Insurance:** The school system is prohibited from endorsing private insurance carriers for providing "gap" insurance to parents/sponsors 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 parent or sponsor.

**HOMEWORK:** Homework serves an important purpose in a student's school life. It is a means of reviewing and reinforcing the lessons taught in school as well as a component in the grading criteria. Homework is also a way to help students develop work and study habits that will assist him/her throughout the years spent in school. Homework will usually be given on a daily basis. Students in grades 9-12 should expect 60-120 minutes of homework each day. These times are only an approximate due to the individual differences of students.

Projects are often assigned by teachers. These are long-term assignments and students are expected to work on them on a regular basis and not wait until the due date to complete the entire project.

Parents can help develop some routines that will be of assistance in successfully completing homework and other assignments. The following suggestions are offered:

1. Provide your student a school daily calendar and ask to see it daily. Help them remain organized by examining their calendar daily. They should note when exams, quizzes will occur and note other deadlines.
2. Ask your student if he/she has homework.
3. Become interested in your child's work. Ask to see the homework and have it explained to you.
4. Help your child set up regular homework time daily.
5. Provide a quiet place for work and study.

**HONOR ROLLS:** Students who earn all A's and/or B's during the first three nine week grading periods will be eligible to receive Honor Roll certificates.

**IMMUNIZATIONS:** See Health Requirements.

**INCOMPLETE GRADE:** If a student receives an Incomplete as their temporary grade, the work must be completed by the student within two weeks. If the work is not completed, the student will receive an F on the incomplete work.

**ITEMS PROHIBITED ON SCHOOL PROPERTY:** The items listed below create a safety hazard and are disruptive to the educational process. Items such as: water guns, snow balls, eggs, drug paraphernalia, frisbees, computer games, shaving cream, radios, CD players, tape recorders, dice, basketballs, footballs, cameras, skateboards, etc., are not allowed in school. If this rule is violated, the item(s) will be confiscated and released to a parent or guardian. The school shall not assume responsibility for damage or loss incurred when property has been confiscated. The administration reserves the right to add or delete from this list.

**LIBRARY/MEDIA CENTER SERVICES:** The library opens at 7:30 a.m. each morning and is open until 3:20 p.m. each afternoon except Wednesday. Students may use it at any time, with permission, between those hours for studying, reading, or research. Books, except for reference books, may be checked out for two weeks with option to renew one time.

Reference books, pamphlets, and magazines go out for overnight use only. Students with overdue materials are not permitted to check other materials out until their record is clear. All students entering the library carrying large bags or satchels, must check them in with the librarian upon entering or be willing to have them looked through upon leaving. Students will be held accountable for any unreturned items.

**LOCKS AND LOCKERS:** Each student will be assigned a locker with a combination lock for storage of his/her belongings. Students are responsible for keeping lockers clean, neat, and **LOCKED** at all times. The school is not responsible for stolen or lost articles. Students should not bring money or personal items of value to school. Students taking physical education classes must bring a lock to place on their gym locker to protect their items left in the locker room. Lockers are the property of the school and may be subject to search.

**LOITERING:** Students are expected to depart the building after classes at the end of each day. Students can stay after school for an appointment with a teacher or for a student activity that is taking place immediately after school. Otherwise, students are not to loiter around the building before or after school hours.

**LOST AND FOUND:** Any article that is found should be turned in to the lost and found department in the security office. Students who have lost articles should check in the office periodically, before or after school. Articles that are not claimed by the end of the school year are turned over to charitable organizations or thrown away.

**LUNCH TIME:** There are two sections for lunch daily. These are referred to as Waves. The column lists the times for lunch on all days except Wednesdays. The second column is the times for lunch waves on Wednesdays. A student's lunch wave is determined by the location of his/her class during that period.

Wave 1 11:05 – 11:38/ 10:20 – 10:53

Wave 2 12:32 - 1:05/ 11:32 – 12:05

**MASTERY LEARNING:** Mastery learning is a process that enhances the opportunity for academic achievement. The essential elements of mastery learning involve feedback, correctives and enrichment. It is offered in every class and students should readily participate in the program. Sometimes this will require staying after the regular school day. The benefit is well worth the extra minutes that may be needed to be put forth by the student.

The opportunity to reassess will be offered to all students who score below an 80% on formative assessments. To reassess, a student will:

- A. complete one or more of the following as determined by the teacher
  1. assessment correctives;
  2. tutoring;
  3. extra assignment; or
  4. other skill reinforcement;
  
- B. complete the reassessment during either Encore, class, or after school, as determined by the teacher.
  
- C. complete the reassessment process within the specified time period as determined by the teacher unless there are extenuating circumstances.

Formative assessments: assessments that are completed during the teaching and learning process;

Summative assessments: assessments that are completed at the end of the teaching segment.

**MEDICAL CONDITIONS AND MEDICATION:** See Health Requirements.

**NATIONAL HONOR SOCIETY:** In keeping with NASSP guidelines as to how grade averages are to be determined, and as adopted by the Fort Knox High Chapter of the National Honor Society January 21, 1986, the following procedures shall be used in electing students to membership in the Fort Knox High Chapter of the National Honor Society.

**Eligibility:** Students must meet all of the following requirements in order to be eligible for membership:

1. The student must have been enrolled in Fort Knox High School for the entire first semester of the year in which the student is a prospective candidate for membership;
2. The student must have at least four academic courses per semester from among the courses, which are used in calculating the official grade point average.
3. The student must not be enrolled in any course which is designated as Basic.
4. The student must have a cumulative grade point average of 3.5\* or greater, as determined from the official permanent transcript of grades. \*The amendment voted on by the chapter has raised the G.P.A. cutoff at 3.5 as of February 16, 2000.
5. The student has not served time in Assignment School.
6. The student has not received more than three ASTOR/ISTOR assignments.

**Election to Membership:** Members shall be elected by a 5-member faculty council, appointed by the Principal, in accordance with Article VII of the Constitution of the National Honor Society. In order to be elected to membership by the faculty council, the candidate must meet all five of the following conditions:

1. Meet all of the above conditions for eligibility;
2. Submit a record of extra-curricular activities and community services during the high school career of the student
3. Submit a letter, no longer than one page, to the faculty council, in which the student assesses his or her qualities of leadership, service, and character, and in which he or she cites examples of the ability to work with others and of self-discipline in school and community activities;
4. Show high levels of leadership, service, and character in school and community activities;
5. Receive more "yes" votes than "no" votes from the faculty council.

**PARENT COMMUNICATION:** FKHS makes every attempt to communicate with parents regarding school activities, academic achievement of their students and teacher contact. Daily announcements are sent out through mass email to the address the sponsor provides at registration. Individual teachers may be contacted by email using the following address: [firstname.lastname@am.dodea.edu](mailto:firstname.lastname@am.dodea.edu). Students grades/progress may be viewed by parents through the Internet by using GradeSpeed. Parents must register through the school for this service. Please contact the FKHS Educational Technologist for more information.

**PARKING:** Driving to school and parking on campus is a privilege. Students driving to school in a privately owned vehicle are to park in the parking lot next to the baseball field. The faculty and staff park in the lot across from the auditorium. Students and teachers must register their vehicle with the school resource officer. This requires that they provide a copy of their driving license, proof of insurance and registration. This privilege for students can be revoked as determined by the school administration.

**PERSONAL BELONGINGS:** Students should not bring personal items of value to school. Students are to keep their lockers locked at all times. The school is not responsible for loss, damage or theft of personal items. Students taking a physical education class must bring a lock to place on their gym locker to protect their items left in the locker room.

**PHYSICAL EDUCATION:** Physicals are recommended for any high school student enrolling in PE/Personal Fitness. Students taking physical education classes must bring and wear appropriate gym clothes. They must bring a lock of some kind to use on their gym locker to protect their personal belongings left in the locker room. Students must dress out for physical education class. Dress must be appropriate, such as t-shirts, gym shorts or sweat pants that are not too short or too big, and athletic shoes. Students taking a physical education class must bring a lock to place on their gym locker to protect their items left in the locker room.

**PHYSICAL EXAMINATIONS:** See Health Requirements.

**PRIVACY ACT:** The Privacy Act of 1974 (5USC 552) and the Family Educational Rights and Privacy 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 requirements of the act.

**PRIVACY ACT AND MINORS:** Students who turn 18 years of age while attending Fort Knox High School will be granted all rights of privacy, including those previously afforded to the parents/guardians. In order to provide information to a parent/guardian or even to discuss situations involving a student over 18, the student must sign a release to the school authorizing release of information to the parents/guardians. Without such a signed release, the school cannot provide information relating to the student's absenteeism, grades, and discipline. Students who wish to sign the release of information need to see the Principal's secretary.

**PROGRESS REPORTS:** Progress reports are printed at the mid-term of each quarter. These reports provide parents and students with knowledge and time to remediate any deficiencies.

**PUBLIC DISPLAY OF AFFECTION:** School and the school campus is not the place for students to show their affection publicly for one another by holding hands, hugging, kissing, etc. Therefore, students are not permitted to publicly display their affection for each other. Violation of this rule may result in disciplinary action.

**REPEATING A COURSE:** A course for which credit is granted may be repeated for content or skill mastery. Credit will be given only once and the grade will be for the most recent course taken. The student's permanent record will show that the course was repeated. Students repeating a course in which weighted grades are assigned will receive credit only for the most recent course taken. The grade point average will reflect the most recent course taken.

In the case where a student fails a course required for specific graduation requirements, he or she may repeat the course more than once.

This policy was effective for courses being repeated beginning in SY 03-04 and from that point on. It does NOT affect courses that were repeated before SY 03-04. In addition, it applies to DoDEA and non-DoDEA courses providing an equivalent DoDEA course is offered.

**REPORT CARDS:** Report cards are published at the end of each quarter and are usually mailed home.

**SCHOOL CLOSINGS:** Parents and students must watch the television Armor Center Channel 98 or listen to radio channel WASE\_FM 103.5 for announcements relating to the Fort Knox Community Schools closing. Fort Knox Community Schools is not part of the Hardin County School district. Announcements relating to Fort Knox Community Schools will specifically refer to them. Fort Knox Community Schools are very seldom closed for inclement weather. Base operations support generally is able to keep the primary roads open, and it is vitally important for post operation that the schools remain open.

**SCHOOL SONG:** Fort Knox High School  
Fort Knox High School  
Best school in the land  
You're the only  
There's no other  
We all understand...rah...rah...rah  
Fort Knox High School  
Fort Knox High School  
May there ever be  
In the hearts of all your students...loyalty

**SEMESTER EXAMS:** Semester exams/culminating assignment are taken by all students in all classes. They are cumulative and count 20% of the semester average. Excused absences during semester exams are granted ONLY when one of the following conditions is met:

1. A medical certificate from a licensed physician certifying illness;
2. A death in the family;
3. A certifiable permanent change of duty station;
4. PRIOR approval by the Principal.

The school administration retains the right to exempt students from exams if deemed necessary.

Students will only be allowed to take semester exams early when PCS orders are submitted and/or with approval of the principal. Sufficient notice is required.

**SEXUAL HARRASSMENT** – See Harassment.

**SKATEBOARDS or ROLLER BLADES:** 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 in the building. A parent or guardian will be contacted and will be required to pick up the skateboard.

**STUDENT GOVERNMENT:** The students nominate and elect their representatives to the Fort Knox Student Council. It is responsible for helping promote school spirit and is actively involved in directing school extracurricular activities such as pep rallies and dances. Each class is represented on the council by 4 members.

In addition to the elected representatives, Student Council is also comprised of all the class officers. The Council elects its own officers from the council members. Officers are President, Vice President, Secretary, Treasurer, Sergeant at Arms.

**STUDENT OF THE MONTH – EAGLES OF EXCELLENCE:** This is a monthly student recognition program. Students are nominated by teachers and staff, but must also meet the following criteria:

1. Have no more than one full day absence or two missed class periods for the month;
2. Have no more than 3 tardies for the month, including encore;
3. Be a positive role model;
4. Have no disciplinary referrals for the month.

If we have multiple nominees, the final selection will be made by random drawing.

**SMOKING:** See Discipline.

**SUNGLASSES:** Sunglasses are not allowed in the classrooms. If worn, the sunglasses will be taken by an adult and the parent or guardian of the student will be required to pick up the sunglasses. Documented medical exceptions may be determined by the school nurse.

**SUPPLIES:** Students are responsible for their own school supplies. They will be provided with a list of needed supplies from each teacher during the first week of school.

**TARDY POLICIES:** Students are permitted two tardies to each of their eight classes as well as to school within a nine-week grading period. Students, who are tardy more than two times per class will face disciplinary action. See Attendance Policy.

**TELEPHONE USAGE:** Any student who needs to make a personal call must use the telephone available in the school office, if it is convenient for the office staff. Students will not be allowed to receive personal calls on the office telephones. If an emergency situation requires a student to talk to a parent or relative, a message will be taken and a return call will be made. Students are not to use cell phones during the school day.

**TEXTBOOKS:** All textbooks are furnished by the Fort Knox Community School Board at no cost to the students. Textbooks will be signed out through the media center. When textbooks are issued to students, a number for each book is registered to the student's media account and that number must correspond when that book is returned at the end of the school year or if the student withdraws. Lost books or books without matching registration numbers must be paid for by the student. Damaged books will require a fee depending on the extent of the damage. The payment is to be made through the Principal's office to the United States Treasury. No textbooks will be issued until debts are paid. If a student loses, destroys, or damages a free textbook, the following scale will serve as a guide for compensating for such loss:

1. If age of book is one-two years - 100% of the retail price;
2. Three-four years - 75% of the retail price;
3. Five or more years - 25% of the retail price;

The following options are available if a student loses or mutilates a library book:

1. Replace the book with the same title;
2. Replace the book with a new book of a different title but of comparable value;
3. Pay for the books based on age and/or condition of the book.

**TITLE IX POLICY:** It is the policy of Fort Knox High School not to discriminate on the basis of sex in its educational progress, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX Coordinator, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

**TITLE IX GRIEVANCE PROCEDURE:** Whenever a student or employee in the Fort Knox High School has a complaint of sex discrimination alleging any action which would be prohibited by Title IX of the 1972 Education Amendments, the individual is to take that complaint to the Title IX Coordinator. If the complainant does not receive prompt and equitable resolution of the complaint, the person is to proceed through the school system administrative chain of command to the superintendent. If the complaint is still not resolved, the individual may appear before the Board of Education. Exhaustion of these procedures is not prerequisite for filing of complaints with the Office for Civil Rights.

**TRANSCRIPTS:** Students may request a copy of their transcript through the guidance office.

**TRANSFERS AND WITHDRAWALS:** A transfer student is one who enters or leaves the school after the regular school term has begun.

Any student who meets the legal qualifications for admission to Fort Knox Schools will be offered enrollment. The counselor will assign the transfer student to a specific grade based upon the student's record of attainment at the previous school as shown by an official transcript.

Students entering after school begins must bring a report card, grade sheet, or some type of official information that shows his/her status in the previous school.

**A transfer student may be required to make up lost studies to permit him/her to reach the level of his/her class. The appropriate teacher will supervise this make-up work before or after school hours.**

As soon as a student knows of the imminent departure of his/her family from Fort Knox, he/she should advise the principal's office. Early advice of this type will permit the completion of schoolwork for the current period, examinations, etc., in order that the student will suffer no loss of credit incident to the transfer to another school. A student may be furnished an unofficial copy of his/her transcript upon request when he/she withdraws. Records of the student's work will be mailed to the school upon request from the school.

Immediately prior to departure the student will turn in all school equipment and books. A withdrawal clearance form will be picked up in the guidance office on the morning of the last full day the student will attend school. The student will have this form signed by the required personnel as indicated on the form. The completed form, when returned to the principal's office, will indicate eligibility for clearance and transfer.

**UNAUTHORIZED AREAS:** The boundaries of school grounds are Dixie Street, Gold Vault Road, Eleventh Avenue, the parking lots and the woods behind the Alumni Theater. Students violating the off-limits areas will be subject to disciplinary measures. The parking lots, woods behind the Alumni Theater and Scott Middle School (except for those who are taking a class there) are off limits during the school day.

**VISITOR POLICY:** Persons having business in school shall register in the main office.  
**Students are not to bring visitors or relatives to school to visit classes.**