

Student – Parent Handbook 2018 -2019



Kankakee Valley Intermediate School

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Kankakee Valley Intermediate School

Policies for Students 2018 - 2019

Vision *KVIS: Enlightening Minds for Brighter Futures*

Mission Statement Kankakee Valley Intermediate School will educate, motivate, and empower students every day.

We want our students to be **excited** about learning. We will spark this excitement by engaging them in **relevant learning** opportunities that interest them and challenging them to **think critically**. We believe these actions will produce students who are college and career ready.

Approval This handbook was approved by the Kankakee Valley School Corporation Board of School Trustees at the regular meeting on May 14, 2018.

Assignment Books are provided to all students to assist in organizing his/her daily, weekly, and long-term assignments. Students are expected to record assignments in the proper area.. Students are expected to carry the assignment book with a completed pass when going to such areas as the nurse, counselor, restroom, or office.

Athletics Participants in school-sponsored athletics must have a physical examination, parent permission, proof of insurance, and pay applicable fees. To be eligible for sports, a student cannot be failing in any subject or have an unsatisfactory conduct grade. Eligibility will be checked at midterm and on the day report cards go out. A student who is absent during the day is not allowed to participate in athletics or any activities for that day.

Athletic Event Attendance Student spectators who attend athletic events must be accompanied by their parents or the parents of a friend. Students may not be "dropped off" for events. Students who attend games at our school are expected to stay with a parent and to sit in the gym and watch the game. Students who do not conduct themselves properly or attempt to come to games unsupervised may not be allowed to come to future events.

Attendance Consistent attendance is expected of all students and is a major factor in achieving academic success. Indiana laws also require school attendance. Attendance is recorded once in the morning and again in the afternoon. Generally, students are marked as present, absent (excused and unexcused), tardy, or left early. The only excusable absence is for illness or for death in the family.

- a. Upon returning to school from an absence, the student should bring a note stating the reason for the absence. If a note is not brought for an absence, that absence will be considered unexcused. Make up work will be required, but the child may receive a grade of zero.
- b. If a child has an illness which will cause him or her to be out of school for more than three days, the office or the school nurse should be informed concerning the illness.
- c. A doctor's excuse may be required for all absences after six days.

- d. In order to be promoted to the next grade, a student in grades 4-5 must be in regular attendance for a minimum of eighty-four (84) percent of the school year.
- e. Family vacations should be scheduled at times when school is not in session. Absences due to Family vacations are **not** excused either by K.V. School Corporation Board Policy or by State Law regarding attendance.
- f. A student has one day to make up work for each day he or she has been absent.
- g. Any student absent during the school day may not participate in extra curricular activities that day, unless arrangements for the absence were made through the principal's office.
- h. Tardiness. Students who come to the classroom after 8:40 a.m. and are not on a "late" bus are considered tardy. Students will need to make up tardy times at recess time as determined by the classroom teacher. Excessive tardiness could require after-school detention to make up time.
- i. Missing the bus is considered an unexcused absence.
- j. Excessive tardiness and/or absences must be reported to appropriate agencies by school officials.
- k. Awards for Perfect Attendance will be given to students at the end of each semester and the end of the school year. In order to qualify, a student must be present the full time for entire day each day during the semester or the school year.
- l. Unexcused absences are reported to the State of Indiana.
- m. Project Attend letters may be sent after 5, 8, and 10 days of absence.

Behavior Reports will inform parents about their child's behavior at school. A well-behaved child surrounded by other well-behaved children will learn more. A pink and gold behavior report is sent home with students who break school rules. Parents need to only sign and return the pink form.

Each report has a specific consequence and will start over at the beginning of each 9 weeks grading period.

- 1st Report = Lunch/recess Detention
- 2nd Report = 3 recess detentions
- 3rd Report = After School Detention
- 4th Report = 2 hour After School Detention
- 5th Report = 1 day Isolated Instruction
- 6th Report = 3 days Isolated Instruction
- 7th Report = Suspension
- Further problems may result in an expulsion from school.

A detention center will be available on Tuesday afternoons from 3:15 p.m. to 3:45 p.m. The detention will be a quiet time unless the homeroom teacher sends work to be completed, a behavioral contract, or lines to be written.

The principal and/or assistant principal will schedule the 2-hour detention. It is available from 3:30 – 5:30. Parents are expected to sign the student out of an afternoon detention. Parents are responsible for the child's transportation. If a student does not serve a detention within a two-week period after it has been merited, that student may be suspended from school attendance.

This program is designed to enhance and give support to the individual teacher's discipline plan. Any staff member may issue behavior reports to any child in the school. The Behavior Report is a tool for communicating with parents. We need parental support when dealing with student conduct. Behavior Reports may be used to inform parents of problems such as misbehavior or that a student is not prepared for class.

Bicycle _Students are not allowed to ride bicycles to school. Considering the roadways and the traffic, there is no safe way for students to ride a bicycle to our school.

Birthdays Birthdays are a special time. However, at this age, class time is not used for birthday parties. With teacher permission, a single, commercially wrapped food item may be sent to school to be shared with all during a teacher-selected time. Parents should contact the teacher the day before the treat will be sent. Special gifts such as flowers, balloons, etc., are not delivered to classrooms for students at school.

Birthday Book Club Birthday books may be donated to the school media center. These books for our library have a plate in front showing whose birthday was honored. The birthday child is the first person who may check out the book from the media center. For further information call the school media specialist at 987-2027.

Book Rental School textbooks are purchased for a period of six years. Students are expected to take care of the books and not mark in them. If a book is lost, the student is responsible for its cost. Lost books must be paid for and replaced immediately. Any wear or markings in textbooks may result in additional charges: broken covers that are repairable - \$6.00, torn pages-repairable - \$4.00, missing pages - total book cost, writing on pages - \$4.00, unrepairable damage - total book cost.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing. Disciplinary actions may include suspension or expulsion.

Candy Eating candy, etc. is forbidden in classrooms unless allowed by the teacher at a special occasion such as a class party.

Care of School Property The citizens of Kankakee Valley School Corporation have provided some of the best facilities and equipment found anywhere. Students can best show appreciation by taking care of the building, equipment, and grounds so they can be passed on to future students in excellent condition. Any student who destroys or defaces school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except for cases of unavoidable accident, students are liable for all damages they may do to school property.

Cell Phones Students are prohibited from using cell phones during their school day. This policy includes lunch periods, recess periods, school sponsored trips, as well as after school programs such as learning lab or detention. If parents want their child to have a cell phone, the phone must be kept in the student's book bag with the power turned off. Students may not carry a cell phone on their person during the school day. Pagers, beepers, and other electronic communication devices are prohibited. The school will not be responsible for loss, damage, or theft of any electronic device or cell phone brought to school. It is recommended to keep cell phones and other devices at home.

Change of Address Please notify the school office in case of change of address, reference, or telephone numbers. This will aid us in contacting the proper people in case of an emergency.

Change of Routine If your child is to leave school other than in his/her normal routine manner, written parental/guardian permission is needed. The note needs to be signed and dated and should be given to the classroom teacher. Children who do not have the proper verification of routine change will be sent home in the normal routine manner. Any request for a student to ride a different bus must be submitted in writing to the office by the student's parent. All requests must include the following information: reason for the request, address where student is to be dropped off, name and phone number of responsible adult at that location. Children are not allowed to leave school at any time during the school day on their own. Parents/guardians must come to the office to sign out the student. This policy is for the safety and welfare of all our students.

Child Care Intermediate School students may participate in the after-school childcare programs housed at either DeMotte or Wheatfield Elementary Schools. Students will ride the bus to the programs at the elementary schools. Children must be enrolled prior to going to the program.

Classroom

1. Whenever students come into the building, they should go directly to their classroom. No loitering in halls or restrooms.
2. Students have a big job in helping to keep the building neat and clean. Take good care of desks and books.
3. Each student will take care of his or her own property. Students will respect the property of others, including not touching anything that does not belong to them. Students also must stay out of teacher's desks, chairs, and cabinets.

Communicable Disease In order to assist in the control of communicable diseases such as head lice, scabies, pink eye, etc parents are asked to report such diseases in their children to the school nurse.

Computer Technology and Networks_Computers are provided for staff and student use. The purpose is to provide Network, electronic communication features and tools, electronic library services, and Internet access, herein after referred to as Network, for educational purposes. As such, this access will (1) assist in the collaboration and

exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. Any misuse of a password access or Network will result in suspension or revocation of computer and/or Network privileges and/or other disciplinary actions determined by the administration of Kankakee Valley Intermediate School. Pursuant to the Kankakee Valley Technology Responsible Use Policy, Sections 3, 6, and 10, devices provided by the school remain property of the school corporation, and as such there is no expectation of privacy on the devices, and items such as browsing history can be checked at any time. Students are not permitted to add programs or extensions or to visit sites other than those permitted by the teacher.

Conduct and Discipline Discipline is another word for respect, respect for self, others, authority, and a recognition of rules. Discipline is an attitude that begins at home, is reinforced at school, and applied throughout life. The staff wishes to work with parents in the proper discipline of all students. Important components of a good discipline program include the following:

- a. *Communication*-Behavior standards and guidelines need to be clearly understood.
- b. *Expectation*. Parents and staff must *expect* children to behave at school and to demonstrate skills of citizenship.
- c. *Identification*. The real cause of misbehavior must be identified if a change is to occur. Parents and staff need to work together to determine causes of misbehavior and to apply consequences that will help change occur.
- d. *Action*. Through honest and fair treatment, staff and parents need to work together to assist students in realizing that there are consequences for misbehavior at school, and that students can learn from mistakes.
- e. *We need to work together and support each other*. Good discipline is for the betterment of your child.

Conduct - Alternative Educational Setting

1. Students assigned to the Alternative Education Setting are to report to the main office by 8:40 a.m.
2. Students are to bring only approved textbooks and materials such as pencil, pen, and paper. When students complete assigned work, supervisors may provide additional materials.
3. There is to be no talking among students in the room. First offense will result in a warning. The second offense, the student will be assigned an additional day in the alternative educational setting. For further offenses, the assistant principal or principal will decide on disciplinary measures.
4. Students are to remain in their assigned place at all times.
5. Absolutely no sleeping. If a student's head is down or their eyes closed, they are considered sleeping.
6. In the event a student is discharged from the alternative educational setting, the student will be suspended out of school for up to five days. Upon return to school, the student may be reassigned to an alternative educational setting before the student is allowed back into the regular classroom.

Conduct - Cafeteria

1. Students eating in the cafeteria are expected to practice acceptable table manners. We reserve the right to deny lunchroom privileges to any student who fails to comply with these rules.
2. Snack foods and ice cream that are sold in the cafeteria should not be the main diet for students. It is expected that each student will eat a regular lunch from the cafeteria or bring a lunch from home. Good eating habits should be encouraged and extra snack foods should be purchased only as a supplement to a regular lunch.
3. All food is to be eaten in the cafeteria. Students are not allowed to take snacks outside or back to the classroom. The exception is that unwrapped ice cream may be taken outside.
4. While eating students are to sit at their assigned table. Students are to remain seated and raise their hand if they need something.
5. Students may talk in a low tone of voice only to those seated around them. No loud or boisterous behavior at the table.
6. Absolutely no throwing of food, paper, or any item.
7. Be orderly and mannerly in the serving line.
8. Leave the table in a clean condition for others.
9. Pop is not allowed for hot or sack lunch in the cafeteria.

Conduct - Playground

1. Always remember "**Safety First**" on the playground. When a student must make a decision as to whether something is right or wrong, he/she will usually do the right thing if common sense is used. Playground is to be used for its intended purpose and not in an unsafe or dangerous manner.
2. Students are never to leave school grounds without the permission of the principal or assistant principal.
3. The following things are not allowed on the playground: bicycles, skateboards, pogo sticks, squirt guns, spiked shoes, stilts, golf balls, footballs, hardballs, knives, or any other dangerous item. No name-calling, inappropriate language, or gestures. This includes any events that take place at school including field trips.
4. No throwing rocks, ice, snowballs, wood fiber etc. These things should not even be picked up.
5. Tag is not to be played on any climbing equipment. No dangerous or excessively rough games are allowed. This includes: football, wrestling, fighting, or "play fighting". No jumping out of swings.
6. If soccer is played, it is to be played properly--no tackling or carrying the ball. Students who do not play properly will not be allowed to play soccer.
7. When recess begins, go to the restroom and get a drink before going outside. This is the main purpose for recess.
8. When recess is over, line up immediately when the whistle is blown. Students should go quietly and orderly into the building and go directly to the classroom. Students should be seated and class started within five minutes after the end of recess.
9. All coats and playground equipment are to be taken to the cafeteria for lunch recess. Students are not allowed to go back to the classroom for these items.

10. During recess, students must stay outside and not come back into the building without permission. No playing in the halls or restrooms during recess or any time.
11. If, due to sickness or other good reason, a student must stay inside, the student must have a note for that day stating the reason he or she must stay in. These students must take schoolwork and go to a designated area for supervision.
12. Students may not remain in the classroom or other any area of the building unless there is a teacher or other adult present.
13. Any items found on the playground should be brought to the office.
14. Students must use playground equipment safely and properly or they will not be allowed to use this equipment. Swings are to be used in a seated position. Students should not turn, twist, or jump out of swings. All equipment is to be used in the manner for which it was intended. Specific rules will be made as the need arises and they will be announced.

Conduct - Recess Inside (rainy or cold days)

1. During inside recess, students will come to their own classroom and **remain seated** either at their desk, at a table, or on the floor.
2. Students should play a quiet game, read, do class work, or other quiet activity during inside recess. Absolutely no running, wrestling, throwing items, or rough games are allowed in the classroom. Students may not play inside with outdoor play equipment such as balls, bats, ropes, etc. Students may not scribble or write on the boards or use technology devices.

Conduct - Restrooms

We wish to maintain a clean and safe facility. For health reasons, restrooms must remain clean. Students should follow the following rules:

- Wash hands!
- Do not climb, hang on, or stand on toilets, sinks, or partitions.
- Dispose of paper properly. Only toilet paper in the toilet, paper towels in the waste can.
- Flush toilets or urinals after each use.
- Keep water in the sink and do not splash it on others or on the floor.
- Leave restroom area immediately after using toilet or urinal and leave sink area immediately after washing hands.

Conduct - Special Classes Since we firmly believe that success depends on self-discipline, we have developed a classroom discipline plan that helps every student make good decisions about his/her own behavior. This plan will be in effect at all times in special classes because your son/daughter deserves the most positive educational climate for academic growth.

- Follow directions the first time given, including posted rules and due dates.
- Go to your assigned area with required materials upon entering the room.
- No swearing, teasing, put-downs, or disruptive noises.
- Keep hands, feet, and all objects to yourself.

- Wear the “specials shirt” for each class.
- No gum, candy, or other objects in your mouth.

Rewards

To encourage students to follow the rules, we will reinforce appropriate behavior with individual and/or class-wide rewards. Points are usually accumulated each semester towards rewards.

If a student chooses to break a rule:

- | | |
|--------------------------|--|
| 1 st time/day | Warning. |
| 2 nd time/day | Ten-minutes in the time-out area. |
| 3 rd time/day | KVIS Behavior Report taken home and signed by parent/guardian. |

Conflict Resolution Intelligence, consideration for others, mutual respect, and calm behavior rather than physical confrontation, violence, and force shall be used to solve conflicts between all persons at our school.

Cooperation With Other Agencies The State of Indiana requires that all public employees report the suspected physical, emotional, and/or sexual abuse, including neglect of a child to an authorized agency. Attendance problems may be reported to the K.V. attendance officer, the prosecuting attorney or other agencies. The staff of the school will fulfill their obligation by law when action is warranted. Law enforcement officials may be called for cases of vandalism or criminal mischief.

Cult Activities Any form of promoting these activities such as displaying clothing, jewelry, emblem, badge, symbol, verbal or written statement, sign or items that shows or reflects affiliation will not be tolerated.

Custody It is necessary that school records be current regarding custody and visitation in cases that involve divorce or separation of a student's parents. Copies of court orders or decrees must be on file.

Dangerous Or Disruptive Items Students cannot bring any kind of weapon, dangerous, or disruptive items to school. All guns, knives, butter knives, toy guns, BB or pellet guns, squirt guns, water balloons, skates, shoes with skates, skateboards, and smoke bombs are banned from school. Toys that look like weapons are also banned. Pokemon cards and Yu-Gi-Oh cards are not allowed. Other items may be banned as the need arises.

Dismissal During the School Day When a student is to be released during the school day for an appointment, parents should send a note to the teacher. When picking up students, parents must come to the office to properly sign the child out. Students will not be called out of class until someone is at school to pick them up. **No one is allowed to go directly to the classroom to pick up a child.**

Disrespectful Behavior This school corporation does not condone inappropriate, disrespectful language, gestures, or behavior directed toward any school employee. Violators will face disciplinary action.

Dress - Appearance All students must come dressed neatly and appropriately. A student should be attired and groomed in such a way as to reflect credit to himself, his family, community standards, and his

school. Just as later in life many jobs and social functions require appropriate dress, there is an appropriate way to dress for school. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the educational mission of the school will not be permitted. Clothing should be clean. Holes or rips must be at the knee or below. Clothing or buttons advertising alcoholic beverages, tobacco, drugs, as well as clothing or buttons with obscene, offensive, inappropriate, suggestive, or questionable printing on them will not be permitted. Garments with rings, grommets, decorative zippers, or any garment that could damage school property may not be worn to school. Undergarments must not be exposed. In general, hats, sunglasses, visors, bandanna hats, head coverings of any kind, etc., are not to be worn in the building. Footwear must always be worn. "Flip-flop" shoes are not allowed, and sandals could be very dangerous. No clothing may be worn which shows parts of the body not normally seen. Clothing must be worn at waist level and must completely cover underwear and must be worn so that the midriff is not exposed. No shirts with "spaghetti straps" or halter tops or tank tops should be worn unless there is another shirt covering them. "Halter" tops, bare midriff blouses, slippers, pajama-type clothing, and pants worn low are inappropriate school wear. Shorts must be of proper length; no "gym" shorts or "short" shorts. During cold weather students should come dressed warmly enough to spend recess outdoors. Items normally worn as "outdoor clothing" such as coats are not to be worn in the classroom unless permission is granted by the administration. Hats are to be removed when in the building. When hats are worn outside or anywhere on school property or school transportation, they are to be worn properly with the "bill" facing forward. No items may be worn which could create a health or safety hazard (metal heel plates, spike shoes, shoes with skates, safety pins, or long earrings). Any item that includes a heavy chain, spiked bracelet, or spiked necklace is forbidden. Visible piercings are permitted in the ear only. No policy can address all situations. The administration will make the final determination whether or not the dress or appearance meets these criteria: 1) community standards, 2) disruption to the educational mission.

Electronic Devices such as radios, CD players, recording devices, other similar devices are not allowed to be used at school, including recess. Laser pointers and electronic paging devices are forbidden. If these items are brought to school, they can be confiscated. Students may not carry cell phones on their person, and they must be powered off and kept in their bookbag from the time the student boards the bus until the time of getting off the bus. We do not encourage students to bring radio controlled cars or electronic games to school because of their expense. Students who bring radio controlled cars or electronic games to school are totally responsible for them. iPods, iPads and other tablet devices as well as electronic readers and laptop computers are beneficial educational tools. However, because of the expense involved and the chance for damage, we do not encourage students to bring these devices to school. As with any electronic device, if a student decides to bring the

device, the student is totally responsible for damage, loss, or theft of the device.

Elevator Students may only use the elevator if granted permission by the nurse or principal. A doctor's note may be required.

Emergency Preparedness Fire and Tornado drills are necessary and serious business. Students will go to the proper areas in a safe, quiet, orderly manner. Kankakee Valley School Corporation has a Contingency Evacuation Plan.

Emergency School Closing Kankakee Valley School Corporation utilizes *SchoolReach*, a service that contacts families by telephone in the event of emergency school closing. It is crucial that we have the correct telephone number in order to reach families in a timely manner.

1. If school is canceled due to emergency or severe weather, it will be broadcast over these radio stations: WRIN-1560 or WLQI -97 FM Rensselaer, WZVN - 107 FM Lowell, WNWI -1080 AM Valparaiso, WAKE - 1500 AM or WLJE - 105.5 FM Valparaiso, WKVI-1520 AM or 99.3 FM - Knox, WAZY- 96.5 FM - Lafayette. Please **do not** call the school office as this decision is not made here.

2. If school is delayed due to ice, fog, or other circumstance, the information will be broadcast over the radio stations listed above. Please do not call the school. If school is delayed two hours, we will begin classes at 10:20.

3. If school must be dismissed early during the day, students will be dismissed as soon as the buses arrive. Radio stations will be called to alert parents that children will be coming home early. Children will be sent home on their regular bus for early dismissal unless parents provide other written instructions. Students cannot make phone calls for early dismissal, nor can school personnel call for them. It is the responsibility of parents to provide a safe plan for their child if school is dismissed during the school day.

4. **Information about school delays or cancellations** will be posted on the Kankakee Valley School Corporation website. We attempt to have the information posted by 5:30 a.m. You will find the information at www.kv.k12.in.us

Endangerment Students that behave in a manner that causes concern for their safety and/or the safety of other students could face appropriate disciplinary measures including suspension, exclusion, and expulsion.

Enrollment Requirements New students must be accompanied by a parent or guardian when enrolling at school. Proof of immunization, proof of birth, and two documents which show proof of residency are required when enrolling. Copies of divorce decrees when applicable are also needed. Students transferring from another school must have a release of records form signed at the time of enrollment. Parents of special education students must meet with an administrator or Cooperative Services Coordinator for a case conference, prior to admission. Students who have been home schooled or who have attended a non-accredited school may be tested and placed at the determination of the school's administration.

Extracurricular Activities are activities "over and above" the regular school program. To be eligible for any extracurricular activity, a student may not be failing in any subject or have an unsatisfactory conduct grade. A student who is absent any part of the school day is not allowed to participate in the extracurricular activities for that day, unless arrangements for the absence were made ahead of time with the principal's office (such as a funeral). The activity sponsor will check eligibility each grading period on the day report cards go out as well as at mid-term.

False Fire Alarms The fire alarms at Kankakee Valley Intermediate School are to be used only in case of a fire, or used by the administration for a fire drill. Misuse of fire alarms may be punishable by suspension. Civil authorities may also be notified. (IC 35-44-2-2(b))

Fighting Fighting in any form is not allowed at school. Students involved in a confrontation with another person while attending school or a school-sponsored activity may be suspended or expelled from school depending on the severity of the confrontation.

Field Trips that expand the curriculum may be taken during the school year. In order for a student to go on a field trip, he or she must have written permission signed by parents/guardians. Students who violate school rules may lose the privilege to go on field trips.

Firearms or Bomb No student shall possess, handle, or transmit any firearm or a bomb on school property. The penalty for possession of a firearm or bomb is up to ten days suspension and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the suspension if the circumstances warrant such reduction.

Gang Activity Gangs and gang activity are not allowed at Kankakee Valley Intermediate School. For purposes of the policy, a "gang" is any group of two (2) or more students whose purposes include violating laws or any K.V. Intermediate School policy. Police may be brought in on suspected gang activities.

No student at school, school activity, or on school transportation shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items, that evidences or reflects membership in, or affiliation with any gang;
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang or alleged gang, or gestures/signs that threaten other students;
3. Engage in any act to promote the interests of any gang or gang activity, including but not limited to:
 - a. soliciting membership in, or affiliation with, any gang;
 - b. soliciting the person to "pay" for protection, intimidating, or threatening any person, in any way, with violence or any other illegal or prohibited act;
 - c. painting, writing, or in any way inscribing gang related graffiti, messages, symbols, or signs on school property;
 - d. engaging in violence, extortion, or other illegal act or violation of school policy;

- e. soliciting or inciting any person to engage in physical violence against any other person.

Violation of Policy Students in violation of this policy shall be subject to the full range of disciplinary measures, including suspension and/or expulsion, in addition to applicable criminal and civil penalties.

Gifts For Students We discourage the delivery or giving of special gifts to students during the school day such as birthday presents, flowers or balloons. Balloons are not allowed on the school bus.

Glass Containers Please do not send anything, especially food or drinks for lunch, in glass containers.

Grading Our system of grading student achievement helps the student, teachers, and parents determine how well the student is achieving the goals of our school and the Indiana Academic Standards. Report cards are posted on Skyward Family Access at the end of each nine weeks grading period. Questions that arise about grading of student work or report card grades should be directed to the classroom teacher.

Letter grades will be used in the academic areas. The marks S (satisfactory), S-, and U (unsatisfactory) will be used in the special subjects of music, art, and physical education.

Grading Scale

		100 -93	A	92 - 90	A-
89 - 87	B+	86 - 83	B	82 - 80	B-
79 - 77	C+	76 - 73	C	72 - 70	C-
69 - 67	D+	66 - 63	D	62 - 60	D-
		59 - 0	F		

Other markings are explained on the report cards.

Grade Reporting Parents and students will be issued login and password information for the PowerSchool Parent Portal. Parents and students may check grades, attendance, and other information from the convenience of their home or office computer.

Gum is not allowed anywhere, on school grounds, in the building, on the bus, or on field trips.

Habitual Truant Truancy is defined as absence without an acceptable excuse. A habitual truant means a student who is absent without an acceptable excuse for three (3) or more days during a semester. Truancy may be referred to the School Resource Officer, and excessive truancy will be referred to the Jasper County Prosecutor's Office for legal action.

Hall Courtesy Absolutely no running, playing, or loud talking in halls or restrooms. Students should walk quietly, in single file, on the right side of the hall so that classes in session are not disturbed. Classes and groups of students will be escorted to and from classes by adult supervisors.

Harassment Harassment, including but not limited to threats, or extortion by students is prohibited. Sexual harassment is prohibited. A student who is a victim of harassment is expected to report such

actions to their teacher or to the assistant principal. The Harassment Coordinator at the corporation level is Aaron Case, Superintendent.

Homework Students are expected to complete all work assigned by the due date. All assignments should be recorded in the student assignment book.

Honesty is a trait expected of all Intermediate School students. Cheating in any form will not be tolerated.

Honor Roll

To qualify for the academic honor roll, students must achieve grades of A or B in all academic subjects. Honor Roll awards will be given for each grading period as well as for each semester.

Immunizations Indiana State Law requires the following immunizations for all students attending public schools in Indiana. To comply with the law, one of the following options *must be completed by the first day of school*. Those students who do not comply with the law will be not be allowed to attend school.

Option 1 The month, day, and year of the following immunizations must be on file with the school:

a. 5 doses of diphtheria-tetanus-pertussis (DTP/DtaP), diphtheria-tetanus (DT), or tetanus –diphtheria (Td) vaccine with the final dose being given on or after the fourth birthday are required for those students graduating in 2011 or beyond. 4 doses are acceptable if the fourth dose was given on or after the fourth birthday. Those students who have a graduation date prior to 2011 are required to have 3 doses.

b. 4 doses of trivalent oral polio vaccine (TOPV), or inactivated polio vaccine (IPV) are required in any combination for students with a graduation date of 2011 or beyond. The final dose has to be given on or after the fourth birthday. Three doses are acceptable if the final dose was given on or after the fourth birthday. Those students whom have a graduation date prior to 2011 are required to have 3 doses of all TOPV or all IPV. If immunizations were given in combination 4 doses are required, and the final dose should have been given on or after the fourth birthday.

c. 2 doses of measles-containing vaccine are required for all students. This is received typically in the form of the measles-mumps and rubella (MMR) vaccine and the first dose is required on or after the first birthday.

d. 3 doses of the Hepatitis B vaccine are required for all students with a graduation date of 2011 and beyond.

Option 2 A specific schedule of when the immunizations will be completed, signed by a physician or health department, and on file at the school will be acceptable. It is the responsibility of the parent or legal guardian to follow the schedule in a timely manner.

Option 3 The parent or legal guardian may come to the school and file an exemption for a medical reason or for religious reasons. These exemptions require signatures from your physician or religious leader and shall be updated annually. For their own protection, exempted students are excluded from

school at the school administration's discretion in the event of a disease outbreak.

Immunization requirements may change throughout the school year as determined by Indiana law. Parents will be notified of changes and are required to take the above steps in addressing additional requirements.

Inspection of Materials A school corporation shall make available for inspection by the parent of a student any instructional materials, including:

- (1) teachers' manuals;
- (2) textbooks;
- (3) films or other video materials;
- (4) tapes; and
- (5) other materials;

used in connection with a personal analysis, an evaluation, or a survey described in subsection (b).

(b) A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

- (1) political affiliations;
- (2) religious beliefs or practices;
- (3) mental or psychological conditions that may embarrass the student or the student's family;
- (4) sexual behavior or attitudes;
- (5) illegal, antisocial, self-incriminating, or demeaning behavior;
- (6) critical appraisals of other individuals with whom the student has a close family relationship;

(7) legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or

(8) income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program);

without the prior consent of the student if the student is an adult or an emancipated minor or the prior written consent of the student's parent if the student is an unemancipated minor. A parental consent form for a personal analysis, an evaluation, or a survey described in this section shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.

Insubordination is failure to follow directions of an adult, defiant attitude, disrupting class, or any form of behavior which interferes with the educational process. Any student who is insubordinate will be subject to disciplinary actions including suspension.

Instigation Students involved with the instigation of disruptive behavior could be subject to disciplinary action which may include suspension and/or expulsion.

Internet Use Students are allowed to use the Internet at school only after parents and student sign the Internet Use Agreement. Students who abuse this privilege will be denied use of the Internet and may face disciplinary actions including suspension and/or expulsion.

Intimidation of School Personnel State law requires the reporting of any threat or act of intimidation made against a school employee.

The report will be made to the appropriate local law enforcement agency.

Lost and Found Any students who lose items at school should check the lost and found area. Any students who find items should take them to the main office.

Lunch All students are expected to bring a sack lunch or eat a hot lunch in the school cafeteria. Tickets are to be taken care during assigned times. Any wrapped or bagged foods that are sold or brought in a sack lunch must be consumed in the cafeteria. Pop is not to be brought as a drink for lunch. Parents are allowed to eat lunch with their child once per semester. A note informing the school should be sent on day in advance.

Make-Up Work Students are responsible to ask the teacher for make-up work following an absence. Generally, for excused absences, a student is allowed one day to make up work for each day they were absent. However, if the work was given before the absence, it is due upon return. If parents wish to get homework for a child who is absent, the request must be made before 9:30 a.m. When make-up work is requested, it is usually available at 3:20 p.m. in the school office. Homework for absent students will not be sent unless it is requested. Students who fail to complete make up work assignments will receive a grade of zero for the assignment. For unexcused absences, students may be required to complete make up work for no credit. Make up work or homework will not be given ahead of time for planned absences.

Medication Indiana law as well as Kankakee Valley School Corporation policy requires the following rules for medication. We will only administer FDA approved drugs. If possible, medication should be scheduled to be taken at home and not at school. For example, medication given 3 times a day can be given before school, right after school, and at bedtime. For medication taken during school hours, the following guidelines must be met:

1. **Non-prescription** (over-the-counter) medication must be in the original (manufacturer) container with the ingredients listed on the label and the student's name affixed to the container. Written and dated permission is required from the parent/guardian to give the medication at school including the reason the student is taking the medication, time to be given, and the amount to be taken.
2. **Prescription medication** must be in the original container with the pharmacy label attached including the physician's name, student's name, medication name and strength, and the time the medication is to be given. Written and dated permission is required from the parent/guardian to give medication at school.
Blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label.
3. **Long-term medication.** Written and dated permission or a medication authorization form must be signed and completed by the physician prescribing the medication. Permission for

long-term medication must be renewed at the beginning of each year. New medication must also be supplied.

4. If the medication is to be changed or terminated prior to the date of the prescription, written and dated permission is required.
5. Medication in plastic bags, boxes, or envelopes will not be accepted or administered at school. **NO EXCEPTIONS.**
6. All medication must be kept in the nurse's office. Medication should be brought to the nurse's office before class begins in the morning.
7. It is the student's responsibility to come to the nurse's office when it is time to take medication.
8. The parent is responsible at the end of the treatment for removing any unused medication from school. Unused medicine will not be sent home with students. Medication not picked up by the end of the school year will be discarded.
9. Under no circumstances will the nurse or any other school personnel administer aspirin to a student. If the parent wishes the student to have aspirin, the parent must come and administer it.
10. Medication will be administered under the supervision of the school health employee or office personnel unless designated differently.
11. No student shall be allowed to possess medicine at school. Any medicine to be administered to the student shall be brought to the nurse's office where it will be kept in a secure place.

Medication for Chronic Conditions A student with a chronic disease may possess and self-administer prescribed medication if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually and must include a physician's statement which states in writing that:

- a) the student has an acute or chronic disease or medical condition for which the physician has prescribed the medication;
- b) the student has been instructed in how to self-administer the medication; and
- c) the nature of the disease or medical condition that requires emergency administration of the prescribed medication.

Medication Pick Up Students may not take unused medicine home. Medication, that is possessed by the school for administration during school hours or at school functions, will be released only to the student's parent, or an individual who is at least eighteen (18) and designated in writing by the student's parent to pick up the medication.

Messages for Students Please do not phone in messages during the day for children unless it is an **absolute emergency**. Many messages that are phoned in can easily be taken care of by giving the student a note in the morning. We have a large number of students and also do not wish to interrupt classes to give messages unless it is an emergency.

Non-Discrimination Policy Kankakee Valley School Corporation assures students, parents, applicants for employment, and employees that it will not discriminate against any individual with disabilities, as protected under Federal law.

Office The school office is a place of business. Students should not come to the office without teacher permission. The telephone is not to be used by students for personal calls.

Parent-Teacher Conferences Parent-teacher conferences are scheduled once during the school year. However, parents and teachers are encouraged to hold conferences whenever it is in the best interest of the child. These conferences must be scheduled at a time when the teacher does not have students in the classroom. Teachers cannot be taken from the classroom for conferences. Conferences may be scheduled by calling the school office.

Pesticide Application Notice Periodically throughout the year, it may be necessary that pesticides will be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal or principal's designee. You will be given a form to fill out, and you will be notified of any pesticide application with at least a 48-hour advanced notice. Pesticide applications will not be done when children, staff members or any other people are present in the area that is to be sprayed.

Pets or animals at school are not allowed unless cleared with the principal and classroom teacher. As a general rule, if the animal can bite, do not bring it to school.

Physical Assault When a student physically assaults a person having authority over the student, the principal of the school shall refer the student to the juvenile court having jurisdiction over the student. (IC 20-33-8-25c). Assaults may also be reported to the KVSC SRO.

Physical Education Students are expected to participate in physical education. In order to be excused from physical education, a written excuse from parents or doctor must be presented. Excuses for an extended time must be from the doctor. Students need to have a pair of gym shoes for gym class only. These shoes should have non-marking soles.

Picking Up Students From School If you pick up your child from school, always come to the office first. For the safety of your children, never go directly to the classroom or to the bus loading zone. Parents or others who come after school to pick up students are to wait in their cars.

Pond A drainage/retention pond is located on the north side of the school. Students are not allowed inside the fenced-in area without specific permission from the office and unless accompanied by a teacher.

Posting Notices No materials may be posted in the school without prior approval of the principal.

Problems, Complaints, Suggestions Parents are encouraged to visit the school to discuss concerns. In most cases, by discussion with the appropriate people, the problem can be resolved to everyone's satisfaction. Parental suggestions and input are vital to the school. The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher;
2. Unsettled matters from (1) above or problems and questions concerning the school should be directed to the assistant principal and next (if necessary) to the principal;
3. Unsettled matters from (2) above or problems and questions concerning the school corporation should be directed to the Superintendent;
4. If the matter cannot be settled in a satisfactory manner by the Superintendent, the matter should be submitted in writing to the School Board for consideration or action.

Promotion-Retention In order to be promoted to the next level, the student must have mastered a sufficient number of objectives in the current grade level.

- A. The student must have been in regular attendance for at least eighty-four (84) percent of the school year.
- B. The student in grades four and five will not have failure in more than one core subject as determined by an average of semester grades. (Grades four and five core subjects: Language, Mathematics, Spelling, Reading, Social Studies, and Science/Health.)
- C. The child who shows major improvement (as defined by a two letter grade improvement increase) in the fifth and sixth grading periods may receive an exception to the above policy.

Teachers will communicate with parents when students are performing at a level that might endanger their promotion to the next grade level. An area is provided on the report card to indicate probable or questionable promotion and should be appropriately marked. Other methods of communication will be expected.

Retention Any child who does not prove mastery of the objectives for a given grade level will be a candidate for retention. Parental input is considered in the placement of children. However, in accordance with Indiana law, the school administration reserves the right to make the final determination on passing or failing. In all cases the child's welfare will be the first consideration.

Recess As part of the educational program, students are provided with recess periods each day. Students are expected to participate unless a daily written excuse is provided explaining the reason for non-participation. Excuses from recess for long periods of time must be from the doctor. Outdoor recess will not be taken in extremely cold or inclement weather.

Registration It is important that all students be registered before school begins. The purpose of registration is to allow parents and students to pick up forms, get information, and pay book fees. It is important that the registration card is completely filled out. It is vital

that the student's correct bus number, phone number, and address are on the registration card. It is also extremely important that the references are listed on the back of the card in case of illness or accident. All students must have a valid birth certificate on file. In cases of divorced parents, a copy of the divorce decree setting forth visitation rights must be on file.

Report Cards Report cards are posted on Skyward Family Access each nine weeks.

Respect Students will respect all teachers, aides, bus drivers, cooks, school secretary, the principal, and all school personnel at all times. Students will address all adults in a respectful manner. Likewise, students are expected to comply with the requests or directions of any school employee. Disrespectful or profane language or actions will not be tolerated. Any teacher has the right and responsibility to correct any student at any time.

In addition, students are expected to show respect for fellow students. Fighting and other forms of unwanted physical contact will not be tolerated. Likewise, threatening, harassing, or intimidating other students shall be considered misconduct. Violation of this policy may result in suspension.

School Day The school day for Intermediate School students is from 8:40 until 3:15. No student is allowed to come before or stay after regular school hours without permission from the Principal. No student should come to school before 8:20. Parents remain fully responsible for any students before that time, and students should not be let out of the car before the doors are open. Upon arrival, students should go directly to their classroom and be seated. No students are allowed in the halls or restrooms at any time without teacher permission. Afternoon dismissal begins at 3:15.

School District Boundaries The State of Indiana has established boundaries for Indiana Schools. The Kankakee Valley School Corporation School Board has established boundaries for the schools in its corporation. Students must legally reside with their custodial parent within corporation boundaries in order to attend our school. Custody arrangements to circumvent this policy will not be considered valid for school attendance. A student who does not have legal settlement in our school boundaries may be expelled.

School Nurse Students may not go to the nurse's office without teacher or staff permission unless there is an emergency. If a student becomes ill during the day, they must see the nurse before calling parents. Normally, students are kept in school unless they have an elevated temperature.

School Pictures are taken annually. Parents are not required to purchase pictures. However, we do ask that all students have their picture taken for school records. Student pictures are sometimes published in the newspaper and other school and corporation publications. If parents do not wish to have their child's picture published, they should contact the office.

Searches All lockers, book boxes, and student desks made available for students' use on the school premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but, these items are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. The students' use of the locker, book boxes, or desks does not diminish the school corporation's ownership or control of the lockers, book boxes, or desks. The school corporation retains the right to inspect the lockers, book boxes, or desks and contents to insure that lockers, book boxes, or desks are being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol or any item which might be an interference with school purposes.

Selling and Trading Students are not allowed to gamble, buy, sell, or trade items at school.

Sexual Harassment In general terms, students will refrain from behavior which includes unwelcome sexual advances, improper sexual remarks, improper physical contact, or improper language which would be detrimental to the welfare or morals of the K.V. Intermediate School community. A student who is a victim of harassment is expected to report such actions to their teacher or to the assistant principal. The Harassment Coordinator at the corporation level is Aaron Case.

Any student who makes a false charge of sexual harassment against another student or school employee in an attempt to demean, abuse, or embarrass that individual shall be subject to suspension and/or request for expulsion.

Sign In / Sign Out Sheets are available in the main office. Parents should sign their child in if they are tardy, or if they return to school during the day. Only parents or legal guardians may authorize sign-out of their child, and only individuals on authorization list may sign-out a child. Parents/guardians or authorized individuals may be required to show picture ID to pick up a student.

Smoking Kankakee Valley Intermediate School is a smoke-free building. Smoking is not allowed anywhere in the building. This includes electronic cigarettes.

Special Education The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in a program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities. The law defines a person with a disability as anyone who:

- a. has a mental or physical impairment that substantially limits one or more major life activities;
- b. has a record of such as impairment; or
- c. is regarded as having such impairment.

The Corporation has specific responsibilities under these two laws which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about this procedure, a parent should contact the school principal at 987-2027.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student, and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the school principal at 987-2027.

Special Health Problems The parents of children who have special health problems are asked to contact the school nurse at the beginning of each school year. We attempt to accommodate all children and their special needs.

Student Records - FERPA

Access to Student Records - Right to access - A parent of a student who (a) is less than eighteen years of age and not enrolled in a post-secondary institution, or (b) is a dependent student as defined by Section 152 of the Internal Revenue Code of 1954, has a right to inspect and review such student records or any part thereof. A student has a right to inspect or review his or her records or any part thereof.

Manner of exercising such rights - The right to inspect records shall be exercised by presenting a written request to the office of the superintendent or designee. The request shall specify the specific records which the parent or student wish to inspect or examine. Such inspections shall be made during the regular office hours of the school at a time determined by mutual agreement by the school official and the parents or student. A school official shall be present during any such inspection to assist in the interpretation of the records.

Where the records requested include information concerning more than one student, the parents shall either receive for examination that part of the record pertaining to their child, or where this cannot be reasonably done, be informed of the contents of the part of the record pertaining to their child.

Correction of the Student Records Parents shall have an opportunity for a hearing to challenge the content of their child's education records to insure that they are not inaccurate or misleading or otherwise in violation of the rights of privacy or constitutional rights

of the child. If the parents believe that such records should be corrected or deleted, they shall advise the superintendent or designated representative, who shall provide an informal conference. In the event no agreement is reached, the parent shall have an opportunity for a hearing to correct or delete the record by filing a statement of the relief they request and a hearing shall be held thereon.

Release of Directory Information The school corporation may release certain "directory information", which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student's name, address, parent's name and their home and work telephone numbers, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, hair and eye color, race, sex, date of birth, height, weight, grade level, individual or group photographs, and other similar information, without consent. This information may be released to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations and state or local government agencies.

Parents of a student less than 18 years of age desiring to object to disclosure of directory information should request the Denial of Permission to Release Certain Information Without Prior Written Consent from the superintendent's office. An objecting parent or student may use the above form to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories or directory information he/she does not wish released.

Release to State of Local Agencies A school official may disclose educational records to a representative of a state or local juvenile justice agency to serve the student whose records are being released. The agency represented shall provide written notice that the agency will not disclose such information to a third party, unless it is another juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

Parents may file a complaint with the U.S. Department of Education if the school district fails to comply with FERPA regulations. The entire text of the policy concerning Student Records (8330) may be found on the KVSC website.

Student Relations As a general rule, students are to keep hands to themselves. No pushing, shoving, no handholding, or other inappropriate touch.

Telephone Use by Students Students are not allowed to use the telephone for personal calls. Students are not allowed to call for books, assignments, or other materials which were left at home. Students may not receive telephone calls during the school day. The use of cell phones at school is prohibited.

Threats Students who threaten to harm self, others or threaten to damage or destroy property may be subject to expulsion from KVSC

(Kankakee Valley School Corporation) for a term of up to one year. Administration may require students who threaten to harm self, others, or threaten to damage or destroy property be examined by a licensed private psychologist or psychiatrist at the expense of the parent or guardian to determine appropriateness for either continued attendance or readmission to the KVSC. Students cannot make threats of violence against another student, child, or against any adult or school employee. A student cannot make a threat and then contend they were just kidding. Students will be held accountable, by policy, for inappropriate remarks.

Tobacco, Alcohol, Drugs Students may not possess tobacco, tobacco products, electronic cigarettes, alcohol, or drugs.

Traffic on School Property For the safety of all concerned, bus traffic and all other vehicular traffic are to remain separate on Intermediate School grounds. The north parking lot is for school buses only. *Cars are never to go into this area at any time during the school day.* Cars enter the south main entrance area to drop off or pick up students.

Transportation and Walking to School

Due to the location of our school and for safety reasons, students are not allowed to walk to school or to ride bicycles.

Student Drop-off in the Morning

- Students can be dropped off beginning at 8:20 a.m. (8:50 on Wednesday) when teachers begin morning duty.
- Parents are to enter the parking lot using the right lane of the front entry.
- Parents will drive to the back of the building and loop around the parking lot, using the back parking row lane and follow along the building to the south side entry/exit of the school.
- Say your goodbyes before your turn to unload – this will help keep cars moving in line.
- Pull as far forward along the curb as possible before stopping your vehicle. There should be very little room between your car and the car in front of you.
- Students are to exit their vehicle only on the passenger side and they must be able to get themselves out of the car without any help from their parent.
- Parents must remain inside their cars – do not leave car unattended.
- Do not pull into staff parking spots to drop off your child. Children are not to walk across/through the staff parking lot. Children are to always walk on the sidewalks.
- After your child exits the car, parents are to wait in line until all cars in front of them have cleared and then pull forward to leave.
- Students will enter the school and report to their classrooms.

Student Pick Up in the Afternoon:

- Parents enter the parking lot using the right lane of the front entry.
- Parents will drive to the back of the building and loop around the parking lot, using the back parking row lane and follow along the building to the south side entry/exit of the school.
- Pull as far forward along the curb as possible before stopping your vehicle. There should be very little room between your car and the

car in front of you.

- Car line students will wait on the sidewalk for their car. Students are to walk to their car as soon as they see it pull up along the loading area curb or when their name is called by a staff member.
- Students are to enter their vehicle only on the passenger side and they must be able to get themselves into the car without any help from their parent.
- Parents are to remain in their cars – do not leave car unattended.
- Do not pull into staff parking spots to pick up your child. Children are not to walk across/through the staff parking lot. Children are to always walk on the sidewalks.
- After your child enters the car, parents are to wait in line until all cars in front of them have cleared and then pull forward to leave. Please do not cut to the right and exit the line early.
- If a student does not report to car line right away, you may be asked to pull around the curb to wait while allowing the line to keep moving.

Bus Transportation

Due to the large number of students riding the buses, we do not transport students to other students' houses for parties or to have friends over. For childcare arrangements, we will only transport if there is room on the bus, if it fits within our district, and it fits within time schedules. Any request for a student to ride a different bus must be submitted in writing to the office by the student's parent. All requests must include the following information: reason for the request, address where student is to be dropped off, name and phone number of responsible adult at that location.

It is a **privilege not a right** to ride the school bus. Students riding the bus must obey the following rules:

- a. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
- b. No pupil shall stand or move from place to place while the bus is in motion.
- c. Loud, boisterous, or profane language, or indecent conduct will not be tolerated.
- d. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet, or body in any objectionable manner.
- e. No windows or doors will be opened or closed except by permission of the bus driver.
- f. No pupil shall enter or leave the bus until it has come to a complete stop and the door has been opened.
- g. The child should be waiting at his boarding station when the school bus arrives.
- h. Upon recommendation of the bus driver, school authorities will deny the privilege of riding the school bus to any pupil who does not obey these rules or refuses to conduct himself or herself in the proper manner.
- i. If a student is not allowed to ride the bus, it is the **parent's responsibility to provide transportation** to and from school. If a student does not attend school, the absence is considered unexcused.

Students should **walk** to and from the bus and stay on the sidewalk and off the grass. Absolutely no horseplay in the bus loading zones.

At dismissal, students should go directly to the bus, board the bus, and be seated.

Students are not allowed to go back into school after dismissal without teacher or principal approval.

Unless a student has a note to stay after school or to ride a different bus, he or she must ride their regular bus home.

If a student ever misses the bus, they should come to the office and should **never walk home**.

Treats and Snacks to be consumed at school must be commercially prepared due to health and insurance regulations. This includes all birthday treats, special snacks, and food for classroom parties. Commercially prepared means that the food items have been packaged properly and purchased at a certified business such as a grocery store. Any homemade foods such as cookies, brownies, cupcakes, finger jello, or other foods are not permitted. No colored fruit drinks or kool-aide type drinks are allowed.

Vandalism and intentional destruction of property whether school property or that belonging to another student is a serious offense. Students who disfigure or damage school property will be required to pay for the item, and may also be suspended from school. Students will aid in keeping the building and grounds neat and clean. Law enforcement officials may be notified concerning cases of vandalism.

Video Surveillance Personal information and activities recorded in the building and on school buses are used to maintain a safe and secure environment in schools and on district property and may be disclosed for law enforcement purposes. Video surveillance records are the property of Kankakee Valley School Corporation and are not open to public inspection.

Visitation We have a large number of students at our school and do not allow friends or relatives of our students to visit. The Principal must approve all adult visitors such as parents, speakers, parent volunteers, etc., in advance.

Visitors The doors to our school are locked during the school day. Visitors must press a button on the right side or the main doors to alert office personnel. Visitors should identify themselves and should be prepared to offer a photo ID if requested by school personnel. All visitors to our school must check in at the Office before going to classrooms, bus loading zone, or anywhere in the building. Office personnel will issue an office pass, and it should be given to the teacher or returned to the office upon leaving. All visitors are guests in the building and are expected to conduct themselves with the good of our students in mind and in conjunction with the purposes of the school. Offensive or profane language or behavior will not be tolerated.

Weapons No student shall bring a weapon on to school property, nor carry or keep any weapons on school property or while attending or participating in any school activity including during transportation to or from school or any activity. For purposes of this policy, a weapon is any ammunition, knife, explosive, or other object that has a potentially

violent use. A student in violation of this policy may be suspended and/or processed for expulsion.

What You Can Do To Help Your Child Succeed

- a. Start each day right; a calm beginning at home makes the whole day much better.
- b. Encourage your child to eat a good breakfast and lunch. Make certain your child sleeps the right amount of time (usually at least 8 hours).
- c. Have a special place to put your child's schoolwork when it is brought home. Praise your child each day for something he/she has done.
- d. Laugh and talk with your child about school experiences, and listen attentively to what your child says.
- e. **Stress attendance.** If the child is ill, home in bed is the best place. Otherwise your child needs to take advantage of every school day.
- f. Keep the lines of communication open between you and your child's teacher.
- g. Take your child to the library and encourage reading for pleasure.
- h. Stress organization of books and materials. Pack the book bag the night before.
- i. Don't clean out your child's book bag--let him/her do that.
- j. Provide a quiet place for homework, and provide proper school supplies.
- k. Support the school and your child's teacher.

Disciplinary Actions___The Principal, Assistant Principal, any administrative personnel, any teacher, or other school staff member who has students under the individual's charge shall be authorized to take action in connection with the control of student behavior. In addition to the actions specifically provided in this handbook, school personnel shall be authorized to take any action which is reasonably desirable or necessary to help any student, to further school purposes, to prevent interference therewith, or to ensure a safe, orderly, and effective educational environment. Disciplinary action may include the following: (IC20-33-8-25)

1. Counseling with a student or a group of students;
2. Conferences with a parent or group of parents;
3. Assigning additional work;
4. Rearranging class schedules
5. Requiring a student to remain in school after regular school hours, or to come in before school hours;
6. Restricting extracurricular activities;
7. Assignment by the principal to a special course or study, an alternative educational program, or an alternative school;
8. Removal of a student from school sponsored transportation;
9. Referral to the juvenile court having jurisdiction over the student;
10. Permit corporal punishment as a method of discipline;
11. Use exclusion, in-school suspension, out-of-school suspension, or expulsion from school attendance.

As provided by IC 20-33-8-8: In all matters relating to the discipline and conduct of students, school corporation personnel stand in the

relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.

Students must follow reasonable directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

Teachers may act individually when dealing with a child who has violated school or classroom rules. Such actions may include, but are not limited to: reprimand, withholding privileges, assigning written work, assigning recess detention, assigning after-school detention, scheduling parent conferences, referral to the assistant principal.

Grounds For Suspension and Expulsion

The school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days. The grounds for suspension or expulsion listed below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event; or
 - c. Traveling to or from school or a school activity, function, or event.
- Any student who is under suspension or expulsion is prohibited access to the school grounds and all school activities.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension, expulsion, or corporal punishment are student misconduct or substantial disobedience. The following include examples of student misconduct and substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to

engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule. The use, possession, or selling of illegal drugs or look-alike items, marijuana, narcotics, controlled substances, non-alcoholic beer, alcoholic beverage, or intoxicant of any kind, drug apparatus or paraphernalia, or vessel to carry said substance. This includes items representing drugs and alcohol, including hemp-flavored lollipops. Students who appear to be under the influence of alcohol/drugs may be tested by a Breathalyzer/saliva test or urine test at school or school activity by an administrator or designee. Using, selling, possessing, or being under the influence of any of the items listed above while on school property or at any function connected with the school will result in suspension, request for expulsion, and possible prosecution by civil authorities requested. Prescription/over the counter medications will be dealt with similarly, unless specific procedures are followed as listed under the section labeled Medications.
12. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, or any other similar over-the-counter products, be they available with or without a prescription.

13. Possessing, using, transmitting, or being affected by prescription medication that is prescribed for someone else.
 14. Possessing, using, distributing, or selling tobacco products of any kinds or in any form.
 15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
 16. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an education function.
 17. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function
 18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
 19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
 20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 21. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
 22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 23. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
 24. Engaging in pranks that could result in harm to another person.
 25. Use or possession of gunpowder, ammunition, or an inflammable substance.
 26. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness or students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - f. violation of the school corporation's technology responsible use policy or rules, or KVIS technology rules ;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. failing to tell the truth about any manner under investigation by school personnel;
 possessing or using a laser pointer or similar device.
 27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
 28. Possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
 29. Violating the validly-adopted school rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. Intentional self-injury, or intentionally behaving in such a way as could cause self-injury;
 - b. Disrespect or disobedience to teachers, bus drivers, aides, or other school personnel;
 - c. Obscene, foul, or profane language or gestures, or disrespectful language to teachers, bus drivers, aides, or any school personnel;
 - d. Possession of tobacco or tobacco products, drugs, or alcohol;
 - e. Possession of profane or obscene materials;
 - f. Possessing or attempting to possess, use, transmit, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant of any kind, prescription medicine taken without a prescription, or any substance represented by the provider to be any of the listed substances:
 1. on school grounds during or immediately before or immediately after school hours;
 2. on school grounds at any other time when school is being used by any school group; or
 3. off school grounds at a school function, activity, or event - including school buses.
 - g. Stealing or lying;
 - h. Throwing rocks or snowballs;
 - i. Biting, fighting, tackling, pushing, or rough play;
 - j. Not serving a detention within a two-week period after it is merited;
 - k. Possessing any type of weapon, firearm, bomb, or ammunition on school property or school-owned transportation;
 - l. Possessing fireworks or other type of explosive device;
 - m. Sexually harassing school personnel or other students;
 - n. Behaving in any manner that could transfer bodily fluids from a person to another such as spitting;
 - o. Violating any terms of the Kankakee Valley School Corporation Network Acceptable Use Policy;
 - p. Bullying
 - q. Second or repeated violation of cell phone policy;
 - r. Harassing other students or adults;
 - s. Threats to other students or adults;
 - t. Repeated other offenses after warning.
- B. Bullying**
1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;

- c. Traveling to or from school or a school activity, function, or event; or
 - d. Using property or equipment provided by the school
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
 3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school administration. School personnel will investigate all reports of bullying.
 4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
 5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
- C. Possessing A Firearm or a Destructive Device**
1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
 2. For purposes of this rule, a destructive device is
 - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device
 3. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.
- D. Possessing A Deadly Weapon**
1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
 4. The superintendent or designee may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.
- E. Unlawful Activity** A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

Expulsion Meeting An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.

Right To Appeal The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-1 et seq., I.C. 35-47.5-2-4, I.C. 35-41-1-8, I.C. 35-47-1-5