

Center for Knowledge and Center for Knowledge North

Student/Parent Handbook
2019-2020

“Centered on Caring”

This Center for Knowledge/Center for Knowledge North Student/Parent Handbook is an addendum to the District Two Handbook which has required family information important across the district. The District-wide handbook may be accessed for students and parents/guardians from the district's website. If you are not able to access this handbook online, please notify our school to arrange to review it. Please review these District policies and procedures and sign the acknowledgement page that is available online. If you have any questions about this handbook or its contents, please contact the school or call the district at 803-787-1910. This Center For Knowledge/Center for Knowledge North Student/Parent Handbook contains additional information and practices specific to CFK/CFKN.

SCHOOL AND ADMINISTRATION CONTACTS

Center for Knowledge Office..... 803-699-2966
Center for Knowledge North Office..... 803-691-6895

Director..... Jessica Agee
Lead Teacher at CFK..... Jessica Holley
Lead Teacher at CFKN..... Harold
Johnson

MISSION STATEMENT

The Center for Knowledge/Center for Knowledge North, in collaboration with our school family, creates a rigorous academic experience founded upon the Core Knowledge Curriculum and Core Values which transforms students into independent thinkers who can compete internationally.

VISION STATEMENT

The Center for Knowledge/Center for Knowledge North fosters the development of the whole child through a rigorous education model. Young scholars gain cultural literacy and an appreciation of multiple perspectives through cumulative, integrated, and objective-based education. As a small community, we take pride in ourselves and our school, and provide a safe, positive space for young minds, bodies, and hearts to grow.

Beliefs

- Every child has the right to a quality education.
- A safe and orderly learning environment will be provided.
- Parental involvement and support is necessary to provide students with the support that allows them to reach their full potential.
- All teachers are concerned about the individual needs of the child.
- The administrators will be supportive and visible.
- Every child will be treated with respect.
- Every child will be respectful.

Overview

The Center for Knowledge and Center for Knowledge North are “Centered on Caring.” We are a magnet school that this year will serve approximately 264 students in grades K-5 at the Center for Knowledge and approximately 264 students in grades K-5 at the Center for Knowledge North. Both are schools of choice. Our small size fosters a sense of community, and the school’s programs emphasize close relationships among the school, students and parents.

The teachers employ a variety of instructional strategies to provide students with experiences that incorporate E.D. Hirsch’s Core Knowledge components, Character Education Standards, Richland Two’s curriculum standards, along with State and National standards. The curriculum developed by the Center for Knowledge offers students a strong academic instruction that emphasizes essential skills and concepts that are essential to academic and social success. Instructional emphasis include activities that extend course content by promoting higher order thinking skills as a means of acquiring essential skills that help students learn to form questions and search for solutions to problems. Courtesy, respect for others, and responsibility for one’s behavior are also integral parts of the curriculum.

Daily Schedule

7:35 am	Student drop-off
7:55 am	Teachers pick up students from morning room and instruction begins
8:10 am	All students should be in class
8:11 am	Students not in class by this time are considered tardy
2:15 pm	Latest time students are permitted to be signed out
2:50 pm	School dismissed / Aftercare begins

- Students are **NOT** to be dropped off before 7:35 am, and must wait for the teacher on duty. This includes students who may be on safety patrol.
- An adult is outside until 8:00 am; after that time, parents **must** park and walk students into the office.
- Students are tardy after 8:10 am.
- Students must be picked up no later than 3:10 pm.
- Students/parents are **not** permitted back into the building/classroom after 2:45 pm.
- We do offer an after school program from 2:50-6:00 pm. Contact the Office Manager for information regarding the cost and availability of this program.

Morning and Afternoon Carpool Procedures

- Please pull up to the canopy area/driveway. Be sure that you loop around so that the school is on the passenger side of the car.
- Students should exit/enter vehicle on the passenger side only.
- For the safety of all, students are not permitted to cross carpool line traffic unless escorted by a parent who is entering the building for official school business (i.e.

scheduled parent/teacher conference, signing in medication in the health room, prearranged classroom volunteering, etc.).

- There will be a teacher or administrator on duty from 7:35 am to 8:00 am and in the afternoon from 2:50 pm to 3:10 pm.
- Please pull into a parking space if you must wait on a child or if you are going inside. This allows traffic to flow smoothly. Cars should not be parked in the carpool lane as this slows the flow of traffic.
- In the afternoon, please display the carpool sign with your carpool name(s) over your rearview mirror and leave on display until you exit the parking lot.
- Please give your full attention to the carpool process when pulling forward to pick up or to release students. Safety is our number one concern; therefore, please do not use your cell phone until you pull away from carpool so that the safety of our students will not be compromised.

General Information

Attendance

School begins at 7:55 am. and dismisses at 2:50 pm. Teachers will be on duty to supervise your child beginning at 7:35 am. In order to minimize traffic congestion and ensure your child's safety, we ask that students not arrive at school before 7:35 am. CFK/CFKN follow the protocol of all elementary schools in the district. Any person dropping off a child after 8:00 am will need to bring their child in through the front office. Please do not walk your child to class; we will monitor that process from the office. ***If at all possible, please make arrangements to drop-off at 7:45 am-8:00 am.*** In accordance with our school safety plan, any student arriving after 8:00 am will be held in the front office until 8:10 am and escorted to the classroom at that time.

Tardies and Early Dismissal

Tardies

Students will be marked tardy if they are not in class at 8:11 am. Tardies are disruptive to the classroom and also have an adverse effect on a child's educational progress. Students arriving at school after the tardy bell will be marked tardy. The student and parent must come into the office to obtain a tardy pass when the student arrives late. The student will not be admitted to class without this pass. Please do not drop your child off after 8:00 am without coming into the office. Excessive tardies will be reported to the District Office, turned over to our District Social Worker, **and will be reviewed under the choice option for attendance to a magnet program.**

Early Dismissal

We will maintain records of early check-outs. If excessive, a social services worker will be contacted. For RSD2 guidelines for tardy and/or early dismissal, please refer to ***District Attendance Policy***. If a student leaves early, it will be his/her responsibility to get his/her assignments from another student or the teacher. RSD2 has implemented the following practice for all elementary schools and elementary centers:

- If a parent or guardian chooses to sign their child(ren) out early, they must do so before 2:15 pm.
- If there is a change in transportation for your child known in advance, please send a note to your child's teacher.
- If there is a change in transportation for your child during the school day, please contact the front office prior to 1:00 pm. In order to preserve the integrity of instructional time, please do not email same day student transportation changes to the teacher.

Absences

School attendance and success in school are directly related. When students are absent from school, academic performance may suffer. Any time students are absent, parents may be contacted by the school to verify the reason for the absence. Whenever it is necessary for your child to be absent, please send a written note to your child's teacher when they return, stating the reason for the absence. This is a requirement of the State Department of Education. Students are not allowed to miss more than ten days of school.

Students are limited to a combination of ten days verified absences or medical or school-excused absences. Violation of the attendance policy could result in loss of credit or retention. Students will be excused for recognized religious holidays.

Parents are urged to schedule health appointments after school hours. When this is not possible, the days or times of appointments should be varied so those students do not always miss the same classes. Students that are absent should check the teacher website for assignments. On the third consecutive absence the parent should contact the school administration to discuss assignments. Students who will be absent for more than five consecutive days due to an extended health problem should complete an application for homebound instruction on the first day of such illness.

Students who are unlawfully absent for 7 days will be placed on probation, social worker will be notified and an Attendance Improvement Plan (AIP) will be created. Students who have excessive absences may forfeit their spot in the Magnet program and return to their zoned school.

If students are absent and you plan to pick up assignments, please notify the office in the morning and plan to pick up assignments at dismissal. Teachers will not be able to stop instruction to gather assignments during the school day.

- **Verified Absences Include:**
 - Illness if attendance would endanger his/her health or the health of others
 - *If student has an illness that causes him/her to be absent five or more days, you may make a request to apply for homebound instruction. You must have the proper form submitted from a medical practitioner.*
 - Illness or death in the immediate family

- A recognized religious holiday of the student’s faith
- Medical or dental appointments
- Student’s participation in approved school-related activity
- Class suspensions
- An absence will only be counted as verified if a note (medial or parent) is turned in within five days of the absence

After-School Care Program

The After-School Care Program is a service provided beyond the regular school day and has a capacity limit. If applications are received and the program is at capacity, applications will be numbered in the order they were received and placed on a waiting list. This program will operate only on school days from 2:50 p.m. to 6:00 p.m. In order to ensure safety, parents should not linger at the school, enter classrooms or other areas when picking up their child(ren). A base fee is charged per week, per child, and has been established to cover expenses incurred by the program and must be made on the first day of the week in which your child will be served.

Students may be removed from the program at any time (Director’s discretion), due to behavioral problems. The fee schedule includes consideration of families with more than one child in the program. Students picked up after 6:00 p.m. will be charged \$2.00 per minute. Likewise, if a child is not picked up from carpool on time and is sent to aftercare, there will be a \$25.00 fee added to the student's account.

Cafeteria

RSD2 participates in the National School Lunch Program. This program provides free or reduced-priced breakfast and lunch for eligible children. Meal applications can be found online the district website. Breakfast and lunch fees are as follows:

Breakfast:	
Students (Full Price)	\$1.25
Students (Reduced)	\$.30
Lunch:	
Students (Full Price)	\$2.70
Students (Reduced)	\$.40

No outside breakfast is permitted. This is very disruptive as we are preparing to begin our school day.

Cafeteria Code of Conduct

- Each group using the cafeteria is responsible for entering and leaving quietly and on time.
- Students will follow the correct flow for traffic.
- Tables and floors should be left clean.
- Conduct in the cafeteria will determine the extent of privileges afforded to students

- Breakfast and lunch will be served daily. In the event of an early dismissal, please let your child's teacher know if they will need a bag lunch to take home.

Debts

Students are expected to clear all debts, including payment of school fees, before the end of the school year or when withdrawing from school. All educational materials including textbooks, library books, locks, etc. are the responsibility of the student and must be paid for if lost or damaged. Students will be required to pay for any damage they cause to school property, including school buses.

Discipline

Our faculty and staff believe that a strong discipline program promotes a child's self-worth and dignity while it also helps to develop a child's own inner discipline system. Our program helps children learn socially acceptable behaviors, considers the best interest of students and school, and strives to be reasonable, appropriate, and fair. CFK/CFKN follows the Richland School District Two guidelines. Please also reference the Code of Conduct in this handbook.

Drills

Drills are held monthly to ensure students and faculty are familiar with the correct procedures for emergency, evacuation, and inclement weather.

Early Release Days

Refer to the district calendar for early release days. If school is dismissed early due to inclement weather, notifications will be sent home via Blackboard Connect.

Elementary Magnet Behavior & Character Code

Please read, sign, and return the Elementary Magnet Behavior & Character Code at the end of this handbook.

Emergencies

Parents will be notified of illness, injury, or accidents that need medical attention. *It is the parent's responsibility to ensure that the school secretary and teachers always have a current emergency phone number.* Please update information should you move or change numbers.

Field Studies

Field Studies are experiences scheduled to enhance the SC Standards and Core Knowledge curricula studied in class. Students not attending a field study should attend school or the day will be counted as an absence. No refunds will be given for initial deposits on field studies. All fees for overnight trips are due prior to departure. Students will not be permitted to participate if fees are not paid in full. Financial aid for field studies is available if a family is having economic difficulties. Adjustments are made for students receiving free or reduced lunch.

Health Room

The health room is open from 8:00 am – 2:50 pm. NO medication will be furnished to students, including Tylenol. Parents should bring medication to the health room first thing in the

morning, in the original container, for students needing medication during the school day. A parent or guardian's signature is all that will be required for over-the-counter medication administration, as long as the dosage falls within the recommended dosage on the instruction label. If the parent requests an over-the-counter medication be given at a dose greater than the label recommends, a physician's signature and written instructions will be required to administer the medication at school. Prescription and herbal medications will continue to require a physician's signature with specific instructions on how to administer the medication. Health room personnel will send medications such as inhalers and Epi-pens for field studies. Students may not have responsibility for their own prescription and/or non-prescription medication for field studies. Please direct any questions to the school nurse.

Newsletters

The newsletter will be sent via Blackboard Connect and posted online (CFK/CFKN websites) monthly. This is our primary means of communicating information to our parents so we ask that you be sure to read. The teachers will convey to the parents their own individual communication methods; these will be a supplement to the school newsletter.

PTA

The PTA is committed to working together with parents to provide parent leadership and support for school programs and initiatives. The PTA will conduct fundraisers and hold meetings throughout the school year. Please support the CFK/CFKN PTA!

Parent Involvement

The education of children is a cooperative effort between parents and school. Parent involvement is crucial to the success of our children and our school. Parents must check in the front office for a visitor's pass before visiting the school for any reason. We ask parents to schedule classroom visits in advance in order to protect the instructional time for all students and limit visits to 30 minutes in accordance with our District visitation procedures.

Parent Portal

Parent Portal, offered through PowerSchool, provides parents and guardians access to all their students' information. Report cards will be printed, but interims should be viewed through Parent Portal. You are also able to pay school fees and add money to your child's lunch account.

Parent/Teacher Communication

A Parent Communication Folder (PCF) will be sent home each week containing important classroom papers and announcements. After perusing the enclosures, please sign the PCF and return to your teacher promptly. Teachers will communicate with parents during the school year as often as possible. These contacts will be made to inform parents of achievements, student improvement, and possible problem areas. Contacts will be made by phone, letter, conferences, e-mail, or any combination of these. Parents may request appointments for conferences with teachers and counselors by emailing them. If a concern arises, please make your first contact with the teacher. If this contact is unsatisfactory, then

contact the Administrators. In most situations a phone call can lead to a resolution regarding a concern more efficiently than email.

Your child's teacher would love to talk to you before or after school. Please do not call during school hours and ask to speak to the teacher; this takes instruction time away from your child as well as the other students in their class. We will be happy to take a message and give to the teacher, or you may email them at any time.

Parent/Teacher Conferences

Please feel free to schedule a conference with your child's teacher at any time. Your teacher will work with you to find a convenient time. Please remember to be prompt. Special arrangements are often arranged so teachers can meet with parents. When teachers are delayed, student learning may be impacted. Please respect each teacher's time before and after school.

Parent Volunteers

Our school could not operate without the support of our parent volunteers. Volunteers must sign in with Ident-A-Kid when you are on campus. This system has been put in place for the safety of all students. This system was purchased by our District to ensure that all persons on school campuses are accounted for at all times in the event of an emergency. It also keeps track of our volunteer hours which allows us to keep up with all of your hard work. Be sure to sign out whenever you leave campus.

Participation Policy

Students are required to be present in school on the day they participate in any after-school activity. To be considered present, a student must attend a minimum of one half of the school day on the day in which he/she is participating. Students serving in-school suspension will not be allowed to practice or participate. All current debts and previous school year debts must be paid prior to students participating in extracurricular activities.

Restricted Items

Students are encouraged to bring only needed items to school. Large sums of money and personal items such as hats, extra clothing, jewelry, toys, games, radios, electronics, baseball cards, etc. should not be brought to school and will be confiscated by school personnel. Students are discouraged from bringing any items of a high monetary value to school. For RSD2 guidelines for *Personal Device Usage by Students*, please refer to Richland School District Two Handbook.

School Visitors/Parents Procedures

All parents/ visitors are welcome and must sign in at the office whenever on campus. We follow the Richland School District Two *Parents Visiting Classroom Procedures* Visitors must wear the visitor sticker with their picture at all times so they are immediately recognized as having signed in properly. Visitors will *not* be allowed to enter a classroom without a visitor sticker. Visitors will also be announced to the teacher. **Unannounced visitors will be asked to**

return to the office for permission to enter. All visitors will be required to sign the *Parents Visiting Classroom Parent Acknowledgement Form*. Educators wishing to visit the site are asked to make appointments by calling the school office. Students from other schools are not permitted on campus without permission or prior approval.

To minimize classroom disruptions, parent observations/classroom visits are limited to 30 minutes. Parents/Guardians are encouraged to schedule a mutually convenient time to visit their child's classroom and notify the receptionist of the reason for the visit upon arrival. In the case of large events, such as Grandparents Day, Field Day, etc., we will provide CFK/CFKN visitor stickers to reduce the backlog of people trying to sign in. If you are bringing an item to drop off that your student may have forgotten, please leave it in the office and we will deliver – this helps to minimize disruption of classrooms.

If parents/guardians have scheduled a visit in advance, the following procedures apply:

1. Parent signs in with Ident-A-Kid.
2. Parent will wear visitor sticker throughout their time on campus.
3. Parent is escorted to the classroom.
4. When the visit is over, parent signs out with Ident-A-Kid.

If parents/guardians have NOT scheduled a visit in advance, the following procedures apply:

1. Parent sign in with Ident-A-Kid.
2. Parent will wear a visitor sticker throughout their time on campus.
3. Administrator/Counselor/Designee is notified of parent wishing to visit class.
4. Administrator/Counselor/Designee escorts parent/guardian to the classroom and invites them to share any concerns with them following their visit.
5. When the visit is over, parent signs out with Ident-A-Kid.

Please note that “It is unlawful for any person to willfully or unnecessarily interfere with or disturb in any way or in any place the students or teachers of any school or college, to loiter about school or college premises, or to act in an obnoxious manner. Visitors must have permission from the principal or president in charge to enter or loiter about school or college premises.” (16-17-420 Disturbing Schools, Misdemeanor: 30-90 days or \$100-\$1,000). Prohibiting loitering about or entering school or college premises may be enforced regardless of whether school is in session (Attorney General's Opinion No. 90-61).

Snacks and Celebrations

Smart Snacks in Schools federal legislation began on July 1, 2014. This federal legislation significantly impacts how schools have “snacks” in schools. CFK/CFKN has **adopted** a practice to not celebrate birthdays with food items of any nature. This decision has been made due to the many grey areas in determining what is acceptable within the federal guidelines. The law does allow CFK/CFKN to have class celebrations hosted by the teacher that do not supplant lunch or breakfast.

Special Services

Students are served in classes to meet their needs in addition to the regular curriculum. If you feel that your child has some type of disability and is in need of special education, related services, or accommodations, please let the school administration know as soon as possible so that the school can provide appropriate educational opportunities to you for your child. Our school has an Intervention Assistance Team which accepts referrals from parents and teachers concerning students who are experiencing significant educational and/or behavioral issues. Students whose disabilities meet state and federal guidelines will be offered special education services as determined by an IEP committee consisting of parents and school personnel. Please contact your child's teacher, school counselor, or administrator to make a parent referral.

Student Records

The Director of each school is the legal custodian of all student records for that school. Students and parents/guardians will have access to the student's school records. The school district will maintain student records in a confidential manner, and will comply with all state and federal laws, including the Family Educational Rights and Privacy Act, concerning the publication and dissemination of student records.

Technology

Students will have many opportunities to participate in Richland Two's electronic communication systems. Computers are used throughout the curriculum to support and enhance learning in all areas. The Internet is one of the electronic resources available to students. Parents who **do not** want their children to use the Internet at school must write a letter to inform school administration of that decision.

Along with these opportunities also comes responsibility. It is important that students and parents read the Responsible Use Procedures and discuss these requirements together. Any violation of the RUP may result in loss of technology privileges and/or disciplinary action. Comprehensive technology use guidelines may be referenced in the Richland School District Two Handbook.

Textbooks

Textbooks are furnished to all students at no cost. Students are responsible for payment if books are lost, stolen, or damaged. No replacement books will be issued until payment is received for the lost or damaged book(s).

Uniform Policy

Monday through Thursday, students wear solid burgundy, navy, or white shirts with any school-appropriate insignia that is smaller than 2" in size, with khaki or navy shorts or slacks, skirts/skorts or jumpers (for girls). Tops and pants should not contain patterns including, but not limited to stripes, polka dots, plaid, etc. Fingertip length for shorts and skirts is required. Students may wear the CFK/CFKN logo on t-shirts or sweatshirts. During the winter months, students may wear navy sweatpants with burgundy, white, or navy sweatshirts. In the classroom any outerwear worn must be uniform. Friday is a free choice day. If Friday is a

school holiday, Thursday does not become a non-uniform day. If a student is out of uniform, their parents will be called and required to bring a change of clothing. The child may be out of class until their uniform arrives.

Students may wear our approved plaid as part of their uniform. The plaid is called “Clear Blue Plaid”, and can only be purchased through Lands’ End – no other plaids are acceptable. The items available in this plaid are skirts, skorts, jumpers, belts, ties and headbands. This is completely optional and simply provides another uniform choice.

- Spaghetti strap, halters and midriff shirts may not be worn at any time. Straps must be at least two fingers wide.
- Rubber flip-flops (shower/beach type) may not be worn at any time.

Curriculum

The curriculum designed for the Center for Knowledge is meant to be accelerated and challenging. Students are required to do projects each nine weeks, read from a grade-level reading list, and participate in supplementary problem solving activities. Students must be dedicated to their learning, and parents must support students by making sure projects and other assignments are completed on time.

Grades

K through 1 Progress Reports are given three times a year. These reports are designed to reflect a learning continuum. The grading periods consist of four nine-week periods in grades 2 through 5. Grades are updated regularly through Parent Portal. Please check here frequently or sign up for automatic updates. Report Cards will be printed, but Interim Reports should be accessed through Parent Portal.

Grading Systems

The following grading system has been adopted by schools in Richland School District Two. Although letter grades are not given at all grade levels, the district grading scale for those grades giving letter grades is as follows:

A	100-90	Excellent
B	89-80	Above Average
C	79-70	Average
D	69-60	Below Average
F	Below 59	Failing

E.D. Hirsch, Jr.

E.D. Hirsch, Jr., suggests a “core curriculum” which is integrated throughout the CFK/CFKN curriculum. American and World Civilization are strongly emphasized throughout all subjects. Students are also introduced to classical literature, common sayings and their meanings, poetry, famous historians, geography, and a global view of all of the sciences. These are taught at all grade levels. This core curriculum builds from year to year so that students obtain the information needed to become an active participant in an advancing society.

Language Arts

The Daily Five is a way of structuring our reading block so every student is independently engaged in meaningful literacy tasks. These research-based tasks are ones that will have the biggest impact on student reading and writing achievement, as well as foster children who love to read and write. Students receive explicit whole group instruction and then are given independent practice time to read and write independently while being provided focused, intense instruction to small groups of students during Guided Reading. Students will engage in the Daily Five, which is comprised of:

- Read to Self
- Work on Writing
- Read to Someone
- Listen to Reading
- Working with Words

During individual conferences, the teacher will listen to each student read, help him/her pick a reading goal, and suggest a reading strategy that will help. They will provide coaching on how to use the strategy, and then meet back with the student at a later date to see if he/she has been able to use the strategy.

Math

Singapore Math or Saxon Math are the textbooks used in our school. Teachers will also use supplementary activities to enhance the math content. Every student participates daily in a model drawing word problem.

Music Requirements

We are fortunate to have a wonderful music program in our school. Like other learning experiences at school, participation and high expectations are expected from the teacher and students. Grades will be given to reflect the effort and participation of students in this class. Students work towards performances within their classes.

Social Studies: American History, World History and Geography

Teacher created units, Core Knowledge units and Baltimore units are used to integrate the content across all grade levels. Core Knowledge topics are the base of our curriculum. State standards are taught or reviewed in each appropriate grade level.

Writing

We utilize a variety of writing curriculum resources and models to support writing instruction. These resources may include, Daily Five, Lucy Calkins, Step-Up-To Writing, Empowering Writers, Six-Trait Writing, Stems, and novel studies.

Code of Conduct

CFK/CFKN Expectations

1. I will be safe.
2. I will be responsible.
3. I will be respectful.
4. I will be a problem solver.

The Center for Knowledge/Center for Knowledge North observe the discipline policies set forth in the policies and procedures of the Richland School District Two manual. The complete and official district administrative policies are available for review on the district's website. This includes the district's official Code of Conduct Administrative Rule and policy on the expulsion of students. The Center for Knowledge/Center for Knowledge North promote a safe and orderly school climate that contributes to an educational environment conducive to the positive academic achievement of every student.

As a district magnet school, CFK/CFKN also abide by and supports the district Elementary Magnet Behavior and Character Code. This code, with acknowledgement requiring student and parent signature, will be given to parents at the beginning of the school year, or upon acceptance and/or entry to CFK/CFKN. All CFK/CFKN families are expected to review the code with their child and sign and return the acknowledgement indicating they understand the policy and agree to support and follow it. (This page is located at the end of this handbook.)

Consequences for Code of Conduct Violations

Richland Two's general disciplinary policies also apply to students participating in magnet programs. Accordingly, one serious offense may result in consequences consistent with Board policy, including removal from the magnet program and/or a recommendation for expulsion from the District.

CFK/CFKN utilize a restorative behavioral practice. However, parents and students should be aware that repeated or accumulated behavioral infractions can lead to probation, exclusion from field studies, and/or removal from the Center for Knowledge/Center for Knowledge North program.

Addressing Repetitive Challenging Behavior

In order to address the behavioral and social/emotional needs of students exhibiting challenging behavior, all magnet schools will implement a multi-tiered continuum of support

model. This method allows schools to individualize support for students, through a collaborative approach, inclusive of both parent and school recommendation. This system will be utilized prior to students being placed on probation or recommended for program removal, in an effort to eradicate the challenging behavior and offer the most appropriate interventions to support success.

Interventions for students can be provided by the classroom teacher and school-based learning support staff; however, dependent on the nature and frequency of the behavior, consequences could still be provided by the director or lead teacher. Failure to improve behavior may result in removal from the magnet program.

As part of the magnet choice, students will be expected to display positive character at all times. Accumulated behavioral infractions will lead to probation and/or exclusion from major field studies, or from the program entirely.

Parents of students at Center for Knowledge/Center for Knowledge North are expected to:

- Be supportive of high academic standards set for students attending the Center for Knowledge and Center for Knowledge North.
- Support the expectations of conduct at the Center for Knowledge and Center for Knowledge North and Richland School District Two.
- Be available for conferences when requested by their child's teacher.
- Take an active role in their child's education by staying involved in their child's daily learning.
- Have their child in the classroom on time.
- Arrive on time to school; no later than 8:10 a.m., preferably by 8:00 am. Students are expected to be at their desks by 8:10 am.
- Pick their child up at dismissal at 2:50 pm. unless enrolled in the after-school care program.
- If parents do not pick up by 3:10 pm, students may be sent to after-care and charged \$25.00. If 7 late pick-ups occur, a social worker will be contacted and students may forfeit their spot in the magnet program.
- Respect the teacher's professional opinion.
- Communicate their concerns with teachers and the school administrator.
- Send their child to school appropriately dressed and in accordance with school uniform guidelines..
- Support the Center for Knowledge and Center for Knowledge North by volunteering their efforts for extra activities when possible.
- Sign in at the office when visiting.
- Sign out student(s) when picking up child(ren) early. Students must be signed out in the office no later than 2:15 pm. If you arrive later, you must come through the car line and have your child dismissed in the typical manner at 2:50 pm.
- Understand that students are expected to work at a high academic level. Students will be assessed on this level.

Elementary Magnet Behavior & Character Code

This document should be reviewed, signed, and returned to your child's teacher during the first week of school and will be kept on file.

As an Elementary Magnet student, I know there is an expected code of conduct. Therefore, I promise myself, my peers, my family, my teachers, and other members of the faculty and staff that: ***As a magnet student I will abide by District policy, all school rules, classroom rules and regulations and display positive character at all times. I realize that failure to do so may result in my dismissal from the program.***

Level Three disciplinary infractions (see Handbook, or Richland School District Two website for Board Policy) may result in dismissal from the program. Prior to being dismissed from the program, the student and his parent/guardian will be allowed an opportunity to present any relevant information they would like to share with the magnet school lead teacher, or an appropriate school administrator. Repeated or accumulated behavioral infractions will lead to probation, exclusion from field studies, and/or removal from the Center for Knowledge/Center for Knowledge North entirely.

By signing and returning this document to my teacher, my parent/guardian and I acknowledge we have read and understand these standards. Moreover, I accept these statements as the rules I must follow in order to maintain my status as a Center for Knowledge/Center for Knowledge North student.

Student Name _____

Teacher _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

