Kankakee Valley
Middle School

5258 W. State Road 10
Wheatfield, IN 46392

Website: www.kv.k12.in.us

Student Handbook
2018 - 2019

This handbook was approved by the Kankakee Valley School Corporation Board of Trustees on May 14, 2018

This agenda belongs to:

NAME ____________________________________________

ADDRESS ____________________________________________

CITY/TOWN __________________________ ZIP CODE ___________

PHONE __________________________

STUDENT NO. ____________________________________________

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper
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Kankakee Valley Middle School Vision

Keeping Rigorous Standards  Valuing Responsibility

A school community united in the belief that All students can learn

Meeting Individual Needs  Sharing and Collaborating

Kankakee Valley Middle School Mission Statement

Kankakee Valley Middle School is united in the belief that All Students Can Learn.

Keeping Rigorous Standards
Kankakee Valley Middle School recognizes the importance of maintaining rigorous standards for living and working in the 21st century. We provide data-driven instruction to assist students, formative and summative assessments, and a strong foundation in literacy based on the Indiana College and Career Readiness standards.

Valuing Responsibility
Kankakee Valley Middle School recognizes the important roles that students play in their own education. We provide opportunities for students to be advocates for themselves and take responsibility for their learning through cooperative learning, class participation, and individual goal setting.

Meeting Individual Needs
Kankakee Valley Middle School recognizes that each student is an individual with unique talents and challenges. We respect these individual differences by providing a variety of opportunities for demonstration of mastery through differentiated instruction, re-teaching, and enrichment.

Sharing and Collaborating
Kankakee Valley Middle School recognizes that education goes beyond the classroom and therefore offers varied opportunities for students to engage and participate both in school and through extracurricular activities. We model the benefits of working together through common assessments, professional learning communities, collaboration, and celebrating successes.
Pod 61
Math: Mrs. S. Tobias stobias@kv.k12.in.us
Science: Mrs. Moriarity-Hudson mmoriarty@kv.k12.in.us
Social Studies: Mrs. Jancesek hjancesek@kv.k12.in.us
Language Arts: Ms. Georgakis dgeorgak@kv.k12.in.us

Pod 71
Math: Mr. Nuest sneust@kv.k12.in.us
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Pod 81
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College & Careers: Mr. DeFries ddefries@kv.k12.in.us
PLTW Mr. Armstrong rarmstrong@kv.k12.in.us
Grade 6 Art: Mrs. Wilcox cwilcox@kv.k12.in.us
Grade 7&8 Art: Mrs. Przybylski kprzybylski@kv.k12.in.us
Grade 8 FACS: Mrs. Hamilton rhamilton@kv.k12.in.us

Reading
Grade 6: Mrs. Mitton pmitton@kv.k12.in.us
Grade 7: Mrs. Saxon jsaxon@kv.k12.in.us

Health And Physical Education
Grade 6: Mr. Lewallen llewallen@kv.k12.in.us
Grade 7: Ms. Johnson ajohnson@kv.k12.in.us
Grade 8: Mr. Hartwig dhartwig@kv.k12.in.us

Music
Band/Orchestra: Mr. Dinkins bdinkins@kv.k12.in.us
Choir: Mrs. Faletto lfaletto@kv.k12.in.us

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Secretary: Mrs. Wireman jwireman@kv.k12.in.us
Treasurer: Mrs. Urbano jurbano@kv.k12.in.us
Attendance: Mrs. Brewster tbrewster@kv.k12.in.us

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Pod 72
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Science: Mrs. DeFries ddefries@kv.k12.in.us
Social Studies: Mr. Oates woates@kv.k12.in.us
Language Arts: Mrs. DeBoard tdeboard@kv.k12.in.us

Pod 82
Math: Mrs. Eckert feckert@kv.k12.in.us
Science: Mrs. Plotner eplotner@kv.k12.in.us
Social Studies: Mr. Volovlek zvolovlek@kv.k12.in.us
Language Arts: Mrs. J. Tobias jtobias@kv.k12.in.us

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Grade 6: Mrs. Ceglarek rceglarek@kv.k12.in.us
Grade 7: Ms. Smaga asmaga@kv.k12.in.us
Grade 8: Mrs. Fabish cfabish@kv.k12.in.us

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Guidance
Counselor: Mrs. Niewoehner sniewoehner@kv.k12.in.us
Counselor: Mrs. Shell ashell@kv.k12.in.us
School Psychologist: Mrs. Schultheis sschultheis@kv.k12.in.us
Speech and Hearing: Mrs. Segally asegally@kv.k12.in.us

School Nurse
Mrs. Deardorff mdeardorff@kv.k12.in.us

Technology Specialist: Trevor White twhite@kv.k12.in.us

Media Center
Mrs. Gray jgray@kv.k12.in.us

ESL
Mrs. Ruvalcaba aruvalcaba@kv.k12.in.us
General School Information

Arrival and Departure
Students may be dropped off at the front entrance of the school building, beginning at 7:10 a.m. Buses will drop students off at the rear of the school building, beginning at 7:10 a.m. All students are to wait in the supervised commons area or in their pod foyer until being released to the lockers and classrooms at 7:15 a.m. A warning bell will sound at 7:20 a.m., reminding students that five minutes remain until the start of the school day. Students who are not seated and prepared for their first period classroom by 7:25 a.m. will be marked tardy.

All students are dismissed promptly at 2:15 p.m. Buses leave the school building at approximately 2:22 p.m. Students who are not engaged in a supervised after-school activity such as Learning Lab, detention, conference, club meeting, or sports practice will be expected to leave the building. Students planning to attend after-school activities that start after 4:00 p.m. will need to exit the school building and return at the appropriate time for their events. Students in detention should take all schoolwork and belongings to the detention room as they will not be allowed to return to the locker areas or classrooms after 2:30 p.m.

Regular Bell Schedule

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1 7:25 – 8:25</td>
<td>Period 1 7:25 - 8:20</td>
<td>Period 1 7:25 – 8:20</td>
</tr>
</tbody>
</table>

One-Hour Delay Schedule

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1 8:25 – 9:11</td>
<td>Period 1 8:25 – 9:07</td>
<td>Period 1 8:25 – 9:07</td>
</tr>
<tr>
<td>Period 6 12:54 – 1:35</td>
<td>Period 7 1:35 – 2:15 Advisory</td>
<td>Period 7 1:35 – 2:15 Advisory</td>
</tr>
<tr>
<td>Period 7 1:39 - 2:15 Advisory</td>
<td>Period 7 1:35 – 2:15 Advisory</td>
<td>Period 7 1:35 – 2:15 Advisory</td>
</tr>
</tbody>
</table>

Two-Hour Delay Schedule

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch 11:20 – 11:50</td>
<td>Lunch 11:54 – 12:24</td>
<td>Period 5 11:54 – 12:27</td>
</tr>
<tr>
<td>Period 4 11:54 – 12:28</td>
<td>Period 5 12:28 – 1:01</td>
<td>Lunch 12:31 – 1:01</td>
</tr>
<tr>
<td>Period 5 12:32 – 1:05</td>
<td>Period 6 1:05 – 1:38</td>
<td>Period 6 1:05 – 1:38</td>
</tr>
</tbody>
</table>
### Wednesday Delay Start Schedule

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Lunch</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 7</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 3</td>
<td>Lunch</td>
<td>Period 4</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Period 7</td>
</tr>
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<td></td>
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</tr>
</tbody>
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### Backpacks and Book Bags

All backpacks and school bags are to be stored in a locker during the school day. These items are not allowed in the classrooms. Drawstring nylon bags will be allowed to carry clothing to and from Physical Education class.

### Bookstore

A bookstore is located at the nurse’s window each morning to allow students to purchase school supplies such as paper, pencils, notebooks, folders, etc. at a reasonable price.

### Buses

Buses are a privilege offered to students. In order to maintain this privilege, the following rules must be followed:

- Students are only allowed to ride their assigned bus.
- Students are to follow the Student Code of Conduct at all times.
- Students are to board and exit the bus in an orderly manner, with safety in mind.
- Students are to refrain from interfering with or distracting the driver in any way.
- Students are not to save seats for other students - seating is on a first come, first serve basis.
- Students are allowed to get off the bus at the high school only with an approved pass.

*Students who fail to follow the rules will face suspension and/or removal from bus privileges.*

### Cafeteria

Our cafeteria operates three lunch lines each school day. Lines “A” and “B” each offer a different, well-balanced meal, while the “Ala-Carte” line is available for students to select individual food items (cash only). All food and beverage, whether purchased from the cafeteria or brought from home, must be consumed in the cafeteria/commons area only during the specified lunch period. **Food and beverages are not permitted in other areas of the school.**

Students are charged $2.55 per lunch (except the “Ala-Carte” line, where prices vary and must be paid in cash). Students may add money to their lunch account by depositing cash or a check at the table set up in the cafeteria by the food lines. Parents may access their student’s current lunch balance online through the Parent Portal.

Breakfast may be purchased each morning from 7:10 a.m. until 7:20 a.m. at the cost of $1.45. A Grab and Go Sack Breakfast will also be available for students to eat in the commons or their first period class for $1.45

Kankakee Valley Middle School (KVMS) participates in the Free and Reduced Lunch Program. If your family is experiencing financial difficulties, please contact the school treasurer to determine if your student qualifies, based on family income, for this program. Qualified students receive their school lunch free of charge or at the reduced rate of 40 cents and school breakfast free or at the reduced rate of 30 cents.

Eating lunch in the cafeteria is considered a privilege. Students who do not conduct themselves appropriately in the cafeteria for breakfast/lunch may be assigned special seating or removed from the cafeteria all together and assigned to an alternate location.
Chain of Command
Parents are encouraged to visit the school to discuss any concerns or to request assistance in solving a problem. Contact should first be made with the individual teacher or staff member involved. If the problem is not resolved after initial contact has been made, then concerns regarding discipline, attendance, or athletics may be directed to the assistant principal. Unresolved problems after this step may be directed to the building principal. If the concern or problem has not been resolved satisfactorily after meeting with the building principal, then contact may be made with the superintendent, and later, in writing to the school board for consideration or action.

Change of Address/Health Records/Phone Number/Emergency Contacts
Any change in a student’s home address, phone number, or emergency contact information should be immediately reported to the Guidance Office so that the change may be recorded in the student’s online information system. In cases of emergency, up-to-date information is vitally important. Any change in a student’s health information or medication should be immediately reported to the school nurse.

Clubs and Organizations

Computers
Students are expected to comply with the Kankakee Valley School Corporation Computer Usage Policy. Students who violate this policy will be subject to disciplinary action in accordance with the student code of conduct. Please refer to the “Responsible Use Policy” that was electronically signed online at time of registration for further detail. It is the student’s responsibility to bring a fully charged chromebook to school each day. Chromebooks must be in the protective case provided by the school at all times.

Daily Announcements
The Pledge of Allegiance, a moment of silence and general school announcements are read at the start of the school day. It is each student’s responsibility to listen carefully to the announcements. School announcements provide information regarding athletic events and callouts, club activities, lunch offerings, and other helpful information.

Damage or Replacement of School Textbooks and Chromebooks
Textbook rental fees are paid at the beginning of each school year and cover the costs of the student rental only. These fees do not cover any damage or replacement costs that may be necessary due to misuse. Textbooks that are lost or damaged beyond normal wear will incur an additional charge as determined by the school, based on prorated replacement fees. Charges will be assessed for any damage to textbooks.

Repairs to damaged chromebooks for replacement of cracked screens, damaged keyboards, touchpads and chargers and lost protective cases will be assessed by the Kankakee Valley IT Department. If the chromebook is lost or not returned, full replacement charge will be assessed.

Dances
School dances are occasionally offered to students as an incentive for positive behavior or through a school-sponsored club. All dances are for Kankakee Valley Middle School (KVMS students only - guests are not allowed to attend. Students who have been assigned an OSS during the week of the dance, or an ISS on the day of the actual dance are not allowed to attend. Students are expected to follow the dress code as well as the Student Code of Conduct.

Delayed Start Days
Kankakee Valley Middle School will join the other schools in the Kankakee Valley School Corporation in observing Delayed Start Days every Wednesday. The Kankakee Valley School Board approved this measure at the May 28, 2013 meeting. Delayed Start Wednesdays will begin on August 22, 2018. The Delayed Start allows teachers the opportunity to work together to better develop strategies for instructing students, collaborating with one another and addressing student needs. On these days, buses will pick up students later than usual as classes will start at 7:45 AM. In the event of a two-hour delay of school on a Delay Start Wednesday, school will begin two hours from the start of a regular school day time (9:25 AM).
**Dress Code**

Students and parents are expected to read and adhere to the student dress code policy at all times. *Please see the Student Code of Conduct section for additional details.* Students who violate the student dress code policy may have to call home for a parent to bring in appropriate clothing before being allowed to continue the school day.

**Emergency School Closing and Delays**

In the event of an emergency school closing or delay, parents and students will be notified via a “School Messenger” message, electronically sent to the home or cell phone number listed in the contact information for each student. “School Messenger” operates on information that Kankakee Valley Middle School has entered for each student.

*Up-to-date contact information is vitally important for these emergency situations.*

The following radio stations broadcast school cancellation news:
- WAKE 1500 Valparaiso
- WLCL-FM 107.1 Lowell
- WLQI-FM 97.7 Rensselaer
- WLJE-FM 105.5 Valparaiso
- WNWI-AM 1080 Valparaiso
- WRIN-AM 1560 Rensselaer

Parents and students may also access cancellation and delay information by visiting [www.kv.k12.in.us](http://www.kv.k12.in.us).

**Electronic Devices (Personal Communication Devices)**

While students may possess personal communication devices (PCDs) in school, on school property, during after-school activities (e.g., extra-curricular activities) and at school-related functions, they **must be powered completely off** (i.e., *not just placed into vibrate or silent mode*) and stored in the student’s locker during school hours. Any device that allows students to communicate or text message must be turned off upon entering the building.

For purposes of this policy, “personal communication device” includes computers other than school issued computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones - including BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers, and/or other web-enabled devices of any type). Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.

*Except as authorized by a teacher, administrator or staff member,* students/visitors are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/videos) of any student, staff member or other person. **Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.** Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. **If the violation involves potentially illegal activity, the confiscated PCD may be turned-over to law enforcement.**

*Please refer to the Student Code of Conduct for disciplinary action resulting from violations of this policy.*
Important Notice to Students and Parents Regarding Electronic Device Content and Display

*The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

*It is “child exploitation,” a Class D felony under I.C. 35-42-4-4 (b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18: or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

*It is “child pornography,” a Class D felony under I.C. 35-42-4-4 (c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

**Sexual conduct” is defined by I.C. 35-42-4-4 (a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

*The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4 (b) to register as a sex offender.

*Because student cell phones have been found in a number of Indiana school districts containing evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Equal Education Opportunity
It is the policy of this school corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff member has discriminated against a student based on race, color, creed, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the school corporation, or social/economic background has the right to file a complaint. A formal complaint may be made in writing to the school corporation’s compliance officer.

Field Trips
Field trips provide academic learning opportunities that cannot be accomplished on school grounds. Parent consent, via the online registration process or an alternate written form, must be obtained before any student is allowed to participate in a field trip. While the corporation encourages student participation in field trips, any student whose parent does not give permission to participate will be assigned alternate activities for the school day. Rules of school attendance and Student Code of Conduct apply. Students who violate the Student Code of Conduct may lose the privilege of attending field trips.

As an incentive for positive behavior during the last nine week grading period, Pod field trips are planned for all KVMS students. Students who do not exhibit positive behavior, as evidenced by receiving a Friday Night School, In-School Suspension, or Out-Of-School Suspension based on their behavior during this time period, will not be allowed to attend the field trip.

Five Star Program
The Five Star Program provides an opportunity to reward students who meet the following criteria:

1.) All passing grades
2.) Be in attendance each day
3.) Be on time to class each period
4.) Assignments submitted on date due and each one completed
5.) Good behavior which doesn’t result in discipline referrals

Students who meet the above criteria during a nine week period are rewarded with a specially-planned field trip.
**Food and Beverages**

During the school day, students may only have clear water in a clear plastic container in their possession. All other drinks will be confiscated and disposed of. Students in violation of possessing other drinks may be subject to further disciplinary action. All drink bottles can be no larger than 20 ounces.

Food will not be allowed in the hallways, classrooms, lockers, or other areas of the school building. Students who pack a cold lunch may store the lunch in their personal locker until the designated lunch period.

**Hall Passes**

Students are encouraged to visit the restrooms and locker areas during the assigned passing period. In cases of an emergency, the student may request to use a hall pass card, found in a pocket in the back of this agenda book, to leave during class time. Ten (10) hall passes may be used during a grading quarter. Teachers may write more at their discretion.

**Identification Cards**

Each student is provided with a personal identification card containing a picture and bar code, specific to that student. Students must have their identification cards on their person at all times. Lost, defaced, or damaged cards must be replaced at the student’s expense of $2.00 per card, plastic sleeves for protecting the card or lanyards for displaying the identification card at $1.00 each.

**Lockers**

Lockers are assigned to every student for the purpose of storing coats, book bags, supplies, and other personal articles. To aid in loss prevention and locker security, all combinations are changed on a year-to-year basis. Students are strongly advised to keep their combination **private (not sharing this combination with any other student)** and to keep it locked at all times. Students are also not to share, change, or use any other locker than the one assigned to them at the beginning of the school year. Items of personal value are discouraged from being stored in school lockers, as the school is not responsible for replacing personal items that are lost, stolen, or damaged.

Students are asked to keep all papers, book-bag straps, drawstrings, and clothing inside the doorframe of the locker. Items outside of the doorframe will cause the locker to jam.

School administration has the legal right to inspect lockers, without notification, whenever it is deemed necessary due to reasonable suspicion or school safety.

**Lost and Found**

Lost items may be turned in or retrieved from the following areas:
- Hallway Outside of Guidance - items such as eyeglasses, purses, wallets, or jewelry
- Physical Education Laundry Room - items such as articles of clothing or shoes

**Media Center**

The media center offers supplementary materials to students and faculty in the form of books, periodicals, and audio/visual aids. Students are urged to consider the media center as one of the most important resources for their education. The guidelines for the media center are as follows:

- Students must have a hall pass or be part of a supervised group to access the media center
- Books may be checked out for two weeks
- Books may be renewed for an additional two weeks (unless another student is waiting for the book)
- Current issues of magazines must stay in the media center; past issues may be checked out for one week
- Students may check out up to five (5) items at a time
- Overdue list will be sent to the student’s advisory teacher requesting that the item be returned or replaced (if lost)
- A letter or phone call will be made to the parent when an item is six (6) weeks overdue
• Students who have overdue books will not be able to check out new materials until the overdue item(s) are returned
• If the replacement cost of a lost book would cause a hardship, the cost may be worked off based on the prevailing hourly wage

Office Phones
Students may use the office telephones for emergencies only. Students are not permitted to use the office phone for non-emergencies such as requesting that a parent bring in PE clothes, lunch money, or a student I.D. We ask that parents also refrain from calling their son/daughter’s cell phone during the school day as it is both a distraction to our learning environment as well as an infraction of our Student Code of Conduct.

If a parent needs to relay an emergency message or instructions to their son/daughter during the school day, the Main Office should be contacted.

Pesticide Application Notice
Periodically throughout the school year, it may be necessary for pesticides to be applied to the external or internal areas of the school building and grounds. If you wish to be given a 48-hour advanced notice of such pesticide applications, please notify the principal or the principal’s designee of the building in writing. Pesticide applications will not be done when children, staff, or any other individuals are present in the area that is to be sprayed/treated.

Public Displays of Affection
Public displays of affection (hand-holding, kissing, etc.) are a distraction to the Middle School learning environment and often an infringement upon the rights of other students in our school building. For this reason, public displays of affection are not permitted in our school building, on school grounds or school buses, or at any school-related activity. This would include hand-holding, hugging or arm locking through the building.

Release of Directory Information
Kankakee Valley Middle School maintains the right to release directory information, or information contained in school directories that would not generally be considered an invasion of privacy if disclosed. Such information may be released to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations, and state or local government agencies. Examples of directory information include, but are not limited to: student name, address, parent’s name and their home/work telephone numbers, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, and grade level. The corporation may disclose any of the above items without prior consent, unless notified in writing. The entire text of the policy concerning Student Records (JO) may be obtained at the superintendent’s office.

Release of Photographs, Artwork, Writings, Etc.
During the school year, there may be occasion to use a student’s name, photograph, artwork, or writings in a school publication, local newspaper, or on the school website. If a student or parent(s) wishes to not have such information released, notification should be made to the Middle School Main Office.

School Safety
Weather Drills and Emergencies
Staff and students regularly participate in fire drills, tornado drills, and earthquake drills in the event that a weather emergency would arise during the school day. Students are expected to remain quiet and follow instructions during these practice drills. Fire: continuous sound of alarm. Tornado: three rings of the passing bell. Earthquake: announced as an earthquake drill over the intercom.

Other Safety Drills
School safety drills are practiced periodically throughout the school year to be used in the event of a perceived or real threat that would require students, staff, and authorized visitors to remain in the classroom or another secure area. There may be an unwanted person or persons on school grounds or local law enforcement may have notified school officials of a situation or person of concern in the community. Most frequently practiced drills include the “Lockdown Drill” and a “Modified Lockdown Drill” which are both announced via the intercom.
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.

Visitors
To maintain school safety, all visitors must present a photo ID, sign in/out at the Main Office and wear a visible “Visitor” pass, on a lanyard while in the school building. Any person found in the building without a proper “Visitor” pass or KVMS identification card will be immediately escorted to the appropriate administrator and/or additional safety procedures followed.
Academics

Advisory
The Advisory program provides students with an opportunity to expand their learning opportunities or receive additional help, when needed. During this period, students may work on remediation for all subject areas, request help from a specific teacher, receive peer tutoring, participate in group counseling, catch-up on work or tests/quizzes that were missed during an absence. The Advisory program also offers weekly reading activities (both sustained silent reading as well as guided reading activities) and social/emotional lessons on topics such as empathy, conflict resolution, bullying awareness and prevention, organization and study skills, and career readiness.

Annual Notification of Rights of Parents
Family Education Rights and Privacy Act (FERPA) regulations require that local education agencies give annual notification to parents and eligible students of their rights under FERPA:

* inspect and review their child’s record;
* seek to amend the record if they believe it to be inaccurate;
* consent (or not) to disclosures of personally identifiable information; and
* file a complaint with the U.S. Department of Education concerning the district’s failures to comply.

To exercise such rights, the parent of a student who is less than eighteen years of age and not enrolled in a post-secondary institution, or is a dependent student as defined by FERPA, shall provide written request to the building of school attendance, the superintendent, or the superintendent’s designee. The written request shall include specific documents that the parent or adult learner wishes to examine. Examinations of school records shall be made during school hours and in the presence of a school staff member to assist in the interpretation of the records.

To request that an educational document be corrected or deleted, the parent shall provide written request to the superintendent, or the superintendent’s designee, so that an informal conference may be held.

Assessment of Academic Progress
To measure progress toward academic goals, students are assessed on a regular basis throughout the school year. Such assessment measures include classroom curriculum-based measures (tests which are selected and prepared by classroom teachers to assess how well students have mastered specific learning objectives), PIVOT testing (standardized, subject-area testing which indicate how a student may perform on the ISTEP+), ISTEP+ testing (state assessment in which all KVMS students are expected to pass - results are available online to parents during the summer), Algebra Prognosis (readiness to understand and master concepts in Algebra) and CogAT. Students who are not making adequate academic progress on these measures are provided with additional support through the Response to Instruction (RtI) model.

Students who are excelling academically, based on these measures, are provided with opportunities to expand their learning through our Honors Student Program.

Eligibility for Sports Programs
To be eligible for any sports program or extracurricular activities at Kankakee Valley Middle School, a student must have passing grades in all subject areas during the previous nine week grading period.

Grading Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 92%</td>
<td>A</td>
</tr>
<tr>
<td>91 - 90%</td>
<td>A-</td>
</tr>
<tr>
<td>89 - 88%</td>
<td>B+</td>
</tr>
<tr>
<td>87 - 82%</td>
<td>B</td>
</tr>
<tr>
<td>81 - 80%</td>
<td>B-</td>
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<tr>
<td>79 - 78%</td>
<td>C+</td>
</tr>
<tr>
<td>77 - 72%</td>
<td>C</td>
</tr>
<tr>
<td>71 - 70%</td>
<td>C-</td>
</tr>
<tr>
<td>69 - 68%</td>
<td>D+</td>
</tr>
<tr>
<td>67 - 62%</td>
<td>D</td>
</tr>
<tr>
<td>61 - 60%</td>
<td>D-</td>
</tr>
<tr>
<td>59.9% and below</td>
<td>Failing Grade</td>
</tr>
</tbody>
</table>

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**Honors Student Program**

An Honor student performs at, or shows the potential for performing at, an outstanding level of accomplishment when compared to other students of the same age, experience, or environment and whose educational needs and individual growth capabilities are above grade level curriculum.

Honors classes are offered for grades 6-8 in the core subjects of math, language arts, science, and social studies. High school classes, such as Algebra I or Honors Geometry, may also be offered for advancement in grades 7 or 8. Selection for these classes is made after careful review of data by a team of educators under the governance of the Indiana Board of Education. In order to gain a clear picture of each student’s potential and current level of achievement, a variety of testing instruments are administered: ILEARN, NWEA, CogAT, Orleans-Hanna Algebra Prognosis, curriculum-based measures, and teacher recommendations.

Rather than being automatically placed, a student must qualify for each Honors class on a yearly basis.

For incoming sixth grade students, data is reviewed by a specially designed Honors team of educators which consists of an administrator, school counselor, licensed gifted and talented teacher, and two additional teachers of advanced classes at the sixth grade level. For seventh and eighth grade students, the yearly selection is made by a team of pod teachers, grade level school counselor, and an administrator. Once all relevant data has been reviewed by the selection committee, a letter offering acceptance in one or more of the advanced classes is mailed home no later than the May 1st each year. If a student has not received a letter by this date and the parent believes the student to possess exceptional gifts and talents, a written request for appeal (including relevant data) may be submitted to the building administrator by May 20th. Appeals made to the school by this date will be reviewed by the committee, and a determination will be made prior to the start of classes for the following school year.

It is the goal of the Honors Program that each student achieves his/her potential through enriched learning and advanced academic opportunities. **Students must continue to demonstrate academic excellence in classroom performance in order to remain in the program.** In the event that a student experiences difficulty with the requirements of the Honors classes and/or drops below a “B” average, the following procedures will be initiated:

1. The teacher meets with the student to discuss and identify the problem(s).
2. The teacher contacts the parent/guardian by phone or individual conference to discuss the problem(s).
3. If the problem continues, a conference is arranged with the student, parent, teacher, grade level counselor, and building administrator to develop an action plan that will help the child to succeed. This plan should include goals and strategies for improvement and a specific timeline.
4. If, after the specified amount of time, the problem continues to exist, a determination may be made by the building administrator that the student will exit the program for the current school year. If that decision is reached, it will be considered binding for the current school year; however, the student may be eligible for the program again the following school year during the spring selection process.

Another opportunity for advanced academic learning includes participation in one or more of the many academic teams – Science Olympiad, Spell Bowl, and Academic Team. Competitive academic teams are available to all students who express interest and meet the minimum requirements.

**Honor Roll**

Honor Roll listings are posted following the end of each nine week grading period. To be eligible for the “High Honor Roll” listing, a student must have achieved A’s or A-’s for all classes during the grading period. To be eligible for the “Honor Roll” listing, a student must have achieved all A’s or B’s. Both High and Regular Honor Roll listings are posted in the school building as well as published in local newspapers on occasion.

**Late Work**

Students who turn in late assignments will receive credit as follows:

- *50%* credit for work turned in late but within one week of due date.
- *After one week, assignment will be counted as a zero (0).*

**Make-up Work**

Students who have been absent for reasons allowing them to make up their work should see the teacher’s
Schoology page as well as, speak with the teacher about the missed work as soon as they return or prior to being absent. Students will be given one calendar day for each day absent plus one day to make up work.

This provision does not apply to major tests, projects, or long-term assignments or other assignments of which students have been informed of by their teachers well in advance; however, the teacher may use discretion in establishing the due date for these assignments.

No additional time will be allocated for absences and/or absences due to Out of School or In-School Suspensions.

A student with an unexcused absence will receive a “zero” for the work missed during the absence

**Excused/Administrative Absence, In-School Suspension and Out-of-School Suspension:** All homework, quizzes, projects and tests are to be completed for credit.

**Unexcused Absence and Truancy:** All homework, Quizzes and tests may be completed. No credit will be given.

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**National Junior Honor Society**

All seventh and eighth students of Kankakee Valley Middle School are eligible for the National Junior Honor Society, provided that the following selection criteria have been met:

1. A minimum of (1) semester must be completed at KVMS, with a cumulative GPA of 3.75 or above.
2. Students are notified in writing of meeting the minimum academic requirement and must then submit an activity form listing accomplishments in school, as well as outside of school.
3. Each faculty member is invited to make comments on the nominees attesting to his/her character, service, leadership and citizenship. This information is submitted to the faculty advisor and reviewed by the faculty council.
4. Upon meeting the Kankakee Valley National Junior Honor Society criteria, students and parents are informed of the selection and invited to participate in an induction ceremony.
5. To remain a member in good standing, each student must obey the guidelines criteria established by the national organization.

**Skyward**

Parents can check real-time information including attendance, tardies, grades, discipline, school announcements, and lunch balances/menus by visiting the school website at [www.kv.k12.in.us](http://www.kv.k12.in.us) and then clicking on the Skyward. Before accessing information, parents will need to set up an account by entering the username and password provided by the school. Any questions regarding usernames or passwords can be directed to the Guidance Office. Technology issues, including usernames and passwords that are no longer working properly or have been reset, can be directed to Amanda Lavelle, technology department, at (219) 956-3143 ext. 2300.

Grades are updated by the end of the school day on Mondays. Teachers can be emailed directly with questions by clicking on the teacher’s name, which is highlighted in blue, on the “Family Access” on Skyward”.

Additional information about student’s assignment and teacher’s comments can be found by clicking on the individual student’s grade.

**Physical Education**

Physical Education (PE) is an important component of our middle school educational experience. Students are expected to actively participate in physical education activities, to the best of their abilities, and to wear a uniform daily.

The uniform consists of a PE shirt that is provided by the school as part of the 6th grade textbook rental fees and red athletic shorts which may be purchased through the PE teacher or from another source. Students are also to wear socks/athletic shoes and to remove all jewelry and piercings (or properly cover with tape) prior to participation.

Students who cannot participate in physical education activities may be excused based on the following:

- A doctor’s note is turned in to the school nurse stating the reason and length of limitation from PE
- A parent note is turned in to the school nurse stating the reason (only acceptable for 2 days)
A student gets sick or injured while at school and is being treated by the school nurse.

**Progress Reports and Report Cards**
The school year is divided into two (2) semesters, each having two (2) nine week grading periods. Progress Reports can be accessed for all students at the midpoint of the grading period on Skyward while the Report Cards can also be accessed on Skyward at the end of the grading period. Paper copies of Progress Reports and Report Card will be made at the parent’s request.

<table>
<thead>
<tr>
<th>Progress Reports</th>
<th>Report Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 13, 2018</td>
<td>October 19, 2018</td>
</tr>
<tr>
<td>November 15, 2018</td>
<td>January 11, 2019</td>
</tr>
<tr>
<td>February 8, 2019</td>
<td>March 22, 2019</td>
</tr>
<tr>
<td>April 26, 2019</td>
<td>June 9, 2019</td>
</tr>
</tbody>
</table>

**Promotion and Retention**
In order to be promoted to the subsequent grade level, the student in grades 6-8 will be required to receive passing grades (no F’s) in all core subjects - including Mathematics, Language Arts, Science, and Social Studies. A student who shows major improvement in the second semester of the school year may receive an exemption to the above policy and be “placed” into the next grade level. All students, either promoted or “placed,” who have completed the eighth grade coursework may participate in the promotion ceremony. Certificates of promotion and placement will be awarded during the ceremony.

**Summer School**
Summer School provides an opportunity for some students to achieve promotion by passing a core subject during the summer that he/she failed during the regular school year. In some cases, Summer School also provides an opportunity for students to increase skills in Mathematics or Language Arts. Students will be enrolled in actual classes at a location to be determined and will expected to attend. Parents will be expected to provide transportation for their students.
Attendance

Attendance Philosophy
Indiana Public Law 221 now measures each middle school’s attendance average against all other schools and places schools in performance categories using attendance as one of the criteria for placement. Accordingly, KVMS can perform well in academic terms but be placed in a lower achievement category due to insufficient attendance.

Regular attendance and punctuality are essential for success in school and are necessary habits for life. Irregular attendance is one of the main factors for poor work and failure in school. Students who attend school regularly have greater success in their academic pursuits than do students who do not attend on a regular basis.

IC 20-8.1-3-34 Compulsory Attendance/Duty of Parents: It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with equivalent instruction as the public school provides.

IC 20-8.1-3-20 If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded. The certificate required under this section must be signed by an Indiana physician. (This will have an effect on the student’s eight day absence limit.)

Reporting an Absence
To report an absence, parents are to call the school by 9:00 a.m. on the day of the absence. An absence may be reported 24 hours a day by calling (219) 987-8810 and pressing #1 to be routed to the school nurse’s voice mail. In cases where a parent/guardian does not have access to a telephone, a signed note may be turned in the first day the student returns to school.

If a parent/guardian does not call on the day of an absence, the school will make a reasonable effort to contact the primary number listed in the system to verify the absence. If communications are not received within 24 hours after a student returns, the absence will be considered unexcused.

Late Arrival to School
Any student who arrives to school after 7:25 PM (7:45 PM on Delay Start Wednesday), regardless of the time of day, must first report to the main office where their parents/guardians must sign them in. If a parent or guardian fails to sign in their student for a late arrival, the student will be counted as an unexcused absence. Students who arrive ten (10) minutes or more late to school will also be counted as an unexcused absence.

Consequences for late arrival to school
First and Second: Warning
Third and Fourth: Lunch detention
Fifth and Sixth: After School Detention
Seventh and Eight: Friday Night School
Nine or more: In-School Suspension

Excused Absences
A student may have a combined total of eight (8) absences excused at the discretion of the parent/guardian during the semester. Once the number of student absences exceeds the defined limit, all further absences will be unexcused.

Scheduled medical appointments such as dental, orthodontic, allergy, immunizations, psychiatric or wellness checks will be excused (with a valid doctor’s note) for no more than half of the school day. Students are expected to attend school before or after such appointments.
A doctor’s note must include the date and time of the appointment, the time of the student’s departure, and the date he/she may return to school. It must be specific as to the days the doctor is excusing and must be turned in within twenty-four (24) hours after a student’s return to school.

A student who misses more than eight (8) days excused by a doctor will be required to provide a **Certificate of Child's Incapacity, explaining the reason for the recurrent absences.** This form (available on the school website, in the nurse’s office, or in the back of this handbook) must be filled out by the student’s doctor and faxed directly back to the school at (219) 987-2540 ATTN: William Ridley within six (6) school days following the absence (See IC 20-8.1-3-20).

The following absences are **exempt** and will **not** count toward the eight (8) day limit:

1. Death in the immediate family: Verified by an administrator or school counselor.
2. Required court appearances: Verified by a court summons or probation officer (attendance in court must be mandatory for the student).
3. Religious observances: Verified in writing by the leader of the religious organization and received by the school at least one full school day prior to the anticipated absence.
4. Political duties: Verification that the student is working the polls on Election Day or serving as a page in the State Legislature.
5. Representing the school at contests or competitions
6. Other administrative exemptions

**Excessive Absences**

Any student who has more than ten (10) unexcused absences in a year will be considered and subject to disciplinary procedures to recover the learning time missed. Any absence above the ten (10) day limit will be counted as unexcused and the work, for the unexcused day missed, will be made up during a Friday School session, it will be graded and counted for credit.

If attempts to work with the student and parent/guardian to remedy the attendance problem (such as a parent letter, phone call, disciplinary procedure, mandatory attendance meeting) do not result in improved and consistent school attendance, then a **report of educational neglect will be made to the Jasper County Department of Child Services and/or the Jasper County Prosecutor’s Office.**

According to Indiana School Attendance code, **students from ages 13-16 who are identified as having chronic absenteeism may also be reported to the Department of Motor Vehicles and prevented from receiving their driver’s licenses until they are 18.** Requests for work permits also may be denied for students with poor attendance.

**Extracurricular Participation**

A student is required to be present in school for at least half of the regularly scheduled school day in order to participate in extracurricular activities, sporting events, practice sessions, or club meetings. Administration reserves the right to make the final decision regarding participation.

**Habitually Truant**

Any student whose parent does not contact the school either by phone or in writing within 24 hours upon the student’s return, the absence will be considered unexcused. According to Indiana School Code 20-33-8-12, defines a student that is habitually truant by having unexcused absences from school for more than ten (10) days of school in one (1) school year. Names of student and their parents or guardians who are habitually truant from school will be reported to the School Resource Officer (SRO), Jasper County Prosecutor and/or Department of Child and Family Services.

**Make-up Work**

The student will be responsible for making arrangements with teachers for make-up work. The most efficient way to find out what assignments have been missed is to check teacher’s Schoology page. A student will be given one day
for each day of excused absence to complete all make-up work. Students participating in school sponsored field trips will have all work completed on their return to school the following day.

**Vacation Policy**
If a family vacation cannot be scheduled around the school schedule, parents may make a one-time request during a school year for a student to be excused for vacation. The vacation request may not exceed five days and the student must meet attendance and grade requirements.

Vacation days will not be excused for the last five days of a grading period or semester due to final exams and/or the weeks during the administration of Indiana State Assessments.

A student must have all passing grades and a satisfactory attendance record at the time of the request to qualify for an excused vacation.

Students who miss final exams due to vacation will not be eligible to make up any final exams. Final exams will be marked as a “0” (zero) and will negatively affect a student’s grade for the class.

**Achieving Attendance Goals**
Promoting and fostering excellent attendance habits requires a commitment from everyone.

*At KVMS, we are committed to achieving our school attendance goals by:*

- Providing meaningful learning experiences every day
- Speaking frequently of the importance of students being in class, on time, and ready to learn
- Using positive incentives to motivate and reward those students with excellent attendance habits
- Keeping accurate attendance records and notifying parents when attendance becomes a concern
- Incorporating student participation as part of the learning process
- Requiring that quizzes, tests, and assignments be completed within the specified time period
Student Services (Nurse)

A nurse is available for students who are ill or become injured during the school day.
Hours 7:00 a.m. - 3:00 p.m.

Absences
Absences are to be reported to the school each morning by calling 987-8810 and leaving a message for the attendance secretary. If a parent has not called to verify their child’s absence, then the student must report to the main office and present any doctor’s excuse or a written note from the parent. The nurse’s office will be open each morning for this purpose from 7:10-7:25 AM.
If communications are not received within 24 hours after a student returns, the absence will be considered unexcused

Accidents
All accidents occurring on school grounds or at school-sponsored functions must be reported to the school nurse within 24 hours of the incident.

Immunizations
Immunizations for all students attending public schools are required by state law. The following (including day, month, and year of administration) are required for all 6th - 10th grade students:
- 5 doses of diphtheria-tetanus-acellular pertussis vaccine (DTaP), pediatric diphtheria-tetanus vaccine (DT), or tetanus-diphtheria vaccine (TD)
- 4 doses of polio vaccine
- 3 doses of hepatitis B vaccine
- 2 doses of measles (rubeola) vaccine
- 2 doses of rubella (German measles) vaccine
- 2 doses of mumps vaccine
- 1 dose of Tdap (tetanus and pertussis)
- 1 dose of meningococcal conjugate vaccine (MCV)
- 2 doses of varicella vaccine or physician documentation of chicken pox
- 2 doses of hepatitis A

The law states that a child is NOT PERMITTED TO ATTEND beyond the first day of school without furnishing a written record, unless: (1) the school grants a waiver for a period of time not to exceed 20 days, or (2) a specific schedule is on file of when the immunizations will be completed (signed by a physician) or (3) the parents file for an exemption for medical (signed by a physician) or religious reasons - this exemption must be renewed every year and, for his/her own protection, an exempted student may be excluded from school in the event of an outbreak of the above conditions.

Medications
School personnel cannot dispense any drugs, including non-prescription drugs, without written permission from a parent or guardian. 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. A dated, written permission - including reason/time/dose of medication - from the parent or guardian must accompany the medication.

Prescription medication to be dispensed during the school day must be in the original container with the attached pharmacy label including the prescribing physician’s name, the student’s name, the name of the medication, strength/dosage, and the time the medication is to be dispensed. Medication in plastic bags, boxes, or envelopes will not be administered at school. No Exceptions. All medication must be dropped off in the nurse’s office before class each morning and kept in the nurse’s office for the duration of the school day. It is the student’s responsibility to come to the nurse’s office when it is time to take the prescribed medication. It is the parent’s responsibility, at the end of treatment, to remove any unused medication from school. Medication not picked up by the end of the school year will be discarded.
A student in grades kindergarten through 8th grade may not take medication home if the medication is possessed by school administration during school hours or at school functions. Medication may only be released to:

1) the student’s parent or legal guardian, or
2) an individual who is at least 18 years of age and designated in writing by the student’s parent or legal guardian to receive the medication.

Medication for Chronic Conditions:
In cases where a student has an on-going chronic condition requiring medication, the student’s parent must file an authorization with the school nurse for the student to possess and self-administer this medication (example: asthma inhaler or EPI-PEN). The authorization must follow the procedures listed below.

1.) A written statement from the prescribing physician which states:
   A.) The student has an acute/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.
   C.) The nature of the disease or medical condition requires emergency administration of the medication.

2.) The authorization and written statement must be filed with the school nurse annually.

3.) The prescribing physician may fax the written statement, including subsections “A,” “B,” and “C,” to (219) 987-2540, “Attention: School Nurse.”

Any changes in medication must be documented in writing by the prescribing physician.

**Signing a Student In/Out**
Students who become ill during the school day are to obtain a pass to see the school nurse. The school nurse will then make the determination as to whether parents need to be contacted to pick the student up from school.

Students are not allowed to call home on their own cell phone during the school day even when they are feeling ill.

The following guidelines will be used to determine when a student may need to be sent home:

1) temperature above 100 degrees
2) vomiting, witnessed, or diarrhea
3) conjunctivitis (pink/redness to the white part of the eye)
4) chickenpox or other suspicious rashes that may be contagious
5) injury that may require further treatment
6) unidentified rashes, severe itching, or other symptoms of a contagious condition
7) suspicion of pediculosis (head lice)
8) other conditions at discretion of school nurse.

A parent or guardian must accompany and sign in any student who is arriving to school late, except for late bus situations. A parent or guardian must show proper ID and sign the student out in the main office before any student may be released early from school. Students who are being released early from school are responsible for making contact with their remaining subject teachers to obtain any missed work.

For school security, parents and guardians are required to wait in the main office while signing students in/out.
Student Services (Counseling and Guidance)

A licensed school counselor is available to provide academic, social, and personal guidance to all students.

Services that can be provided include:

- Grief and loss support following the death of a relative or loved one
- Academic support for students who are struggling
- Referral to mental health and other community agencies
- Guidance on high school course selections and other college/career topics
- Behavioral interventions
- Student conflict resolution
- Brief, solution-focused counseling services
- Parent/Teacher Conferences
- High ability programming
- Tutoring and remedial services
- Scheduling

If you are interested in scheduling a Parent/Teacher Conference, please contact the Guidance Office by calling the school at (219) 987-8810, then pressing #2 when directed.

Homework Requests
The most efficient way to find out what assignments have been missed is to check teacher’s Schoology page. If textbooks are needed from a student’s locker, then a request can be made through the Guidance office (textbook requests made by noon will be ready for pick-up between 2:30 and 3:00. If a parent/guardian is unavailable to pick-up the textbook after school, then a sibling can be given a pass for the end of the school day. We ask that other students in our school building (i.e., neighbors, friends, etc.) not be responsible for picking up homework requests.

Scheduling Changes
Due to the large number of students in our building and the intricacies involved with scheduling, parent/student requests for a particular Pod placement cannot be accommodated.

Schedule changes will not be made after the start of each semester. Students wishing to drop or add Band, Choir and Orchestra classes must do so before the start of the new semester.

Withdrawal or Transfer
A parent/guardian must fill out a form in the Guidance Office if withdrawing to homeschool or transferring to another school corporation. Transcripts and educational records will be forwarded directly to the new school.
Student Code of Conduct

Accessory
A student who acts as a “lookout” or otherwise aids in or accompanies those participating in a violation of the school rules will be viewed as a violator.

Bullying (IC 20-33-8-0.2)
(a) As used in this chapter, Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
1. places the targeted student in reasonable fear of harm to the targeted student’s person or property.
2. has a substantially detrimental effect on the targeted student’s physical or mental health
3. has the effect of substantially interfering with the targeted student’s academic performance
4. has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.
(b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
1. Participating in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United State Constitution or Article (I), Section 31 of the Constitution of the State of Indiana, or both.
4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of (1) or more adults.
5. Participating in an activity undertaken at the prior written direction of the student’s parent.
6. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Cyber Bullying – bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the internet. It includes, but is not limited to: email, instant messages, texting messages, and Internet postings.

Cheating/Plagiarism/Academic Dishonesty
Students participating in any act of cheating will receive disciplinary action. This action may include, but is not limited to: receiving a “0” on the assignment + parent notification, receiving a “0” on the assignment + parent notification + Friday Night School, receiving a “0” on the assignment + parent notification + ISS.

Examples of Cheating/Plagiarism/Academic Dishonesty (other examples may apply at discretion of principal)
- Use of unauthorized papers during a quiz or exam, looking at notes, books, or other materials during a quiz or exam
- Talking about the quiz or exam material during the quiz or exam, talking to a student who has not taken the quiz or exam about the material on the quiz or exam
- Copying the work or answers from another student’s paper
- Allowing another student to copy your work or answers
- Using or turning in a photocopy of another student’s work
- Paying someone to write a paper or do an assignment
- Buying or downloading a paper
- Copying any phrases, sentence or sentences verbatim from the reference source without using quotation marks and without providing a complete reference (author, date, source of material)
- Cutting and pasting portions of articles from the internet
- Stealing words directly from any source and presenting them as your own
Disruptive Behavior
Disruptive behavior includes any action that disrupts or interferes with educational activities or the school environment or has the potential for such disruption. Disruptive behavior may be subject to assignment to detention, assignment to Friday Night School, removal from class, and/or ISS. Students who have multiple code violations for disruptive behavior will be referred to the Student Assistance Team (SNAP Team) at the Middle School for implementation of a behavior plan prior to recommendation for expulsion.

Disciplinary Actions
Violation of the Student Code of Conduct may result in one or more of the following consequences:

Removal from Class or Activity: Any KVMS staff member reserves the right to remove a student, due to violation of the Code of Conduct, from a particular class or activity for a period of up to (1) school day if the student is assigned work to be completed in an alternative school setting. Administrators reserve the right to remove a student for a longer period of time, depending on the severity of the violation.

Detention: Detentions are held after-school, Monday, Tuesday and Thursday, from 2:20 p.m. until 2:50 p.m. Students are expected to refrain from talking, to engage in educational activities during the entire time period, and to be picked up promptly at 2:50 p.m. in the front of the school building. Failure to follow procedures will result in additional consequences.

Friday Night School: Students assigned to Friday School will be called from their last period class at about 2:05 PM, they are to go to their lockers, get materials for Friday Night School, as well as personal belongings and report to the office before the 2:15 bell rings. Students are responsible for bringing educational materials with them to Friday Extended Day School - lockers and classrooms will not be accessible. Reading magazines, drawing/doodling, and other non-academic work is not acceptable. Dismissal time is 5:45 p.m. Students will be dismissed through the front entrance of the school. Before a school vacation, Friday Night School will be moved up to Thursday evening before the vacation.

Friday School will not be rescheduled to accommodate out-of-school activities or sporting events. The missed opportunity to participate in such events as the result of assignment to Friday School is considered a natural and logical consequence of the student’s behavior. Failure to attend Friday School or to follow procedures will result in additional consequences.

In-School Suspension (ISS): Students assigned to ISS are to report immediately to the Main Office on the morning of their assignment and wait to be escorted to the ISS room. Once in the ISS room, students are expected to work quietly and independently on their assigned work for the day. Any school work that is completed during ISS can be turned in for credit. There is to be no talking or sleeping (head down/eyes closed).
1st Offense: Warning
2nd Offense: Assigned one additional day of ISS
3rd Offense: Administrator will decide on further disciplinary action

Out-of-School Suspension (OSS): Assignment to OSS represents a severe violation of the Student Code of Conduct. A student who has been assigned to OSS is not permitted to be in the school building, on school property, or at any school-related functions or extra-curricular activities. Any school work that is completed during OSS must be turned in on the first day of the student’s return to school if it is to be counted for credit.

Expulsion: In accordance with the due process procedures defined, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion is listed under the “Grounds for Suspension and Expulsion,” Section C and Section D.

Restitution: Students may be required to compensate another individual or the school corporation for the replacement/repair costs, plus labor, of any items which are stolen or damaged. Students may also be required to clean, repair, or otherwise volunteer time in the school as appropriate to the violation.
Dress Code
Kankakee Valley Middle School students are expected to dress as students, prepared to participate in the educational process. Consistent adherence to these dress guidelines will contribute to a distraction-free environment where students can focus on academic achievement. Staff and administration reserve the right to determine the appropriateness of any clothing item worn to school.

Shirts/Tops/Dresses
- Must have sleeves that fully cover 2 inches past the shoulders
- Must be long enough to cover the midriff at all times
- Must be sized appropriately - not excessively loose, tight, or revealing (modestly covers the chest/cleavage area)
- Must be free from rips, tears, or alterations that violate the above guidelines or that expose undergarments
- Items made from sheer, see-through or fish net materials are not allowed

Pants/Bottoms/Shorts/Skirts/Dresses
- Must be sized appropriately (not excessively loose/tight), worn at the waist, and cover undergarments at all times
- Must be an appropriate length - no shorter than three inches above the knees (regardless of items worn underneath)
- Must be free of rips, tears, or holes (unless permanently patched underneath the clothing item)
- Clothing items designed for sleeping, such as pajamas, are not allowed

Coats/Hats/Headbands/Headgear/Sunglasses/Bandanaras
- Not to be worn within the building unless a teacher or administrator has granted special permission
- Must be stored in the student’s personal locker during the school day

Footwear
- Must be worn at all times - shoes, sneakers/tennis shoes, or sandals are all acceptable
- Slippers (whether hard-soled or not) are not appropriate for the learning environment

Clothing items that contain inappropriate language (i.e. profanity) or references to gangs, drugs, alcohol, tobacco, sex, or private body parts are prohibited. Items that contain derogatory references to another person’s religion, race, gender, or sexuality are not allowed.

Clothing items (including accessories, belts, purses, and wallets) which have chains, raised studs, or anything that may pose a health and safety risk to others are not allowed.

Students will be permitted to use drawstring bags to transport clothing for physical education only. Large backpacks and large purses need to be stored in the student’s locker.

Random dress code checks will be made to check the appropriateness of student’s attire. Students with inappropriate attire will have to call home.

Kankakee Valley Middle School students are expected to adhere to the dress code policy at all times - including field trips and after-school activities such as dances, club meetings, sporting events, and special ceremonies.

Students in violation of the Dress Code will be sent to the office for the following disciplinary procedures: (May be asked to change clothes or borrow an appropriate item from the nurse or Guidance Office)

1st Offense: Warning - Parent/Guardian notified to bring in appropriate clothing and change into appropriate clothing
2nd Offense: After-School Detention and Parent/Guardian notified to bring in appropriate clothing
3rd Offense: Friday Night School and Parent/Guardian called to bring in appropriate clothing
4th Offense: (And all subsequent offenses) ISS for the remainder of the school day
**Drugs / Alcohol / Tobacco**

Kankakee Valley Middle School does not tolerate the use, possession, or selling of illegal drugs or look-alike items, marijuana, narcotics, controlled substances, tobacco, electronic/vapor cigarettes, non-alcoholic beer, alcoholic beverages, powdered alcohol or intoxicant of any kind, as well as drug apparatus or paraphernalia or vessels used to carry said substances. 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 with a breathalyzer and/or urinalysis at school or school activity by an administrator or designee. Please see “Grounds for Suspension or Expulsion” for further detail.


When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
   A. Legal counsel or
   B. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student’s parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student’s parent to appear at this meeting will be deemed administratively as waiver of rights to contest the expulsion or to appeal to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student’s position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student’s parent.
6. Attorneys will not be admitted to hearing proceedings.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (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 must consider the appeal unless the board 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 the school administration and the student and/or the student’s parent. The board will then take any action deemed appropriate.

**False Alarms**

Misuse of fire alarms or non-emergency calls to 911 may result in suspension and/or recommendation for expulsion.

**Fighting (IC 35-45-1-3)**

Students participating in a fight on school property, school transportation vehicles, or at any school activity will be subject to suspension. Students who participate in a second fight during the same school year may be recommended for expulsion. Depending on the severity, any infraction labeled as an “Assault”, the School Resource Officer may be also contacted for possible criminal charges. A student who takes any physical action toward another individual is considered a participant in a fight.

**Forgery/Falsification**

Falsifying a signature or any written communication from a parent/guardian, teacher, staff member, or physician constitutes forgery and may receive consequences up to and including suspension from school. Any forged or falsified notes from physicians will be turned over to the School Resource Officer for possible criminal charges.
Gang Activities
The Board recognizes that the harm done by the presence and activities of gangs in public school exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

It is therefore the policy of the Board of Education that gangs and gang activities are prohibited according to the following:

A. Definition: For purposes of the policy, a “gang” is any group of two (2) or more persons whose purpose includes the commission of illegal acts or acts in violation of disciplinary rules of the Kankakee Valley School Corporation.

B. Prohibitions: No student on or about school property or at any school activity 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.
3. Engage in any act in furtherance of the interests of any gang (alleged or otherwise) or gang activity, including but not limited to:
   a. Soliciting membership in, or affiliation with, any gang;
   b. Soliciting any person to pay for protection, intimidating or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
   c. Painting, writing or otherwise inscribing gang related graffiti, messages, symbols, or signs on school property;
   d. Engaging in violence, extortion, or any other illegal act or other violation of school policy;
   e. Soliciting or inciting any person to engage in physical violence against any other person.

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

Grounds for Suspension or Expulsion (IC 20-33-8-14)

A. The grounds for suspension or expulsion are student misconduct and/or substantial disobedience and apply when a student is:

1. 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);
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event; or
4. Using property or equipment provided by the school.

B. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, 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 the intent to deprive others of its use
   b. Blocking the entrance or exits of any school building or corridor or room therein with the 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. Prevention of 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. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging a student to engage in such conduct. Prohibited conduct includes harassment, bullying, or hazing.
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 student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failure 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. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
11. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision. (All prescription medication must be turned into the nurse and the proper paperwork must be filled out.)
12. Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverages, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
14. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
15. Failing in a substantial 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.
16. Failing to completely and truthfully respond to questions from a staff member regarding school matters.
17. Engaging in an unlawful activity on or off school grounds in the unlawful activity may reasonably be considered to be an interference with school purposes or educational function, or the students' 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.
18. 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 of students;
   E. Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
   F. Violation of the school corporation’s acceptable use of technology policy or rules;
   G. Violation of the school corporation’s administration of medication policy or rules;
   H. Possessing or using a laser pointer or similar device;
   I. Students who threaten to harm self, others, or threaten to damage or destroy property may be subject to suspension and/or expulsion from KVSC.
19. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone to substantially interfere with school purposes or educational functions or to facilitate or engage in any unlawful activity.
20. Threatening a school employee verbally or physically.
21. Possessing, using, distributing purchasing or selling any tobacco, tobacco products, look-alike products (electronic/vapor cigarettes) and/or smoking paraphernalia or vessel used to carry such substance in any form on school property, including school buildings or grounds, on school transportation vehicles, at any school activity, or traveling to and from school.

22. Taking or displaying pictures (digital or otherwise) without the consent of the student or school personnel in a situation not related to a school purpose or educational function.

23. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.

24. Possessing sexually related materials which include images displaying uncovered breasts, genitals or buttocks.

25. Engaging in pranks or other similar activity that could result in harm to another person.

26. Using or possessing gunpowder, ammunition or an inflammable substance.

27. Failing to comply with any student rule established by the building principal.

In addition, students will be recommended for expulsion under the following provisions of Indiana law:

1. Possession of a firearm (IC 20-33-8-16) and (IC 35-49-5-2.5)
   a. No student shall possess, handle or transmit any firearm or look-alike devices on school property.
   b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
      • any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
      • the frame or receiver of any weapon described above;
      • any firearm muffler or firearm silencer;
      • any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
      • any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;

   *any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. 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.
   c. The penalty for possession of a firearm will be (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
   d. The superintendent shall notify the county prosecuting attorney’s office when a student is expelled under this rule.

2. Possessing a deadly weapon (IC 35-41-1-8)
   a. No student shall possess, handle or transmit any deadly weapon on school grounds.
   b. The following devices are considered to be deadly weapons:
      • a weapon, taser, or electronic stun weapon, equipment, mace, chemical substance, or other material that, in the manner it is used, or could ordinarily be used, is readily capable of causing serious bodily injury.
      • an animal readily capable of causing serious bodily injury and used in commission, or attempted commission, or a crime.
   c. The penalty for possession of a deadly weapon will be ten (10) days suspension from school and expulsion from school for a period of not more than one (1) calendar year.
   d. The superintendent shall notify the county prosecuting attorney’s office when a student is expelled under this rule.

3. Legal Settlement (IC 20-33-8-17)
   A student may be expelled from school if the student’s legal settlement is not in the attendance area of the school corporation where the student is enrolled.
Harassment
All persons associated with this school system, including students, are expected to conduct themselves at all times so as to provide an atmosphere free of harassment. Harassment will not be tolerated.

Harassment Based on Gender, Ethnicity, Religion, Disability, or Physical Attributes
Examples include, but not limited to:
A. VERBAL: Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks toward a fellow student, staff member, or other person associated with the Corporation.
B. NONVERBAL: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.
C. PHYSICAL: Any intimidating, bullying or disparaging action towards a fellow student, staff member, or other person associated with the Corporation.

Sexual Harassment
Definition: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute harassment when such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating hostile or offensive working or educational environment.

Examples include, but not limited to:
A. Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.
B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.
C. Physical: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual activity, with a fellow student, staff member, or other person associated with the Corporation.

Grievance Officer: The Board will annually appoint a sexual harassment officer who will be the same individual as the compliance officer for the Title IX. The Kankakee Valley School Board has appointed the assistance superintendent as the sexual harassment officer for the corporation. This Grievance Officer will be vested with the authority and responsibility to process all sexual harassment complaints.

Insubordination
Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and non-certified staff members (bus drivers, secretaries, cafeteria personnel, etc.). Refusal to follow the instructions or directions of any staff member constitutes insubordination. Consequences of insubordination may result in disciplinary action ranging from detention to expulsion. In the event that a student does not agree with the instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the action at a later time.

Locker Searches (IC 20-33-8-32)
A student who uses a locker that is the property of the Kankakee Valley School Corporation is presumed to have no expectation of privacy in: that locker; or the locker’s contents. In accordance with the rules of the governing body, a principal may search a student’s locker and the locker’s contents at any time. A law enforcement agency having jurisdiction over the geographic area or the School Resource Officer may at the request of the school principal; and in accordance with the rules of the governing body of the school corporation, assist a school administrator in searching a student’s locker and the locker’s contents.
Searches may be conducted with or without student consent. Evidence found in the course of a search may be confiscated and/or turned over to the local law enforcement agency for possible criminal charges.
Out of Area
For safety purposes, students are required to be in assigned areas of the school only. Restricted areas include the parking lot, outside of the school building, any room or area of the school that is not supervised, or any area other than the destination specified on a hall pass. A student who arrives five (5) or more minutes late to class, without prior authorization, is also considered out of area. Depending on the severity of the violation and the amount of time spent out of area, disciplinary actions may include assignment to Friday School, In-School Suspension, or Out-of-School Suspension.

Personal Communication Devices (PCD)
Please see the full policy, starting on page 9 of this handbook, regarding Personal Communication Devices. If a student is found with a PCD in plain sight during school hours, the student may be assigned to detention and/or required to pick up PCD at the end of the school day. If a student is found using their PCD during the school day (texting, receiving/making a phone call), then the student may be assigned to Friday School and/or required to pick up PCD at the end of the school day. For repeat violations, parent/guardian may be required to pick up PCD.

Profanity
Profanity or the use of obscene language or gestures will not be tolerated in our school. Consequences for profanity include detention, assignment to Friday School, and 3 days assignment to ISS. Consequences for profanity or the use of obscene language or gestures directed toward school personnel include suspension and expulsion.

Public Displays of Affection
Disciplinary actions may include a warning, detention, assignment to Friday School or In-School Suspension. Engaging in sexual activity of any kind in our school building, on school grounds or school buses, or at any school-related activity can result in suspension and/or request for expulsion.

Search and Seizure
Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the School Board if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted by school authorities, with or without a student’s consent. Anything that is found in the course of a search that may be evidence of a violation of the law or school rules may be taken and held or turned over to law enforcement. The School reserves the right not to return items which have been confiscated.

Suspension Procedures (IC 20-33-8-18)
When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:
1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
   A. A written or oral statement of the charges;
   B. If the student denies the charges, a summary of the evidence against the student will be presented; and,
   C. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student’s misconduct, and the action taken by the principal.
4. Out of school suspensions totaling ten days in a semester may result in a request for expulsion for not adhering to school rules and regulations.
Tardy to Class
A tardy is being late to class without a valid excuse. (Please see Late Arrivals, page 17 for being late to school).
Tardies to class are as follows:
1st Tardy: Verbal and/or written warning
2nd Tardy: Verbal and/or written warning
3rd Tardy: Referral to after school detention after parent conference
4th Tardy: Referral to Assistant Principal with a recommendation for Friday School
5th Tardy: Referral to Assistant Principal with a recommendation to assign a full day of In-School suspension. Also a conference with parent, teacher, counselor and Assistant Principal
6th and further tardies: recommendation for substantial disciplinary actions

Truancy
Kankakee Valley Middle School operates as a closed-campus for all students. After arriving to school (whether by bus or personal vehicle), no student is permitted to leave the grounds during school hours. A student is considered “truant” for each day, or part of a day, that the student is not present in the classroom without parent or school permission. “Habitual truant” is defined as the accumulation of four (4) truancies.

Truant from class
1st occurrence: Notification of parents and assignment to Friday School
2nd occurrence: 1 day of ISS
3rd occurrence: Substantial disciplinary action

Truant for entire school day
1st occurrence: Notification of parents and assignment to (2) Friday Schools for each day missed
2nd occurrence: 3 days of ISS and referral to the Jasper County Prosecuting Attorney
3rd occurrence: Substantial disciplinary action
Student Code of Conduct Guidelines

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<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Unexcused Absence</td>
<td>After 3 days -3 days ISS</td>
<td>Up to 5 days – 3 days ISS</td>
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<td></td>
<td></td>
<td></td>
<td>Up to 8 days – 3 days OSS</td>
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<tr>
<td>2.</td>
<td>Late Arrivals to School</td>
<td>Lunch Detention</td>
<td>Detention</td>
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<td></td>
<td>Friday Night School/ISS</td>
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<td>3.</td>
<td>Tardy to Class</td>
<td>Lunch detention</td>
<td>Detention</td>
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<td>Friday Night School</td>
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<td>4.</td>
<td>Truancy</td>
<td>2 Friday School Sessions</td>
<td>3 days ISS</td>
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<td></td>
<td>OSS</td>
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<tr>
<td>5.</td>
<td>Inappropriate show of affection</td>
<td>Detention</td>
<td>Friday Night School</td>
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<td></td>
<td></td>
<td>ISS</td>
</tr>
<tr>
<td>6.</td>
<td>Violation of Cafeteria Rules</td>
<td>Clean-Up After Lunch/Assign Seat</td>
<td>Friday Night School</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>ISS</td>
</tr>
<tr>
<td>7.</td>
<td>Out of Assigned Area</td>
<td>Friday School</td>
<td>ISS</td>
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<td></td>
<td>OSS</td>
</tr>
<tr>
<td>8.</td>
<td>Minor Classroom Infraction</td>
<td>Detention</td>
<td>Friday Night School</td>
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<td></td>
<td></td>
<td></td>
<td>ISS</td>
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<tr>
<td>9.</td>
<td>Major Classroom Infraction</td>
<td>Friday Night School</td>
<td>ISS</td>
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<td></td>
<td>ISS/OSS</td>
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<tr>
<td>10.</td>
<td>Insubordination</td>
<td>Friday Night School</td>
<td>ISS/OSS</td>
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<td></td>
<td>Expulsion</td>
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<tr>
<td>11.</td>
<td>Misuse of Technology</td>
<td>Detention</td>
<td>Friday Night School</td>
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<td></td>
<td></td>
<td>ISS</td>
</tr>
<tr>
<td>12.</td>
<td>Misbehavior in Fri./ISS</td>
<td>Re-assign Friday School</td>
<td>ISS</td>
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<td></td>
<td></td>
<td>OSS</td>
</tr>
<tr>
<td>13.</td>
<td>Failure to Attend Friday School</td>
<td>Re-assign Friday school +1 3 day ISS</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>14.</td>
<td>Minor Use of Profanity/Gestures</td>
<td>Detention</td>
<td>Friday Night School</td>
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<td></td>
<td>3 days ISS</td>
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<tr>
<td>15.</td>
<td>Major Use of Profanity/Gestures</td>
<td>Friday School</td>
<td>3 days ISS</td>
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<td></td>
<td>ISS/OSS</td>
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<tr>
<td>16.</td>
<td>Throwing Objects</td>
<td>Detention</td>
<td>Friday Night School /ISS</td>
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<td></td>
<td></td>
<td></td>
<td>ISS/OSS</td>
</tr>
<tr>
<td>17.</td>
<td>Disruptive Attire/Accessories</td>
<td>Warning/Change</td>
<td>Change/Detention</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Change/Friday Night School</td>
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<tr>
<td>18.</td>
<td>Academic Cheating/Plagiarism</td>
<td>Zero/Parent Notified</td>
<td>Zero/Parent w/ Fri. School</td>
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<td></td>
<td>Zero/Parents/ISS/OSS</td>
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<tr>
<td>19.</td>
<td>Reckless Conduct/Endangerment</td>
<td>Det./ Friday Night School</td>
<td>Friday Night School /ISS</td>
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<td></td>
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<td></td>
<td>ISS/OSS</td>
</tr>
<tr>
<td>20.</td>
<td>Intimidation / Bullying</td>
<td>Det./ Friday Night School</td>
<td>Friday Night School /ISS</td>
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<td></td>
<td></td>
<td></td>
<td>ISS/OSS/Expulsion</td>
</tr>
<tr>
<td>21.</td>
<td>Fighting</td>
<td>5 days OSS &amp; 5 day ISS</td>
<td>10 days OSS</td>
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<td></td>
<td></td>
<td></td>
<td>Expulsion</td>
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<tr>
<td>22.</td>
<td>False Bomb/Fire threat</td>
<td>OSS/Expulsion</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Theft</td>
<td>Payback/ Friday Night School</td>
<td>Payback/ISS</td>
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<td></td>
<td>Payback/ISS/OSS</td>
</tr>
<tr>
<td>24.</td>
<td>Vandalism</td>
<td>Pay for damage/ISS</td>
<td>Pay/OSS/Expulsion/Police</td>
</tr>
<tr>
<td>25.</td>
<td>Possession of lighter/matches</td>
<td>Friday Night School</td>
<td>Friday School/ISS</td>
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<td></td>
<td>ISS/OSS</td>
</tr>
<tr>
<td>26.</td>
<td>Threat of Staff Member</td>
<td>ISS/OSS/Expulsion</td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Bus Misbehavior</td>
<td>Warning/Assign Seat</td>
<td>Suspension from Bus</td>
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<td></td>
<td>Note: Individual bus drivers have the option of suspending a student's bus privileges for one day at their discretion.</td>
<td></td>
<td>Removal from Bus</td>
</tr>
<tr>
<td>28.</td>
<td>Use/Possession of Tobacco</td>
<td>5 days ISS</td>
<td>5 days OSS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10 days OSS/Expulsion</td>
</tr>
<tr>
<td>29.</td>
<td>Use/Possession of Alcohol &amp; Drugs</td>
<td>OSS/Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

The above are general guidelines. Circumstances may require that these are escalated or de-escalated to insure the individual situation is addressed appropriately. As always the administration reserves the right to resolve any disciplinary problem, as deemed necessary.
Appendix I

Indiana Department of Education

Certificate of Incapacity
(Note: I.C. 20-8.1-3-20 requires this form to be signed by a licensed physician)

Student’s Name_________________________________________________________________________________________
  (Last) (First) (Middle)

Grade__________ Date of Birth ___________________ Social Security Number (optional) _____-____-_____

School Kankakee Valley Middle School ___________________ Principal______________________________

Telephone Number (219) 987-8810

Part 1 (To Be Completed By The Physician)

Diagnosis or Description of the Condition____________________________________________________________________

Duration of the Condition (Check One): __________permanent __________temporary

Anticipated Date the Student May Return to School: ____________________, 20___.

Date Student Should Return for Re-examination: _______________________, 20____.

Part 2 (To Be Completed By The Physician)

Based on your diagnosis and professional judgment, the school should anticipate the student’s attendance to be (check one):

______________________Regular Daily Attendance

______________________Irregular Daily Attendance (please explain)

________________________________________________________________________________________________________

________________________________________________________________________________________________________

If an individualized program is warranted due to anticipated irregular school attendance or restriction of physical
activities, the school may submit a written individualized program for the physician’s approval and signature.

Return form to:
Kankakee Valley Middle School
5258 West State Road 10
Wheatfield, IN 46392
Office: 219-987-8810
FAX: 219-987-2540

Physician’s Signature

Physician’s Printed Name

Physician’s Address

Telephone Number
Appendix II

KVSC Homework Guidelines and Policy

Purposeful homework that is well designed and carefully connected to instruction develops academic and work study skills. Therefore, KVSC considers homework to be an important part of the instructional program.

Definition

Homework is defined as tasks assigned to students by teachers that are meant to be completed outside of classroom time.

Purpose/Appropriate Use of Homework

Practice
Preparation
Extension

Inappropriate Use of Homework

Punishment
Excessive repetition/busy work
To teach new material

Homework assigned to students without adequate exposure to the topic, concept or skill

Quantity – The amount of homework a student is given should reflect:

- what is necessary to become self-sufficient with a skill, and
- what is required to be adequately prepared for classroom work and learning.

The chart below reflects average daily minutes per grade. However, they are not absolutes for every child since different children will address homework assignments at different rates. Should a student consistently spend 50% more than the number of minutes reflected below on homework, a student’s program of studies, skill level and study habits should be reviewed.

In addition to these homework times, all children in the district are urged to read at home for 20 minutes daily. Certain classes/programs, such as Honors/Advanced Placement (AP) classes, may have additional homework requirements. Assigning homework with the specific intention of completion over a school holiday is discouraged.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Approximately</th>
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<tbody>
<tr>
<td>Kindergarten</td>
<td>10-15 minutes</td>
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<tr>
<td>1st Grade</td>
<td>up to 15 minutes</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>up to 30 minutes</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>up to 45 minutes</td>
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<tr>
<td>4th Grade</td>
<td>up to 60 minutes</td>
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<tr>
<td>5th Grade</td>
<td>up to 75 minutes</td>
</tr>
<tr>
<td>6th Grade</td>
<td>up to 90 minutes</td>
</tr>
<tr>
<td>7th Grade</td>
<td>up to 105 minutes</td>
</tr>
<tr>
<td>8th Grade</td>
<td>up to 2 hours</td>
</tr>
<tr>
<td>9th-12th Grade</td>
<td>up to 3 hours</td>
</tr>
</tbody>
</table>

Assessment – Homework is evaluated for one or more of the following purposes:

- To inform the teacher as to individual or group comprehension of subject matter and to guide subsequent instruction.
- To inform students as to their comprehension and/or progress
- Students’ final grades can be based on a variety of many factors of which homework is one.

Make-up work – Students returning to class after an absence are given one calendar day for each day absent plus one to turn in homework that was assigned during the absence. However, middle school and high school students who earn an unexcused absence will receive a grade of zero on class work completed or assigned during that absence. It is the student’s responsibility to get work missed. In most cases, homework assigned prior to the absence will be expected upon the student’s return to school. Students assigned in-school-suspension or out-of-school suspension will receive credit for assignments turned in upon return to the classroom. No extension days will be allowed for these assignments. Late work ALL students are expected to turn work in on time. Teachers may intervene appropriately in order to motivate/encourage students to complete work.

- Elementary students who turn in late assignments will receive any of the following based upon individual teacher discretion or grade level policy.
- 50% reduction off grade earned, if turned in within one week of due date- assignments not turned in within one week of due date will earn a grade of 0
- Missed reward activity
- Communication with parents
Detention
Middle and high school students who turn in late assignments will receive credit as follows*:

50% reduction off grade earned, if turned in within one week of due date - assignments not turned in within one week of due date will earn a grade of 0.

*Middle and high school faculty and administration reserve the right to administer appropriate disciplinary consequences for students who fail to turn assignments in on time.

Questions concerns regarding the implementation of this policy should be addressed in the following manner:
Student → Teacher → Parent → Teacher → Building Administrator
Appendix III

Kankakee Valley School Corporation Network Acceptance Use Policy

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making such decisions regarding student access to the Internet, the Kankakee Valley School Corporation considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways, which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by the staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with informational sources such as television, telephones, radio, movies and other possibly offensive media.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Kankakee Valley School Corporation’s professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

I. Personal information such as addresses and telephone numbers will remain confidential when communicating on the system. Students will never reveal such information without permission from their teacher or other adult.

II. Students will never make appointments to meet people that they have contacted on the system without district and parent permission.

III. Students will notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

IV. All Internet account holders are responsible to notify a system administrator or building administrator promptly upon discovery of any suspected security breach.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students’ use must be in support of and consistent with the educational objectives of the Kankakee Valley School corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

a. to access, upload, download or distribute pornographic, obscene or sexually explicit material;

b. to transmit obscene, abusive, sexually explicit, or threatening language;

c. to violate any local, state, or federal statute;

d. to vandalize, damage or disable the property of another individual or organization;

e. to access another individual’s materials, information or files without permission; and
f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Kankakee Valley School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on the District diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through District-provide Internet access. The district will not be responsible for personal property used to access District computers or networks or for district-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Parents of students in the Kankakee Valley School Corporation shall be provided with the following information:

- The Kankakee Valley School Corporation is pleased to offer its student’s access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student’s parent or guardian would be liable.

- While the District’s intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate student’s Internet access, those methods could not guarantee compliance with the District’s acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Kankakee Valley School Corporation makes the District’s complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

- The Kankakee Valley School Corporation has implemented technology protection measures that filter or monitor all Internet traffic. These measures are in compliance with the Children’s Internet Protection Act.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.
Appendix IV

Kankakee Valley Schools Head Lice Policy
[Approved December 10, 2007]

Introduction
Kankakee Valley School Corporation has developed the following head lice policy. The aim of this Policy is to ensure a consistent, coordinated and cooperative approach to managing head lice in the school community.

Roles And Responsibilities

The Parents’ responsibilities are:
• to learn about head lice infestation and management by reading the Department of Health’s Head Lice Fact Sheet (www.cdc.gov/NCIDOD/DPD/PARASITES/lice/factsht_head_lice.htm)
• to regularly check their child’s hair for head lice infestation;
• to treat their child’s hair immediately if the child has head lice, using the advice in the Head Lice Fact Sheet;
• to inform the school and other close contacts if their child has a head lice infestation, and to confirm that treatment of their child’s hair has commenced.
• to be aware of and follow the school’s head lice management policy.

The School Nurse’s role is:
• to provide information, advice and education to parents and the school community about head lice management;
• to provide additional advice for families experiencing persistent head lice infestation;

The School’s responsibility is:
• to develop, implement and maintain a head lice management policy;
• to ensure that parents and staff are aware of the school’s head lice policy, and that parents are provided with a copy of the Department of Health’s Head Lice Fact Sheet when their child is enrolled and on request.

How Head Lice Information Is Disseminated
The School takes the following steps to ensure that accurate up-to-date head lice treatment advice is provided to the school community:

The Department of Health’s Head Lice Fact Sheet:
• is included in the student enrollment package;
• is displayed in the school office waiting area, with extra copies available for parents;
• is sent home to the parents of a child with head lice, and to the parents of the other children in the same class, accompanied by an explanatory letter;
• is regularly promoted in the school newsletter and through other appropriate channels.

Other head lice education and management strategies:
• Whole school ‘Synchronized Weekend Head Lice Checks’
  Synchronized weekend head lice checks at home by parents are promoted at least twice yearly, and more often if necessary. Information about this promotion is provided well in advance via the newsletter and a note home to parents.

What Happens When A Child Is Found To Have Head Lice?
The School undertakes the following steps to ensure that a clearly defined process is followed when a child is found to have head lice:
Day 1:

- The student is given a brief, age-appropriate explanation about the head lice.

- A Letter to Parents of a Child Found to have Head Lice is sent home with the student at the end of the day. The Letter informs the parents that their child has head lice and advises them that, as required by the School Education Act 1999, the child must commence head lice treatment before returning to school.

- If available, translations of the Head Lice Fact Sheet are provided to non-English speaking parents. Alternatively, where appropriate, parents are advised by telephone.

- Interpreter services such as a telephone interpreter service are used if required.

- Parents of the other students in the class are sent an information letter on the same day, asking them to check their child’s hair for head lice and advising them how to do this more effectively, using the Department of Health recommended hair conditioner method.

Day 2:

9. Once treatment has commenced, the parents of the child with head lice should send the child back to school with the completed Confirmation of Treatment tear-off section of the Letter to Parents. Parents are reminded that treatment must be completed over the 10-day period, as recommended by the Department of Health.

10. If the Confirmation of Treatment slip, or similar note, is not returned and the student is not able to confirm that treatment has commenced, then the class teacher informs the Head Lice Coordinator or delegate. The Coordinator contacts the parents to check that they have received the Letter to Parents and the Head Lice Fact Sheet.

11. If the Letter to Parents and the Head Lice Fact Sheet have been received but no treatment has started, then the parents are asked if they are experiencing any difficulty. Appropriate assistance is offered if parents are experiencing difficulty, e.g. serious financial hardship, or literacy or language difficulty.

12. If the parents have no particular difficulty, then they are reminded of their responsibility to the child and to the school community. The parents are advised that the child must not return to school until treatment has begun. Parents must return a note to school with the child, or phone the School Nurse, to confirm this.

Day 3:

- Where a student again returns to school without treatment having commenced, the School Nurse, who represents the Department of Health in the school, will undertake phone contact or arrange a visit with the parent. The purpose of this is to help identify any undisclosed difficulty, and to assist and advise the parents with the head lice treatment.

Day 4:

- Where a student yet again returns to school without evidence of treatment, the Principal or delegate will contact the parents and advise that the student is immediately excluded from school, until treatment has commenced and the school notified. The parents will again be offered assistance by the School Nurse.

- Homework will be provided for the student, with teacher telephone support where appropriate.

Day 5 – Ongoing:

- Where a student continues to be absent from school without due reason, the matter will be dealt with in accordance with the school’s Absenteeism Policy. Head Lice infestation is easily treated and is not a disease. Where all parent support and information has been provided, and there is no remaining barrier to treatment, failure to treat is not a valid reason for absence from school.
In the last resort only – where considered appropriate by the Principal and School Nurse, the family may be referred to the Department of Community Development, e.g. where a child is experiencing ongoing psychological distress, or if infected sores result from untreated head lice infestation and the sores remain untreated. Informing parents of this decision prior to referral is at the discretion of the Principal.

Additional Key Points:

Recommended treatments

- The School advises parents to read the Department of Health’s Head Lice Fact Sheet, available free from the school office. The 10-Day Hair Conditioner Treatment is the Department’s preferred treatment. However, parents who wish to use insecticide treatment should do so according to the Department’s instructions in the Head Lice Fact Sheet, as labeling on some head lice products may be unclear or even inaccurate.

Checking Hair For Head Lice

Class or whole school ‘head checks’

The School Nurse does not routinely undertake class head checks for head lice, as this is not an efficient or effective strategy for head lice control. Head lice can move at up to 30 cm per minute. They move rapidly away from searching hands and so an infestation can easily be missed. Most children do not have head lice, so valuable class time is wasted checking such children unnecessarily. In addition, it is the responsibility of individual parents to check their own child’s hair for head lice. Screening for head lice is most effectively undertaken by parents combing their child’s hair using hair conditioner to slow down the head lice, together with a metal ‘nit’ comb, as described in the Department of Health’s Head Lice Fact Sheet.

Checking a student who is believed to have head lice:

In the case of an individual student, the School Nurse may examine a student’s hair where there is reason to believe a student may have head lice, i.e. where eggs (nits) or crawling head lice have been sighted or where a child is scratching the head excessively.

The School Nurse is aware that a ‘dry’ head check may be unreliable. If, on inspection, no signs of infestation are seen, the parent is nevertheless informed and is asked to check using hair conditioner. A Letter to Parents is sent home to inform parents.

Exclusion of a student from school

Under the School Education Act 1999, students found to have head lice may be excluded from school at the discretion of the Principal or delegate until treatment has begun and all live head lice are being removed, in accordance with the Department of Health treatment advice. In practice, this means students can return to school the morning after treatment has commenced, provided that effective treatment is completed consistently over the following 10 days. A few remaining eggs are not a reason for exclusion.

Students found to have head lice will normally be excluded at the end of the school day, and not earlier, except in circumstances described above for Day 4 and thereafter, or at the discretion of the Principal or delegate. Head lice: If a student becomes infected with head lice, please notify the school nurse so appropriate steps can be taken to correct the problem and prevent the spread of such infestation. The fall of the year seems to be most prevalent for these problems, so check hair regularly.

KVSC has a “no nit” policy. This means that your child cannot stay at school with nits in his/her hair. The student must have their hair checked by the school nurse before returning to school.
Appendix V

Kankakee Valley Schools MRSA Policy
(Approved December 10, 2007)

MRSA is a bacterial infection caused by Staphylococcus aureus (“Staph”) bacteria that are resistant to many antibiotics such as penicillin. It frequently causes skin infections and can also enter wounds, urine, the lungs or other body sites. As a skin infection, it can present as an abscess, impetigo, boil or an open wound and is often mistaken for a spider bite. Symptoms can include fever, redness, warmth swelling, pus and tenderness at the site. Any drainage from a skin lesion should be considered infectious.

Mode of Transmission

MRSA is primarily spread through contact with the bacteria, either by direct person-to-person contact or indirectly through shared equipment, personal articles/objects or contaminated surfaces. Examples of shared objects include towels, soap, clothing and athletic equipment.

1. The school nurse should take an active role in evaluating students who complain of painful skin lesions, including lesions that resemble a “bug bite,” or other pustule skin lesion that appears to be infected. Any unusual skin lesion or other draining wound is potentially infectious to others and infection control measures are in place to prevent the spread of infection.

2. Transmission of MRSA infection among students and student athletes can have substantial public health impact. Therefore, surveillance for skin infections should be implemented by the school nurse; and/or director, coach or trainer of sports teams (especially those teams involved in contact sports) to expedite referral for medical evaluation. Coaches and/or athletic trainers will assess student athletes for any unusual skin lesions before practice or competition.

3. When MRSA infection is suspected, students and student athletes should be referred to their primary care provider for evaluation and treatment. Following the medical evaluation, the student or parent should be asked to provide verification of the healthcare provider’s treatment plan. (Those infected with MRSA should follow their healthcare provider’s treatment plan, including completing antibiotic therapy, if an antibiotic was prescribed.)

4. Ensure contact precautions when doing wound care. Ensure standard precautions if the potential for splashing exists.

5. Students or staff members, who are colonized or infected with MRSA, do not need to be routinely excluded from school.

6. Exclusion from school should be reserved for those with wound drainage that cannot be covered and contained with a clean, dry dressing taped on all 4 sides.

7. Individuals with open wounds should keep them covered with clean, dry bandages that are taped on all 4 sides.

8. Potentially contaminated surfaces should be cleaned with antibacterial solution such as diluted Liquid Lysol or household bleach diluted 1:100 (new solution every day).

9. Students and student athletes should avoid sharing personal items such as towels, wash cloths, clothing, or uniforms.

10. Avoid sharing balms, lubricants, and moisturizers.

11. Wash uniforms, clothes, towels and sheets with laundry detergent and hot water (minimum of 160 degrees), add a cup of bleach, if water is not 160 degrees, and dry in a hot dryer.

12. Any student or student athlete with active skin and soft tissue infections (MRSA) will not be allowed to participate in contact sports until wounds are completely healed or written notice is provided by the health care provider stating the student is not infected. (Bandages can become wet with perspiration and loosen/fall off).
Appendix VI

Kankakee Valley School Corporation
Extra-Curricular Activities & Student Driver
Drug Testing Program
Adoption Date: December 22, 2008
Amended: May 26, 2009
Effective Date: July 1, 2009

A Statement Of Need And Purpose
A program of deterrence will be instituted as a pro-active approach to a drug free school. The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students and should not be under the influence of drugs. Students, who drive to and from school, are also subject to the random drug testing. The purpose of this program is to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is not punitive. It is designed to create a safe, drug free, environment for students and to assist them in obtaining help when needed. No student shall be expelled or suspended from school as result of any verified “positive” test.

Scope
This policy applies to all Kankakee Valley School Corporation students in grades 6-12 who wish to participate in extra-curricular activities including band and choir. It also applies to students 9-12 who wish to drive to and from school academics. This policy covers school property which includes school buses, school bus stops, school grounds, school facilities, and facilities in which school sponsored activities occur. A school sponsored activity is any activity that is funded, in whole or in part, and/or supervised by the school or its agents. Included are athletic events both home and away, academic competitions, and any other extra-curricular activity supported by school funding (includes extra-curricular funds).

Program Implementation
The date of implementation of this program is July 1, 2009. The program does not affect the current policies, practices, or rights of Kankakee Valley School Corporation with respect to the drug and/or alcohol possession or use as outlined in the student handbook(s).

Testing may occur any time during the year, including conditioning, tryouts, Saturday practices, or meetings.

1) Each coach/sponsor shall hold a mandatory meeting with his/her team, club, group of students. All students will be presented a copy of the Drug Testing Program and a Consent Form that must be signed prior to any participation. Student drivers will attend a meeting whereby the Drug Testing Program and Driver’s Consent Form are presented.

2) When a random drug test is administered and a student whose number is selected and that student is absent, the student will be tested the next test date.

3) If a positive result is confirmed by the lab, the coach/sponsor or supervisor of the activity will be immediately notified. The parents and/or guardian will also be notified by phone and a letter.

Non-Punitive Nature Of Policy
No student athlete, no student participating in extra-curricular activities including band and choir will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student’s academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities unless there is a valid and binding subpoena or other legal process requiring disclosure. In the event of service of any such subpoena or legal process, the student and the student’s legal guardian, or custodian will be notified before a response is executed to the extent permitted by such subpoena or legal process.

**Penalties**

Students, who are found to violate the Drug Testing Policy, will experience penalties as follows:

**First Offense**

The student athletes shall be immediately suspended from participation in the next consecutive 35% of the events, functions, contest, or other activities that the student was a member. If there are not 35% of the activities left in a school year, then the participation will carry over to the next school years activities.

Student drivers, first offense, shall have their driving privileges suspended for 30 school days including all school functions.

Non-Athletes, first offense, equals to 63 school days of suspension from extracurricular activities.

**Second Offense**

The student shall be suspended from any sport, extracurricular activity, curriculum related activity and/or driving to school for 365 calendar days from the day of violation.

**Third Offenses**

After the third offense, the student shall be suspended for the rest of the student’s school career from all driving and/or extra-curricular activities.

**Exceptions**

Students 18 years and older, who test positive for tobacco, will not be subjected to any penalties of this policy, however, the Athletic Code’s Year Round Rules will still be enforced regardless of the student’s age.

Students, who fail drug testing, shall not be penalized with grade reductions in academic classes.

**Banned Substances**

For the purpose of this Policy, the following substances or their metabolites are considered banned for Kankakee Valley School Corporation students. These are the substances that will be tested for under this policy.

<table>
<thead>
<tr>
<th>Alcohol</th>
<th>Amphetamines</th>
<th>Anabolic Steroids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbiturates</td>
<td>Benzodiazepines</td>
<td>Cocaine Metabolites</td>
</tr>
</tbody>
</table>
LSD  Marijuana Metabolites  Methadone
Methaqualone  Opiates  Phencyclidine
Propoxyphen  Other Specific Drugs  Tobacco*

* Student drivers will not be tested for tobacco

Testing Procedures
The selection of participants to be tested will be done randomly by the contract provider and selections will be made from time to time throughout the school year. Each student will be assigned a number that will be used for the random selection. A computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing may be used in place of the paper number drawing. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day (Monday through Saturday) than the selection. The schedule will vary to keep students conscious of the possibility of being tested at any time during the year. A parent/guardian may request that his/her students name be placed in the drug testing pool.

No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

Upon being selected for a test under this policy, either by random draw, request of a parent/guardian, or a “follow-up” test, a student will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the analysis.

All students will remain under school supervision until they have produced an adequate specimen. In addition, the parents/guardian will be notified and informed if the student has declined to produce a drug testing sample.

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the “extra-curricular activities” and driving privileges for the remainder of the school year. This will be reported to the parent/guardian. A diluted test result will be assumed to be positive.

Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.

The specimens will then be tested on-site or be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and “street drugs” (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also, testing may be done for “performance enhancing” drugs such as steroids. Note: Student drivers will not be subjected to tobacco testing.

The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody
The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student’s number, not name, will be used.

The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. Calling four or five students at a time allows the collections to be carried out efficiently and will reduce the loss of classroom instructional time. Athletes may be tested after school.
Before the student specimen is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. A student on prescription medication or over the counter medication may notify the administrator that he/she is taking a prescription medication. Such medication should be noted on the form.

The sample shall be sealed in the student’s presence. If the seal is tampered with or broken, after leaving the student’s possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extra-curricular activities until a re-test verifies the positive result.

After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/designee.

The result sheet for the analysis will be mailed back to the principal/designee with the number of each student who passed the testing and the number of those who did not pass the test. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee has access to.

**Test Results**

The principal/designee will be notified of a student testing “positive.” The principal/designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained.

If the test is verified “positive”, the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A student driver who tests positive for banned substances other than tobacco will lose his/her driving privileges as outlined under the penalty section of this policy.

A “follow up” test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If the “follow up” test is negative, the student will be allowed to resume extra-curricular activities and/or driving.

If a second “positive” result is obtained from the “follow up” test, or any later test of that participant, the procedure outlined above shall be followed. In addition, the Kankakee Valley School Corporation reserves the right to continue testing any participating student who tested “positive” and did not have a satisfactory explanation for the positive test.

Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.

**Statistical Reporting and Confidentiality of Drug Testing Results**

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Kankakee Valley School Corporation Board of Education. However, the lab will provide the building principals with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive specimens.

**Financial Responsibility**

Under this policy, Kankakee Valley School Corporation will pay for all initial random drug tests and all initial “follow
up” drug tests. Once a student has a verified “positive” test result and has subsequently tested positive from a “follow up” test, any future “follow up” drug test that must be conducted will be paid for by the student or his/her parent/guardian.

A request for another test resulting from a “positive” specimen is the financial responsibility of the student or his/her parent/guardian.

A request by a parent/guardian/student to be tested outside the requirements of this policy will be the financial responsibility of the student or his/her parent/guardian. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Confidentiality
Under this drug testing program, any staff, coach, or sponsor of Kankakee Valley School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved. In the case of a legal subpoena or investigation, the results will be released after parents or guardians are notified.

Other Rules
Apart from this drug testing program, Kankakee High School Athletic Department, the Kankakee Valley Middle School Athletic Department and the coaching staff/sponsor(s) of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Certifying Lab Responsibilities
The Certifying Lab will review all results of the drug testing. Any specimen testing positive for illicit or banned substances will be handled in the following manner:

a. The Certifying Lab determines if any discrepancies have occurred in the Chain of Custody.

b. Depending on the substances found the Certifying Lab will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.

c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician within five working days that documents the medications the student is prescribed.

d. Failure to provide such requested information will be considered a positive result.

e. The Certifying Lab will then determine if any of the prescribed medications resulted in the positive drug screen.

f. Finally, the Certifying Lab, based on the information, will certify the drug test results as positive or negative and report the same to the school authorities.

(1) For example, a drug screen positive for codeine may be ruled
negative by the Certifying Lab when he receives a letter from the
treating physician that the student has been prescribed Tylenol with
codeine as a pain medication following tooth extraction. Student
taking medication containing codeine shall inform the drug testing
company prior to the test.
(2) Or, if the student has a positive drug screen for codeine and has
no documented physician order for the medication the test will be
considered “positive.”

g. The Certifying Lab may use quantitative results to determine if positive
results on repeat tests indicated recent use of illicit or banned substances
or the natural decline of levels of the illicit or banned substance from the
body. If the Certifying Lab feels the quantitative levels determined to
be above the established cutoffs do not reflect current use but natural
decay then a negative result may be reported.

h. The Certifying Lab will complete the final review on the drug testing
custody and control form and return the appropriate copy to school
authorities in a confidential manner.

Pick-Up Process
The school authorities are responsible for seeing that specimens are d
elivered to or picked up by the testing laboratory
and the Chain of Custody adhered to and the form properly annotated.

Consent Form
It is mandatory that each student who participates in any of the extra-curricular activities listed below or drives to or
from school signs and returns the “consent form(s)” prior to participation in any activity. Failure to comply will result
in non-participation and/or denial of a student driving privileges to and from school’s academic program.

High School Students:  At the beginning of each selection date, school year or sport season, as determined by the
Indiana High School Athletic Association, or when a student moves into the District and joins an activity covered by
this policy, the student may be subject to testing for illicit or banned substances. Eligible students will be randomly
tested anytime during the school year. Any student who refuses to submit to drug testing will not be allowed to
practice or participate in designated extra-curricular Kankakee Valley High School activities or drive to and from
school for educational purposes.

Middle School Students seasons are determined by the Middle School Athletic Director from year to year and on a
sport to sport basis. At the Kankakee Valley Middle School, the student refusing the testing will not be allowed to
participate in extra-curricular activities.

Each student shall be provided with a “consent form,” a copy of which is attached hereto, which shall be dated and
signed by the participant and by the parent/guardian. By executing the consent form all parties are agreeing to
participate in the random drug testing program.

MS activities covered by this policy include the following: all athletic teams; cheerleaders; band; choir; all academic
teams; Art Club; Chess Club; Computer Club; Drama Club; Math Club; Media Assistants; Newspaper Staff; National
Junior Honor Society; Photography Club; Science Club; Service Club; Spell Bowl; Student Council.
HS activities covered by this policy include the following: student drivers; all athletic teams; cheerleaders; band; choir; all academic teams; Art Club; Business Professionals of America; Color Guard; Computer Club; Dance Team; Drama Club; Environmental Action Club; Fellowship of Christian Athletes; FFA; Foreign Language Club; Future Educators Association; Homecoming/Prom Court; Memory Club; Mirage; National Honor Society; Newspaper; Peer Facilitators; Pathfinders; Powder Puff; Quill and Scroll; SADD; Speech Club; Spirit Club (Kougars); Sunshine Club; Technology Club; Teen Freedom Corps; Varsity Club; Yearbook.

**Student Information**

The purpose of the Student Drug Testing Program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

Students involved in extra-curricular activities, co-curricular activities or drive to school need to be exemplary in the eyes of the community and other students. The purpose of this program is to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is not punitive. It is designed to create a safe, drug free, environment for students and to assist them in obtaining help when needed. The student may be denied extra-curricular activities, co-curricular activities (Band and Orchestra) and driving privileges after a verified positive drug test.

This policy applies to all Kankakee Valley School Corporation students in grades 7-12 who wish to participate in extra-curricular activities. It also applies to students 9–12 who wish to drive to and from school academics.

Testing may occur any time during the year, including conditioning, tryouts, Saturday practices, or meetings. The Random Drug Testing for extra-curricular, co-curricular and driving privileges will begin July 1 of each school year and end June 30. Students will be in the testing pool the period of time they are engaged in the school activities. For example: A student in basketball will have his name in the pool from the first date of the season to the last day of the season. Student drivers will be in the testing pool from the first day of school to the last day or for the time the student drives to and from school.

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student’s academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities unless there is a valid and binding subpoena or other legal process. In the event of service of any such subpoena or legal process, the student and the student’s legal guardian, or custodian will be notified before a response is executed to the extent permitted by such subpoena or legal process.
Substance Abuse Programs in Alphabetical Order

Addiction and Behavioral Counseling Services
Substance Abuse Services
54 S. Valparaiso Street
Valparaiso, Indiana 46383
or
7805 Taft
Merrillville, Indiana 46410
Phone: 219-477-4646 ask for Wayne Isaiovich, Director or Joe Balutis
Cost: $300.00 for the course.*

Edgewater Systems for Balanced Living
1110 W. 5th Avenue
Gary, Indiana 46402
Phone: 219-885-4264 ext. 2328 ask for Tim Thomas
Easy access: Directly up I65 onto US 20 for three minutes.
Cost: Based on family income, some insurance companies will pay for the service.*

Ryan and Ryan Consulting and Educational Development
112 West Washington Street
Rensselaer, Indiana 47978
Phone: 219-866-3331
Cost: May vary depending on circumstances-phone.

Valparaiso Resources
Porter Starke Services
701 Wall Street
Valparaiso, Indiana 46383
Phone: 219-531-3681 for information.
Phone: 219-476-4649 ask for Sarah for appointment and evaluation of a student.
Cost: Based on family income, some insurance companies will pay for the service.*
The same program is also available in Knox, Indiana.

Wabash Valley Hospital
131 West Drexel Parkway
Rensselaer, Indiana 47978
Phone: 219-866-4194
Cost: Sliding Scale, Medicare services available.

* Costs may not be current.
Appendix VII

Special Education and Section 504

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any 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 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 an impairment; or
   C. is regarded as having such an 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 the 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 the procedure, a parent should contact the Kankakee Valley Middle School building principal at (219) 987-8810.

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 Kankakee Valley Middle School building principal at (219) 987-8810.
## Appendix VIII

### Dating Violence / Domestic Violence Resources

<table>
<thead>
<tr>
<th>Category</th>
<th>Resources</th>
</tr>
</thead>
</table>
| **National**| • **Love is Respect:** National Teen Dating Abuse Hotline: 1-866-331-9474  
                www.loveisrespect.org  
                • **Choose Respect:** The Centers for Disease Control and Prevention’s Teen Dating Violence Prevention Initiative:  
                www.cdc.gov/chooserespect  
                • **Break the Cycle:**  
                www.breakthecycle.org  
                • **That’s Not Cool:**  
                www.thatsnotcool.com  
                • **National Domestic Violence Hotline:** 1-800-799-SAFE (7233)  
                • **National Sexual Assault Hotline:** 1-800-656-HOPE  
                • **National Teen Dating Violence and Abuse Helpline:** 1-866-331-9474 |
| **State**    | • **Indiana Coalition Against Domestic Violence:** 317-917-3685  
                [www.icadvinc.org](http://www.icadvinc.org)  
                • **Indiana Coalition Against Sexual Assault:** 317-423-0233  
                [www.incasa.org](http://www.incasa.org)  
                • **Indiana Domestic Violence Hotline:** 1-800-332-7385 |
| **Local Community** | • **Rural Crisis Center – Rensselaer:**  
                Domestic violence counseling and support: 219-866-8281 or 1-800-933-0374  
                • **Wabash Valley Hospital Mental Health Center:**  
                219-866-4194  
                [www.wvhmhc.org](http://www.wvhmhc.org)  
                • **Community Partners Family Network:**  
                Free, voluntary support services for families in Jasper County:  
                1-800-897-0007  
                • **Jasper County Department of Child Services:**  
                219-866-4186  
                • **Indiana Child Abuse and Neglect Hotline:**  
                1-800-800-5556 |
| **School**   | • **Mrs. Niewoehner, School Counselor:**  
                219-987-8810 ext. 3134  
                • **Ms. Hoffman, School Nurse:**  
                219-987-8810 ext. 3120 |