

2022-2023

# KANKAKEE VALLEY HIGH SCHOOL

---

## *Home of the “Kougars”*

3923 W. State Road 10  
Wheatfield, IN 46392

Twitter: @KVHSPride

Website: [www.kv.k12.in.us](http://www.kv.k12.in.us)

### **Kankakee Valley High School Song**

*We will be faithful to our Kankakee  
Home of the Kougars we'll always be  
Now we hail you as we say,  
We are behind you all the way.  
Striving for honor and integrity  
Loyal and faithful we'll always be  
Our Kougars team will fight, fight, fight  
And be true to the Red and White*

*GO,--FIGHT,--WIN GO, --FIGHT,--WIN  
GO,--FIGHT,--WIN GO, --FIGHT,--WIN  
GO,--FIGHT,--WIN GO, --FIGHT,--WIN*

*Our Kougars team will fight, fight, fight  
And be true to the Red and White*

*Dear Students,*

*Welcome to Kankakee Valley High School! Let's work together to make this a wonderful and exciting school year. Have high expectations for yourself, your classmates, and your school. Our goal is to provide you with the tools and resources so academic excellence will be achieved. Take pride and ownership in KVHS by participating and supporting the many activities that are offered. With a great student body, a strong community, and a dedicated staff, everyone will be successful.*

*Best wishes for an excellent school year!*

*Ryan Myers  
Principal*

The information in this book was the best available at press time. Watch for additional information and changes.  
Adopted by the Kankakee Valley School Corporation Board of Trustees in May 2022.

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## **STUDENT HANDBOOK**

Telephone: 219/956-3143  
Attendance Extension: 2005  
Athletics Extension: 2020  
Guidance Extension: 2030  
Nurse Extension: 2091  
Treasurer Extension: 2040  
School Fax: 219/956-4639

### **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take the time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to any Administrator. This handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules of conduct. If any of the policies or administrative guidelines referenced herein are revised after June 2011, the language in the most current policy or administrative guidelines prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the corporation's web site.

### **EDUCATION OPPORTUNITY**

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer: Mr. Don Street, Superintendent, 219/987-4711.

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## **PART I - ORGANIZATION AND MISSION**

### **ADMINISTRATIVE ORGANIZATION**

The Kankakee Valley School Board is the legislative body of the Kankakee Valley School Corporation. It determines school policies and has control of the activities of the public schools of our district. The duties of the board include the approval of appropriations, determination of taxes and the employment of all personnel.

The Superintendent of Schools is the administrative officer of the Board of School Trustees. He is responsible for carrying out the policies and actions of the board. He advises board members on educational matters, recommends personnel, and supervises all of the school activities subject to the approval of the board.

The principal of each building, under the direction of the superintendent provides leadership for the teaching staff and exercises the authority delegated to him by the school officials in a manner which conforms to the policies of the Kankakee Valley School Corporation.

To the classroom teachers falls the responsibility of instructing students in subject matter areas. Classroom study and projects are organized according to the needs, interests and abilities of the individual students and are related closely to the activities of the community.

### **ACCREDITATION**

Kankakee Valley High School holds a first class commission issued by the Indiana State Board of Education and is accredited by North Central Association Commission on Accreditation and School Improvement.

### **MISSION OF THE SCHOOLS**

#### **Students**

Current social, economic, technological, and political conditions make it necessary that students who graduate from our schools:

- (1) know how to read, communicate, and compute at an acceptable level of literacy in order to be productive citizens in a society based on literacy;
- (2) learn how to probe their own assumptions and the assumptions of others to develop a personal and social value system;
- (3) become self-directed, life-long learners in order to live, contribute, and compete in a high technology, personalized, service-oriented, diverse, and fast-changing world;
- (4) learn how to govern themselves so that they will be able to promote a social system based on individual and group self-determination;
- (5) be provided with opportunities for making decisions so that they will be able to make sound decisions about career choices, future education, civil issues, health, the use of leisure time, avocations, friends, and civic responsibilities;
- (6) develop interpersonal skills so that they will be able to relate to their peers and to adults.

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## **Staff**

In order for our public school system to meet its objectives, it must continue to improve personnel selection procedures so that the most capable individuals are selected for each job classification; continue to provide in-house training programs which are designed to improve staff performance; help employees to keep pace with our changing environment; and prepare individuals for positions which require greater diversity and new responsibilities. It is the responsibility of staff members, at all levels, to take advantage of every opportunity for personal and professional growth and development.

Since opportunities for advancement to other levels of responsibility will decrease as our student population decreases, it will become more important than ever for us to increase our efforts to reward achievement, and to provide recognition and status for efforts and accomplishments in current positions.

## **Administration**

Administration must create a climate which encourages staff to extend themselves, take risks, and speak up when necessary. There must be great opportunities for (1) individual and group initiative; (2) creativity; (3) self-correction and self-renewal.

Within this stimulating climate, it is necessary for the administration to keep in focus the school system's goals, objectives, and policies and to promote a high degree of cooperation and coordination between individuals and operating units.

## **Parents and Community**

Our responsibility to parents and the community begins when the student enters school. Parents have every right to expect that students graduating from the school system possess those skills that will enable them to compete fairly for available jobs and/or continue their education. Prospective employers should expect our students to be equipped with the basic skills required for post high school job application and placement.

Because our students are taught and assisted by different staff members in different school experiences, there must be effective articulation and communication as well as continuous cooperation among, and between staff within our system. Parents must feel that they are dealing with one school system that has common policies, practices, and objectives, providing the same kinds of services to students regardless of which school their children attend.

Parents must feel that student needs are being met and that staff members will make an honest attempt to address their concerns fairly, appropriately, and effectively.

## **PURPOSE**

We are providing all students the opportunity for continuing success through learning.

## **DIRECTION**

Through our varied academic programs, our students are being challenged to be the best they can be.

## **CORE VALUES**

We believe students learn and perform best when the following attributes are present among students and staff.



- Personal motivation to succeed and grow
- Commitment to attendance and preparation
- Moral character
- Collaboration among all stakeholders
- Respect for others and the school environment
- Passionate commitment to help all students learn

## **PART II – SCHOOL REGULATIONS**

### **STUDENT DISCIPLINE RULES**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the School Corporation. In accordance with the provisions of IC 20-33-8, administrators and staff members may take the following actions:

### **DISCIPLINE POLICY**

The principal, assistant principal, administrative personnel, teacher, or adult of the School Corporation shall be authorized to take action in connection with the control of student behavior. In addition to the actions specifically provided in this handbook, school personnel shall be authorized to take action which is reasonably desirable or necessary to help any student, to further school purposes, or to prevent interference therewith. **Student honesty is paramount in assessment of discipline assignment.**

Schools are not required by law to report crimes that occur on school campuses to law enforcement.

**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. All video/surveillance tapes are property of Kankakee Valley School Corporation and will not be released to the public.

### **DISCIPLINARY ACTIONS**

Violation of these Student Rules of Conduct could result in one or more of the following actions being taken by school authorities:

- A. **DETENTION:** A student may be assigned a detention by an administrator or teacher on a Tuesday or Thursday evening for a period of up to one hour and forty-five minutes. Failure to serve this detention may result in further disciplinary action.
- B. **LUNCH DENTENTION:** Students may be assigned lunch detention in the ISS room dependent on the severity of the infraction.
- C. **RESTITUTION –** Students may be required to compensate the school corporation the replacement cost or repair cost, plus labor for all damage done to school property. The expense of that replacement or repair will be borne by the individual(s) that caused the incident and/or damage.
- D. **REVOCAION OF PRIVILEDGES –** Students may have their ability to attend extra/intra-curricular events revoked due to their behavior. Students whose privileges have been revoked will not be allowed to

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participate or attend events and may not loiter or appear on school property or at any school sponsored activity at or away from the school.

E. AFTER SCHOOL DETENTION: A student may be assigned to in-school sessions by an administrator on a Tuesday or Thursday evening for a period of one hour and forty-five minutes.

- Student will not be assigned more than five (5) After School Detentions per semester. Further violations of the Student Rules of Conduct that normally result in the assignment of an After School Detention will now result in out-of-school suspension.
- Rescheduling of After School Detentions will be take place only once per semester with proper prior notification. The Administration will work with the student and parents, but ultimately the rescheduling is an Administration decision.
- Failure to serve the first or removed from an assigned an After School Detention will result in one (1) day of out-of-school suspension, failure to serve or be removed from the second assigned After School Detention will result in three (3) days of out-of-school suspension and failure to serve or be removed from the third assigned After School Detention will result in five (5) days of out-of- school suspension. Failure to serve the fourth assigned After School Detention will result in a request of expulsion for the remainder of the semester.

F. SUSPENSION FROM CLASS: A student may be suspended from a specific class.

G. EXCLUSION FROM SCHOOL: Students may be excluded due to personal or family health issues.

H. REMOVAL FROM CLASS: A student may be removed from a specific class for an entire semester. Removal from class results in a grade of "N/C" with no credit for the semester and assignment to study hall for that class period. Students who have been removed from two or more classes during a semester may be withdrawn from attendance through the expulsion process. Students must have at least five (5) periods of class to remain a student at KVHS, this would include Alternative School classes.

I. SUSPENSION: a student may be suspended for a period of one (1) to ten (10) days. Violations of some Rules of Conduct carry an automatic penalty of suspension. Repeated or severe violation of any rules for student behavior could result in suspension. Suspension (in-school or out-of-school) totaling ten (10) days in one (1) semester or 15 days in one school year, **WILL** result in a request for expulsion for not adhering to school rules and regulations.

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of ten (10) school days.

1. IN-SCHOOL SUSPENSION: In-school suspension is a disciplinary action involving a student's separation from regular classes. Students are assigned their regular schoolwork and receive credit upon successful completion of assignments. **A student who refuses to serve an ISS assignment will result in a double out-of-school suspension.**

2. OUT-OF-SCHOOL SUSPENSION: Out-of-School suspension is a disciplinary action involving a student's temporary separation from school and the learning process. While under suspension, the student is not permitted to be in school, be on school property, participate in any extra-curricular

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activities, or attend any school activity at KV or at another site. In accordance with PL 121-1989, the Bureau of Motor Vehicles is notified of a student's second suspension and/or expulsion. This includes students placed on Form 18. The BMV invalidates and/or will not issue learner's permits for up to 180 days upon notification from the school.

J. **EXPULSION FROM SCHOOL:** A student may be expelled from attendance at Kankakee Valley High School for one or more semesters.

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.

K. **INDIANA SCHOOL CODE:** Corporation staff may also utilize IC 20-33-8-25 and IC 20-33-8-8 in regards to student discipline.

L. **REMOVAL FROM CLASS OR ACTIVITY – TEACHER**

A high school teacher may remove a student from the teacher's class or activity for a period of up to five (5) school days per semester. The student shall be assigned regular or additional work to be completed in another school setting.

M. **DISCLOSURE CLAUSE**

Any student/parent who falsely represents or submits any form or document to the school may constitute grounds for suspension/expulsion.

### **GROUND FOR SUSPENSION OR EXPULSION**

The grounds for suspension or expulsion in Section A below apply when a student is:

- a) on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school):
- b) off school grounds at a school activity, function, or event; or
- c) traveling to or from school or a school activity, function, or event
- d) using property or equipment provided by the school

### **A. 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.

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- c. setting fire to or damaging any school building or property 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.
  - d. intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other student to engage in such conduct. Prohibited conduct included coercion, harassment, bullying, hazing, or comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
7. Threatening or intimidation any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can be reasonably considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school event or function.

Exception to rule 11: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent had filed a written authorization with the building principal. The written authorization must be filed annually, must be done by a physician, and must include the following information:

- a. that the student has an acute or chronic disease or medical condition for which the physician had prescribed the medication

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- b. the nature of the disease or medical condition requires emergence administration of the prescribed medication.
  - c. the student has been instructed in how to self-administer the prescribed medication.
  - d. the student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other over-the-counter products.
14. Possessing, using, distributing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing 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.
17. Impeding the progress of a school investigation or failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or a flammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an education 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;

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- c. disobedience of administrative authority;
- d. willful absence or tardiness of students will be considered a truancy.
- 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.

26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunications device in a situation not related to a school purpose or educational function.

27. Any student conduct rule the school principal establishes and gives publication of it to all students and parents in the principal's school building.

### **B. Bullying**

1. This rule may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

a) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation

b) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated, acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

4. Students who witness acts of bullying and do not attempt to help, stop or report these acts to school personnel, maybe subject to disciplinary actions.

5. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

6. Educational outreach is provided to school personnel, and students concerning the identification, prevention, and intervention in bullying.

7. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

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### **C. Possessing a Firearm or a Destructive Device**

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. any weapon which will or is designed to or may be readily converted to expel a projectile by the action of an explosive
  - b. the frame or receiver of any weapon described above
  - c. any firearm muffler or firearm silencer
  - d. 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
  - e. 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
  - f. 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
  - g. an antique firearm
  - h. a rifle or shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For the purposes of this rule, a destructive device is:
  - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive
  - b. or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above
  - c. a type of weapon that may readily be converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - d. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, or redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

The penalty for possession of a firearm or destructive device: suspension up to ten (10) days and expulsion from school for at least one (1) calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

4. The superintendent, or designee, shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **D. Possessing a Deadly Weapon**

1. No student shall possess, handle, or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in IC 35-41-1-8:
  - a. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury

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- b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

3. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of up to one (1) calendar year.

4. The superintendent, or designee, shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **E. Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **F. Legal Settlement**

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

### **SUSPENSION PROCEDURES (IC 20-33-8-18)**

A. A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of IC 20-33-8-18. However, the student may be suspended for more than ten (10) school days under section 23 of this same Indiana Code.

B. A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

- a. A written or oral statement of the charges against the student.
- b. If the student denies the charges, a summary of evidence against the student.
- c. An opportunity for the student to explain the student's conduct.

C. When the misconduct requires the immediate removal of a student, the meeting under subsection (B) must begin as soon as reasonably possible after the student's suspension.

D. Following the suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

- a. The student's misconduct.
- b. The action taken by the principal.

### **EXPULSION PROCEDURES (IC 20-33-8-19)**

A. A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

1. Legal counsel,
2. A member of the administrative staff if the member;
  - (a) has not expelled the student during the current school year; and
  - (b) was not involved in the events giving rise to the expulsion.



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The superintendent or a person under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

B. An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection A.

Notice of the right to appear at an expulsion meeting must:

- 1) be made by certified mail or by personal delivery
- 2) contain the reason for the expulsion, and
- 3) contain the procedure for requesting and expulsion meeting

C. The individual conducting an expulsion meeting:

- 1) shall make a written summary of the evidence heard at the expulsion meeting;
- 2) may take action that the individual finds appropriate; and
- 3) must give notice of the action taken under subdivision (2) to the student and student's parent.

D. If the student or the student's parent, not later than ten (10) days of receipt of a notice of action taken under subsection (C) makes a written appeal to the governing body, the governing body:

- 1) shall hold a meeting to consider:
  - (a) the written summary of evidence prepared under subsection (C)(1); and
  - (b) the arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear the appeals of actions taken under subsection (c); and
- 2) may take action that the governing body finds appropriate.

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

E. A student or student's parent who fails to request and appear at an expulsion hearing after the receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of this right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request is delivered personally or sent by certified mail to a student and student's parent.

F. The governing body may vote not to hear appeals of actions taken under subsection (C). If the governing body votes not to hear appeals, subsequent to the date on which the vote is taken, a student or parent may only appeal under section 21 of this chapter.

## Attendance Policies and Procedures

Parents please call 219/956-3143 ext. 2005 when your child is absent from school.

THE PRIMARY RESPONSIBILITY FOR THE STUDENT'S ATTENDANCE IN CLASS RESTS WITH THE STUDENT.

### Attendance Philosophy

Regular attendance and promptness are essential to good performance in school. Absence from school is often the greatest single cause of poor performance and achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities that took place on previous days. Whenever a class is missed, for whatever reasons, that experience can never be completely made-up. Since responsibility is a learned behavior and regular school attendance patterns encourage the development of responsible patterns of behavior, each student attending Kankakee Valley High School is expected to make every effort possible to be in school every day. The Kankakee Valley High School Attendance Policy is developed with the idea that if a student is not present in school, he/she is not learning. Kankakee Valley High School attendance regulations are expressed to encourage attendance and create positive attendance habits that will carry over into the workplace and life. Kankakee Valley High School understands, however, that sometimes it becomes necessary for a student to be absent. Therefore, the following items have been devoted to providing the student and parent with guidelines as to our attendance procedures and policies.

### Attendance Policy

**DEFINITIONS:** The following definitions shall be used in association with the Kankakee Valley School Corporation Attendance Policy:

**ABSENCES FROM SCHOOL:** In accordance with Indiana law, all students under 18 years of age must attend school. If absent, upon returning to school, the student is to bring a parental excuse or a medical excuse, or the student must have obtained a prior administrative excuse for his/her absence. The student is to bring any parental or medical excuse to the attendance secretary between 7:10 and 7:20 a.m. for admittance to class. ADMINISTRATORS RESERVE THE RIGHT TO DETERMINE IF AN ABSENCE IS EXCUSED OR UNEXCUSED.

1. Excused absences: Excused absences require verification from the student's parent or guardian. All notes for excused absences must be turned into the attendance secretary within 48 hours of returning to school. IF THE NOTE IS NOT TURNED IN WITHIN THE 48 HOUR PERIOD, THE ABSENCE WILL BE CONSIDERED UNEXCUSED.

- Students are eligible and responsible for asking teachers for make-up work and for completing the assignments accumulated during an excused absence. All work for excused absences will be accepted by the teachers.

2. Students are allowed seven (7) excused absences a semester. After a student has missed his seventh day, absences will be considered unexcused, **unless documentation can be provided**. The following are examples of excused absences that will count towards the seven (7) day semester total.

- Personal illness not verified by a physician's statement
- Prearranged absences.

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3. The following are excused absences that do not count towards the seven (7) absences a semester and will be coded differently than excused.
1. Medical release for a specific period of time
  2. Service as a page for or as an honoree of the Indiana General Assembly
  3. Student serves on the precinct election board or as a helper to a political candidate or to a political party on date of each general, city or town, special or primary election. Prior permission is required.
  4. Subpoena to appear in court.
  5. Active duty with the Indiana National Guard for not more than ten (10) days.
  6. Military examinations (with prior administrative approval)
  7. School – sanctioned field trips.
  8. Visits to a college campus. This is limited to juniors and seniors. Only two (2) days per school year shall be allowed with administrative approval. (Visitation days may not be taken during the last two weeks of either semester. Upon return, students must present official documentation on college letterhead with the dates of the visits.)
  9. Deaths and funerals of members of the student’s immediate family. Students who are absent for this reason must have a parent/guardian contact the school and bring in a note from parent/guardian explaining the absence.
  10. Physician’s/Medical excuse: If a student has medical orders stating the student cannot be in the building due to illness, hospitalization, or other medical need this document must be presented upon the student’s return to school with the proper dates of the student’s absences(s). Additionally, this document must be on the physician’s letterhead or office form, and must be signed by physician or his/her office personnel and be verified by the school. DOCTOR’S, DENTAL AND ORTHODONTIST APPOINTMENTS WILL COUNT TOWARDS THE STUDENT’S ABSENCES IN THE SEMESTER.
  11. Religious holidays that fall on the school calendar and has prior administrative approval.
  12. Incarceration
  13. Suspensions (in-school or out-of-school)

**Administrative Excused absences:** The administration reserves the right to excuse students from school, these absences must be pre-approved by administration. This includes, but not limited to; funerals, school functions, religious, and college visits and extra-curricular activities. Eighteen-year-old non-emancipated students enrolled in this school must comply with all attendance procedures.

**Habitual or Chronic Absenteeism:** IC 20-33-2-25 states that a “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services.” Kankakee Valley High School will utilize the School Resource Officer (SRO) for reporting purposes as well as the department of child services. IC 20-33-2-28 states that it is unlawful for a parent to fail; neglect; or refuse to send the child to a school for the full term as required by law unless the child is being provided with instruction equivalent to that given in public schools.

A student may be considered “habitually absent” if they exceed ten (10) unexcused absences per semester, or if the student accumulates sixteen (16) absences or more through any combination of excused, unexcused or truant absences throughout the school year.

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**Consequences of unexcused absences** could result in any or all of the following:

Unexcused absences are defined as missing a class period or all day without notification from parents or guardians.

Unexcused could be in one class or all day.

1st Unexcused in a semester=Parent Contact (automated phone call)

2nd Unexcused in a semester=Parent Contact (automated phone call)

3rd Unexcused in a semester=3 Days ISS—parent contact (automated phone call), attendance letter and in-school suspension letter

4th Unexcused in a semester=Parent Contact (automated phone call) 2020-2021 21

5th Unexcused in a semester=3 Days ISS—parent contact (automated phone call), attendance letter and in-school suspension letter

6th & 7th Unexcused in a semester=Parent Contact (automated phone call)

8th Unexcused in a semester=3 Days OSS—parent contact (automated phone call), attendance letter, out-of-school suspension letter, notification to the Jasper County Prosecuting Attorney through the School Resource Officer and Project Attend

9th Unexcused in a semester=Parent Contact (automated phone call)

10 or more Unexcused in a semester=5 Days OSS—parent contact (automated phone call), out-of-school suspension/possible expulsion letter, possible Attendance Waiver Meeting with the possibility to lose credits for the semester and/or expulsion, contact Jasper County Prosecutor Attorney through the School Resource Officer, invalidate driver's license and/or permit and/or notification to the Department of Child Protective Services through the School Resource Officer in coordination with the School Administration.

Late Work and Unexcused--Teachers do not have to accept Late Work if the absence is unexcused.

Loss of credit for any or all classes which the student has more than eight (8) absences in a semester or sixteen (16) absences in a school year. Credit will not be issued for any class without approval from the Attendance Wavier Committee. Attendance waiver committee meetings are held after the semester has ended. Referral to the Jasper County Prosecuting Attorney and/or department of child services through the School Resource Officer in coordination with the School Administration (in accordance with I.C. 20-33-2-25).

Parents and students need to understand that the loss of class credit is serious and may ultimately have an impact on graduation.

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## **TARDIES**

Students who arrive to school between 7:25-7:35 a.m. will be considered tardy. Arriving to first period class beyond 7:35 a.m. will be considered absent for that class period. If students arrive after 7:35 a.m., they are to report to the office to check in so proper attendance can be taken.

Tardies to class will result in disciplinary action.

All classes other than first period: students are considered tardy to class if they are up to 2 minutes late. If a student is 3 or more minutes late they are considered out of area. If a student is 10 minutes late, they are considered truant.

Tardies will start over at the beginning of each semester.

Teachers will report tardies after the following.

3rd Tardy--Tuesday or Thursday School

5th Tardy--1 Day ISS

6th Tardy--1 Day ISS

7th Tardy--2 Days ISS

8th Tardy--3 Days ISS

9th Tardy--2 Days OSS

10th Tardy--3 Days OSS

11th Tardy--5 Days OSS with the recommendation for expulsion.

## **TRUANCY POLICY**

Kankakee Valley High School has a closed-campus policy in effect for all students. After arriving at school (by bus or personal vehicle), no student is permitted to leave the school grounds anytime during the day (including lunch periods), unless for a medical appointment or a parent signs a student out of school in person. Students not attending one or more class periods will be considered truant. Students leaving a classroom and not returning will be considered truant. Any student who is truant four times in a given school year will be considered to be "habitual truant".

Truancy is consequences are:

1st offense - Notification of parents, 1 day in-school suspension.

2nd offense - Notification of parents and three (3) days in-school suspension.

3rd offense - Notification of parents, other possible consequences--revocation of driver's license/permit, revocation of work permit, Project Attend meeting with SRO and possible referral to Jasper County Prosecutor and five (5) days out of school suspension.

4th offense - Notification of parents, ten (10) days out of school suspension, and request for expulsion.

## **PROCESS FOR OBTAINING AN ATTENDANCE WAIVER**

Student and parent/guardian may request an attendance waiver meeting only if there are unusual circumstances or new information to be presented. The meeting will take after the end of the semester.

The Attendance Waiver Committee (consisting of the principal, assistant principals, guidance counselors and support staff), student and parent/guardian set up a time and date for the attendance waiver meeting. Procedures for the Attendance Waiver Meeting:

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1. The committee reviews the attendance record and notes where the violations of the attendance policy took place by the student for all those present at the meeting.
2. The student and the parent/guardian present any new evidence to verify or clarify student absences. They may also offer comments and information that was unknown before the meeting took place.
3. The committee members present may then ask questions of the student and/or parent/guardian regarding the student's attendance, absences, academic performance and behavior in class.
4. The student and/or parent/guardian may ask any questions related to the student's attendance and the meeting.
5. When the student and/or parent/guardian are finished with asking any questions, they will be dismissed and the committee will sit in closed session to evaluate the student's attendance record, consider any new information presented, and decide on a case-by-case basis whether or not to issue an attendance waiver to the student. The reasoning/rationale of the committee will not be discussed with the student and/or the parent/guardian.
6. The student and parent/guardian will be notified by the school regarding the results of the attendance waiver meeting within two (2) school days.

### **VACATIONS**

- **Pre-Planned Absence Form must be submitted to the Principal at least five (5) days before the start of a planned absence. To be excused, a trip or vacation needs to meet criteria for being excused. Educational trips may be exempt while family vacations, for the most part, would not. Approval for vacation/educational trip requests will be evaluated by the following standards: previous attendance records, previous requests, academic performance and the educational value of the activity. Trips should be limited to one each school year and normally not exceed five school days in length. Trips which include days of mid-term/final examinations, achievement testing and State Testing will not be approved. Although the absence may be deemed an exempt absence, it does count against perfect attendance and/or final exam exemptions. Please see the Pre-Planned Absence Form in the back of the handbook for further details.**

### **ACADEMIC INTERVENTIONS**

Once a week during SRT students could participate in Academic Interventions. This program is designed to assist students on a particular concept or skill in a subject area. Teachers provide a list of who will participate in the interventions for the week. Participation is communicated to the students in multiple ways. It is the expectation that if you are notified to participate for interventions, then you will show up to your assigned room. Failure to participate will result in an after school detention.

### **ACCESSORY**

Students involved indirectly and/or having knowledge of a violation of a rule of conduct will be considered a participant and subject to disciplinary action

### **ADVISORY PERIOD (SRT/FRESHMAN FOCUS)** **STUDENT RESOURCE TIME (SRT)**

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SRT is a period designed to provide students with a variety of academic and enrichment/remedial opportunities.

### **FRESHMAN FOCUS**

Designed for every freshman, the Freshman Focus curriculum is an entire year program that is structured with specific objectives, lesson plans, and activities. It is designed to cover the myriad of topics that a ninth grade student needs to know for academic and social success in high school. Lessons range from stressing the importance of school spirit, to effective note taking and study skills, getting along with others and completing college applications.

A key component of the Freshman Focus is mentorship. The opportunity is present for ninth grade students to learn from and model the behavior of respected teachers and upperclassmen. A group of three student leaders and one teacher mentor are assigned to no more than twenty freshmen. The teacher and student mentors work together to deliver the Freshman Focus content. Some lessons are led by the teacher, others are led by the teacher and student mentors, and some are taught solely by the student mentors. If the Freshman Focus curriculum achieves its purpose, the result will be a group of ninth grade students who are comfortable in a high school setting and who have acquired skills that will increase the chances of success, both academically and socially.

### **ALTERNATIVE PROGRAM**

Kankakee Valley Alternative School is an outreach program with emphasis on student success in a location other than the traditional high school. Assignments to this program will be determined at a conference with the High School Administration, High School Counselor, and Alternative School Coordinator.

### **BOOK RENTAL, FEES AND SUPPLIES**

1. Book rental and fees will be announced each year
2. Each student is charged a book rental fee. The fee covers rental for texts used in class.
3. Students are responsible for proper care of the textbooks rented to them. If a student loses or damages rental texts, he/she will be assessed the cost of replacement or repair.
4. The student must provide supplies such as paper and pencils.

If a student has paid rental or use fees for curricular materials, such as textbooks, electronic textbooks, consumable hardware, computer software, digital content, disposable materials, software copyright licenses, hardware to utilize software provided, or other curricular materials, and the student transfers, withdraws, is expelled, or is unable to complete or continue to participate in a class, or activity, or utilize a school service for which the student or his/her parents have paid the applicable rental or use fee, the Corporation shall refund an amount equal to the total fee prorated to the number of weeks remaining in the school year or activity at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as one-third (1/3) or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds \$5.00.

If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees for curricular materials and are owed a refund of all, or a proportionate share of any fees amounting to at least \$5.00, the Corporation shall promptly refund such fees if requested by the student or his/her parents, and they provide an address, by the end of the school year in which the fees were paid, or within 30 days, whichever is longer. The right to a refund fee shall be forfeited if not requested by the end of the

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school year in which the right to a refund accrues, or within 30 days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

### **CAFETERIA REGULATIONS**

The cafeteria is the only authorized location for students eating lunch, both for purchased lunches and for lunches brought from home. Students are not permitted to eat lunch in any other area of the building — inside or outside.

General Guidelines:

1. Do not “cut” the line for lunch or milk.
2. Lunch line is single file.
3. Return trays, dishes, silverware and debris to the clean-up area.
4. Keep tables as clean as possible for the use of other students.
5. The price for the type A lunch is \$2.75 for students. (prices are subject to change at any time)
6. Students are not allowed to charge lunches.
7. Students who cannot follow expected behavior in the cafeteria will be disciplined accordingly.
8. No food or drinks are to leave the cafeteria
9. Students remain seated in the cafeteria during the entire lunch period.
10. Students must remain in the cafeteria until lunch is completed unless granted permission by supervisors.

### **CELL PHONES/WIRELESS COMMUNICATION DEVICES (WCD)**

Student use of a Wireless Communication Device (WCD) during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment. Abuse of this privilege will result in the consequences outlined below.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students may use wireless communication devices (WCDs) as long as they do not create a distraction, disruption or otherwise interfere with the educational environment.

- A. During instructional time, these devices are solely allowed when authorized by the classroom instructor for educational purposes related directly to classroom curriculum. WCDs must connect to the corporation network for Internet access.
- B. Students using personal devices in school, on school property, and at school functions are required to follow the Student Code of Conduct, and violations of this code are subject to disciplinary action. All personal WCDs must have up-to-date antivirus protection for use on the school's network. Under no circumstances may personal devices contain/store or be used to share or view pornography or any other material that is obscene, objectionable, inappropriate and/or harmful to minors or in violation of state or federal laws.
- C. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the school or on a school bus or school-provided vehicle during school-sponsored activities, at



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the discretion of the bus driver or classroom teacher. Distracting behavior that creates an unsafe environment will not be tolerated.

### **WHEN DIRECTED BY THE ADMINISTRATION, STAFF OR SPONSOR, WCDs SHALL BE COMPLETELY POWERED OFF AND STORED OUT OF SIGHT.**

Guidelines:

Students may use WCDs (including cell phones for non-verbal communication) at the following times:

- Before and after school
- During passing periods
- At lunch in the cafeteria
- During class time for instructional purposes ONLY if the classroom teacher gives explicit permission. Examples of instructional use would include, but not be limited to, using the calculator function, using the calendar function to record an assignment, using a website at a teacher's request, etc.

Students must follow the guidelines below:

- The use of electronic communication devices is prohibited at all times in school offices.
- The Media Center function as classrooms- therefore WCDs and cell phones may not be used UNLESS the supervising teacher has given permission.
- The use of cellular phones for any voice communication is not permitted during school hours.
- WCDs and cellular phones may not be used under any circumstance in the hallway when using a hall pass. From the time the bell rings for class to begin, to the time the bell rings to end class, cell phone and iPod usage in the halls is prohibited.
- Cell phones must remain on silent all day and be turned off if directed to do so by the classroom teacher.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Unless authorized by the building principal, using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may face disciplinary actions.

No expectation of confidentiality or privacy will exist in the use of WCDs on school premises/property.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The administration may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian. WCDs in the school's custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may be required not to possess his/her WCD at school for a designated length of time or on a permanent basis.

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Students are personally and solely responsible for the care and security of their WCDs. The school assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that communication through wireless communication devices with their child is not permitted during instructional time. Parents are encouraged to notify the office for emergency situations in order for the school to assist the children when necessary.

Students may not communicate with their parents through wireless communication devices during instructional time.

Electronic music devices (MP3, iPod, etc.) are allowed to be used in the school building only during passing periods and at lunch.

The device must be put away before entering through the door of the classroom. The following guidelines must be followed:

- The earphones/earpiece must be plugged into the device.
- The music being played must not be loud enough to be heard by another person.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

A building principal has the authority to make determinations as to other specific locations and situations where possession of a WCD is prohibited.

Students using cell phones/WCD or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of the school's cheating policy, violating school conduct rules, harassing or bullying staff or students, or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may be reported to the Jasper County Police Department.

Use of a Wireless Communication Device (WCD) in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the WCD.

If a WCD is confiscated, it will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed and/ or referral to law enforcement if the violation involves an illegal activity. Further, a parent/guardian seeking the return of confiscated property may be required to:

1. provide identification, such as a valid Indiana driver's license or identification card, or
2. provide proof of ownership of the confiscated WCD

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Cell Phone Rule: The respectful, non-disruptive use of cell phones is permitted when the above guidelines are followed. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration).

## **CHEATING**

Students participating in an act of cheating will receive disciplinary action. This action may include but is not limited to: receiving a "0" on that assignment, exam, test or quiz, -removal and loss of credit from that class, and referral for suspension and/or expulsion.

### **Cheating – examples could include but are not limited to:**

- Use of unauthorized papers during a quiz or exam (no matter what the content).
- Looking at any notes or books or other materials during a quiz or test.
- Talking with someone about the quiz or test material during a quiz or test.
- Telling a student who has not taken the quiz or test about the quiz or test after you have taken it.
- **Copying from another student's paper during a quiz or test.**
- **Allowing another student to copy from your paper during a quiz or test.**
- Unauthorized access to an old test or to a test given to the class if you are taking it late for some reason.
- **Copying another student's homework assignments.**
- **Using or turning in a photocopy of another student's assigned work.**
- **Paying someone to write a paper or do an assignment for you.**
- **Buying or downloading a paper.**
- **Leaving the room during a test without permission or before turning in your paper.**
- **Utilizing any electronically obtained and/or transmitted test questions or answers.**

### **Plagiarism**

- 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, volume, pages, etc.).
- Printing out an article directly from a computer database (such as Encarta or off the World Wide Web) and turning it in as your own work.
- Cutting and pasting portions of articles from computer database
- Stealing words directly from any source and presenting them as your own.

### **Paraphrasing**

- Students must read, synthesize, and write their own original sentences; learn to paraphrase.
- **Even when paraphrasing, a complete reference must be provided to the paraphrased sentences.**

### **Working in Groups**

- Students are responsible for doing their own work, even if they "work together".
- **If two papers are turned in that show great similarity such that the instructor interprets it as evidence of cheating or plagiarism, both will be penalized.**

## **COMMENCEMENT**

Participation in the Commencement exercise is a privilege and not a right for the student. Students may lose the privilege of participating if their conduct may be disruptive for others, or if they are being disciplined

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for previous violations of school policy. Commencement is formal and attendance is required unless permission is given directly by the principal to be absent. **All** credit requirements for graduation must be completed prior to participation in the ceremony.

### **CONFRONTATION**

Students engaging in confrontational behavior, verbal, nonverbal, and/or physical will be subject to disciplinary action.

### **CULT AND DISCRIMINATORY ACTIVITIES**

Any form of promoting these activities such as displaying clothing, jewelry, emblem, badge, symbol, verbal or written statement, sign or items that evidences or reflects affiliation, will not be tolerated. Students in violation of this policy shall be subject to disciplinary action.

### **DANCE REGULATIONS**

Dances/Prom are a privilege, not a right. These are held periodically throughout the year. School dances are for Kankakee Valley High School students (9-12) and their dates. Picture ID must be available for admittance to all school dances for all KV students and approved guests. Students will be subject to the attendance format as prescribed by policy.

Kankakee Valley High School students will be allowed to bring his/her guest if the following guidelines are followed:

1. Attending Kankakee Valley High School students should be in good standing.  
--A student in good standing must have 90% attendance, be passing at least 5 classes, have no more than 3 behavior referrals, or have had 1 or more serious referrals that would account for multiple days of Out of School suspensions.
  2. If the KVHS student's guest is from another school:
    - The guest must be registered by the established deadline. Registration forms are available from the high school office or the dance sponsor.
    - Guests from other schools must be a student in good standing at their home high school.
  3. A married student may invite his/her spouse.
  4. NO ONE age 21 or older will be allowed to attend.
  5. The guest may be someone that is no longer in high school, provided he/she is at least high school age.
  6. All outside guests must be approved by the administration.
  7. Students will be held responsible for the conduct of their guest at the dance.
  8. School dress code and disciplinary code expectations will apply.
  9. Only a junior or senior from KVHS may bring a guest to the prom.
- \*\*KVHS Administration reserves the right to deny admission to any individual.**

### **DISRESPECT**

Students are to show respect to teachers, administrators, and non-certified staff members at all times. Failure to show respect will result in disciplinary action.

### **DRESS CODE**

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**It is evident that there is a close relationship between student dress and behavior.** The school climate at Kankakee Valley High School encourages individual creativity and student empowerment. KVHS recognizes the need to guide students toward appropriate attire for different settings, i.e. school, work, etc. Proper dress is important in setting the pattern for school and social conduct. The dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the educational process. **Parents and students are asked to cooperate with the following dress code. All clothing must be appropriate for school.**

- Students shall be well-groomed; hairstyles should not be distracting in nature.
- Any type of clothing that causes, or is likely to cause, a disruption to the school's instructional program is prohibited.
- No identifiable gang/crew/cult clothing, jewelry, head coverings or paraphernalia is permitted.
- No clothing or jewelry with vulgar language, obscene pictures/sexual innuendoes, weapons, drugs/alcohol/drug paraphernalia/tobacco or discriminatory statements are permitted.
- Clothing should be in good taste and appropriate for the learning environment. Clothing must cover undergarments at all times.
- Student dress for informal dances, sporting events or any other school sponsored activity, must be in good taste and appropriate.

### General Guidelines

- All clothing must be of appropriate size and fit properly.
- Sleep/loungewear is not permitted. (slippers, pajama pants, blankets, pillows, etc.)
- No hats, caps, bandanas, gloves, sweatbands, or sunglasses.
- No chains (non-jewelry) or chain wallets or belts, studded bracelets, collars or belts.
- Articles of apparel, clothing or accessories that present a hazard to the individual, other people or property will not be permitted (ex. pants that are too long, shoe heels that are too tall)

### Shirts and Tops

- Shirts must have sleeves (at least 2 inches past the shoulder with no straps showing), no holes, rips or tears.
- All tops should be of an appropriate size and fit, no excessively tight, sheer or transparent or semi-transparent shirts.
- Tops that show any cleavage or excessive chest area will not be permitted.
- No bare abdomen, shoulders or backs can show.
- Shirts must be long enough to easily tuck into the pants, shorts, etc.

### Pants/Slacks/Shorts/Skorts/Capris

- No sagging, drop crotch/jogger, harem type pants are permitted. Pants are to be worn above the hip bones. Pajama pants (or other pants that look like pajama pants) are not appropriate attire.
- Garments should not be excessively tight/loose fitting
- **Shorts, skirts, skorts, etc., must be no shorter than the fingertips of the student.**
- All dresses/skirts/jumpers must also meet the requirements listed above.
- Any leggings style pants (including but limited to jeggings/leggings), must not be excessively tight, sheer or transparent or semi-transparent.

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- Clothing that has holes, rips or tears are not acceptable if any skin above the knee or if underwear is showing, this includes “distressed”/”destroyed” jeans.

### Shoes

- Appropriate footwear, designed to be worn outside the home, must be worn.
- Heel height must be safe for crowded busy hallways and stairwells.

### Purses

- Purses are not to be carried during the school day. All purses are to be kept in the student’s locker.

### Coats/Backpacks/Gym Bags

- Coats are not be worn or carried during normal school hours except with administrative approval.
- Backpacks/Gym Bags are to be placed in student lockers and not utilized during the school day, except with administrative approval. Backpack passes must be clearly displayed on that bag.

### ***ADMINISTRATORS AND/OR STAFF RESERVE THE RIGHT TO DETERMINE THE APPROPRIATENESS OF ANY FORM OF ATTIRE, INCLUDING JEANS.***

NOTE: Failure to follow dress code will result in disciplinary action. Students will be required to change clothes or serve a day of in-school suspension. If a student chooses to go home and change or wait for appropriate clothes to be brought to him/her, time spent out of class will be considered as an unexcused absence from the classes missed. If a student has nothing to change into or refuses to change, the student will serve the remainder of the day as an in-school suspension day.

### **DRINKS/FOOD**

Food/Drinks will not be delivered to students during the school day. This includes food for any classroom activities or food delivered for lunch. Food can only be consumed in the classroom upon approval of the classroom teacher. Food deliveries made to the school for students will be refused.

There is to be no food in the hallways at any time.

### **DRIVING REGULATIONS**

Students are not allowed to leave the school grounds once they have arrived; leaving the school property once they have arrived is considered truancy. The parking lot is considered off limits at all times, except before and after school for those students who have permission to drive. Students who drive to school must exit their vehicles immediately upon arrival. Parking Permits will cost \$5.

1. Student drivers will be subjected to the random drug policy. (See Appendix)
2. All vehicles must be properly registered with the Assistant Principal.
3. Students are to park in their assigned numbered spot in the parking lot behind the school - ONLY. (Other student parking areas require enrollment in specific classes.) There is to be no loitering in the parking lot. Drivers and passengers are to leave the vehicle immediately upon parking in the lot.
4. All students must have a valid operator’s license and be covered by insurance. The school is not responsible for a vehicle or its contents.

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5. Fifteen (15) miles per hour is the speed limit at all times on school grounds. Jack-rabbit starts, fish-tailing or any reckless driving is forbidden and may be subject to prosecution.
6. Student vehicles will be subject to search if there is reasonable suspicion that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
7. Student drivers are not to use the driveway in front of the school. Student drivers are to exit the school grounds using the west drive or the drive behind the school AFTER school buses have left school grounds.
8. School buses have the right-of-way on school grounds.
9. Students late for school due to car problems/oversleeping will receive an unexcused tardy/absence.
10. Students being in the parking lot without an office pass throughout the school day will result in a suspension of driving privileges along with penalty for being out of area.
11. Students and their passengers who are truant from school due to use of student vehicles throughout the school day will result in a suspension of driving privileges, along with penalty for truancy.
12. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges (up to a semester), towing of vehicles and/or suspension from school may occur when violations of these regulations occur.
13. Violation of driving suspension may result in possible suspension/request for expulsion.
14. Cars are to be parked properly or risk being towed away at the owner's expense.
15. A student who loses his/her driving privileges MAY NOT drive to school and park off school property during school hours.
16. A student who drives to school that has NOT earned this privilege, will be considered insubordinate. The vehicle may also be towed.
17. Any and all accidents/damage to any motor vehicle or school property must be reported to the administration and SRO.

\*\*\*Students who do not follow these driving regulations will be subjected to disciplinary action.

### **DRUGS AND ALCOHOL**

Kankakee Valley High School does not tolerate the use, possession, selling or transmitting of illegal drugs, look-a-like items or any substance which is represented to be or looks like marijuana, narcotics, controlled substances, non-alcoholic beer, alcoholic beverage or intoxicant of any kind, as well as drug apparatus or paraphernalia or vessel used to carry said substance. **This includes, but is not limited to, items representing drugs and alcohol, including hemp-flavored lollipops and Hookah sticks.** 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.

Using, selling, possessing, distributing or being under the influence of any of the items listed above by any student while on school property or at any function connected with Kankakee Valley High School will result in disciplinary action; including possible prosecution by civil authorities requested. Prescription/over the counter medications will be dealt with similarly, unless specific procedures are followed as listed under the section labeled Medication Policy in the "Health Information" section.

### **EMANCIPATED STUDENT**

1. Must have an independent income
2. Must pay taxes
3. Is not dependent upon parent for any material gain

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4. Must live in a residence other than with his/her parent/guardian

### **EXTORTION**

Extortion is defined as obtaining money, property or service of any sort of threat. Any student who commits an act of extortion shall be subject to disciplinary action.

### **FALSE ALARMS**

This act is serious and potentially dangerous to student life, therefore any student found guilty of causing a false alarm will be recommended for EXPULSION from Kankakee Valley High School and notification will be forwarded to the proper authorities.

### **FIGHTING**

Students **PARTICIPATING** in a fight on school property, school transportation vehicles, or at any school activity will be subject to suspension/expulsion from school. Fighting includes physical contact or attempted physical contact at any school activity. Inappropriate contact/horseplay that involves physical contact or possible harm of another student may be considered fighting. Students participating in a fight will be referred to the School Resource Officer for possible criminal charges.

Self-defense is considered covering up, or walking away to find a staff member.

### **FIELD TRIPS**

Teachers and/or administration have a right to deny any student's participation in any field trip if the student is failing a class. If a student has excessive absences, then the administration will make this decision for participation. All forms must be returned by the assigned due dates or students will not participate.

### **FORGERY/PERJURY**

Perjury/forgery constitutes an interference with school purpose. Any forged notes, including but not limited to: parent notes, student passes and doctor's notes, is punishable by suspension and/or expulsion from school. All forged doctor's notes will be referred 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 the 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 to the process of education and school activities. Administrators reserve the right to determine the relationship between gang and student activity, dress, graffiti, etc.

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



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- A. DEFINITION - For purpose of policy, a “gang” is any group of three (3) or more persons whose purposes include 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.

### **GRAFFITI**

Graffiti, writings, drawings, etc. pertaining to gang activity, sex, drugs, alcohol, tobacco, etc., are considered informal promotions of said activities/products and, as such, are not allowed at school. Violations of this policy could result in any of the forms of discipline described in this handbook.

### **Hall Pass**

If a student is out of the classroom, they should have an orange lanyard from the teacher/class that they are leaving.

### **HARASSMENT**

Conduct constituting harassment will not be tolerated. These include, but are not limited to:

#### **SEXUAL HARASSMENT**

- 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 members, or other person associated with the Corporation.

#### **GENDER, ETHNIC, RELIGIOUS, DISABILITY, PHYSICAL HARASSMENT**

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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

### **BULLYING**

'Bullying' of others is prohibited in all related forms including, but not limited to:

1. Overt, unwanted, repeated acts or gestures;
2. Exclusion of others;
3. Non-verbal acts;
4. Verbal or written communications or images transmitted in any manner (including digitally or electronically);
5. Physical acts and/or aggression committed;
6. Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's personal or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance;
  - or
  - 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.

If bullying occurs, the disciplinary process will be invoked, as well as parental involvement, investigating, reporting and interventions. These interventions may include, but not limited to: required counseling (parent responsible for any and all costs), rearranging class schedules, assigning additional work, restricting attendance at, or participation in, extracurricular activities, assigning an alternative course of study, school or program, and/or referral to the juvenile court system.

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

A student who is the victim of harassment or related activities is expected to report such actions to an administrator, teacher, or counselor. A student who is involved in any form of harassment, whether verbal or written, of another student or staff member is in direct violation of school behavior policies and such action will result in suspension and/or request for expulsion.

### **HEALTH INFORMATION**

A nurse is on duty for students between 6:55 a.m. – 2:52 p.m. for those students who become ill or injured while at school.

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**Students who become ill at school are to see the school nurse before the school official will call home.** The following guidelines will be used to determine when a child will be sent home:

1. Temperatures above 100 degrees.
2. Witnessed vomiting or diarrhea
3. Conjunctivitis (pink/redness of the white of the eye)
4. Chickenpox or other suspicious rashes that may be contagious
5. Injury that may require further treatment
6. Unidentified rashes
7. Suspicion of Pediculosis (Head Lice)
8. Severe itching, rashes, suspicious of a contagious condition
9. Other conditions as deemed advisable by the nurse

Illness: Students becoming ill at school are to report to the nurse. A student who misses a regularly scheduled class because of illness, will be considered out of area if he/she has neglected to personally report to the nurse. Students will be cared for by a nurse or a member of the office staff. If it is necessary for a student to leave school because of illness or injury, the parent will be contacted by the nurse or a member of the office staff and asked to pick up the student. Students will not be allowed to leave school unless permission is granted by a parent/guardian or someone on the emergency list.

Accidents: Every accident in the school building, on school grounds, at a practice session, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse. Accident reports must be filled out and filed with the school nurse.

Consent Forms: Several students have medical consent forms on file. Due to legal issues, parents should be aware these forms do not mean a hospital and/or doctor will treat your child in case of emergency. The parent or legal guardian must be at the hospital to give consent for any treatment. Therefore, it becomes of paramount importance that we have on file the name and contact number for an alternate person we can call to help make contact with the student's parent/guardian.

Special Problems: Please notify the school nurse on a yearly basis if a student has a special health problem or limitations. (Examples: asthma, epilepsy, heart or lung problems, etc.)

Medication Policy: (THESE MUST BE STRICTLY ADHERED TO)

If possible, medication should be scheduled to be taken at home and not at school. For example: medication to be taken 3 times a day can be given before school, right after school, and at bedtime. For medication taken during school hours, the following guidelines must be met.

Kankakee Valley High School will only administer FDA approved drugs

1. Non-prescription (over-the-counter) medication must be in the original (manufacturer) container with the ingredients listed on the label and the student's name affixed to the container. **Written permission** is required from the parent/guardian to give the medication at school including the reason the student is taking the medication, time to be given, and the amount to be taken.
2. Prescription medication must be in the original container with the pharmacy label attached including the physician's name, student's name, medication name, strength, and the time medication is to be given. **Written permission** is required from the parent/guardian to give medication at school.

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3. Long-term medication that must be given at school requires all the stated conditions listed above. In addition, a **written permission** or a medication authorization form must be signed and completed by the physician prescribing the medication. Changes in medication must be documented by written authorization from the physician.
  - A. Dispensation of Medication for chronic condition:
    - 1) The student's parent has filed a yearly authorization with the student's principal or designee for the student to possess and self-administer the medication (IE: asthma inhaler, EPI-PEN).
    - 2) The authorization must include the statement described in number 2 (under prescription medicine).
    - 3) The student has an acute or chronic disease or medical condition for which the physician has prescribed the medication;
      - a. The student has been instructed in how to self administer medication; and
      - b. The nature of the disease or medical condition requires emergency administration of the medication.

Your doctor may fax this information on office letterhead to the school. Each of the above two points must be addressed. Fax number 956-4639. Please address the fax: ATTENTION: NURSE

4. Medication in plastic bags, boxes, or envelopes **WILL NOT** be accepted or administered at school. **NO EXCEPTIONS.**
5. **ALL** medication must be kept in the nurse's office. Medication should be brought to the nurse's office before 7:25 a.m.
6. No medication will be administered that has not been provided by the parent.
7. It is the student's responsibility to come to the nurse's office when it is time to take medication.
8. The parent is responsible at the end of the treatment for removing any unused medication from school. Medication not picked up by the end of the school year will be discarded.
9. Under no circumstances will the nurse or any other school personnel administer aspirin, ibuprofen or any other over the counter drug to a student.

Communicable Diseases: Please notify the nurse if a student has a communicable disease so school officials can be alert to symptoms of that disease in other students. (Examples: chicken pox, mumps, impetigo, scarlet fever, pink eye, etc.)

Headlice and Scabies: If a student becomes infested with headlice or scabies, please notify the school nurse so the nurse can take appropriate steps. The fall of the year seems to be the most prevalent for these problems, so check hair regularly.

### **Immunization Requirements**

The following immunizations are required by Indiana State Law for all students attending public schools in Indiana.

To comply with the law, one of the following options **MUST BE COMPLETED BY THE FIRST DAY OF SCHOOL**. Those students who do not comply with the law **WILL** be suspended. **State Code states that a child is NOT PERMITTED TO ATTEND beyond the first day of school without furnishing a written record, unless:**

1. The school gives a waiver (for a period not to exceed 20 days)

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2. The local health department or physician determines the child's immunizations have been delayed due to extreme circumstances and that the required immunizations will not be completed by the first day of school. The parent must furnish a statement or timetable approved by the physician or Health Department.
3. A medical or religious exemption is on file.

### MINIMUM IMMUNIZATION REQUIREMENTS FOR ALL CHILDREN ENROLLED IN GRADE TWO OR ABOVE OR 7 YEARS OF AGE AND OLDER:

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

<b>GRADES 6 TO 11</b>	3 Hep B	2 Varicella
	5 DTaP	1 Tdap (Tetanus & Pertussis)
	4 Polio	1 MCV4 (Meningococcal conjugate)
	2 MMR	
<b>GRADE 12</b>	3 Hep B	2 Varicella
	5 DTaP	1 Tdap
	4 Polio	2 MCV4
	2 MMR	

From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Kankakee Valley School Corporation nurse.

### **HOMWORK GUIDELINES AND POLICY**

If a student is out of school, all worked missed should be obtained from the teacher's Schoology site..

### **HONESTY**

Honesty is an essential character trait in both school and life. Honesty in the school includes, but is not limited to, impeding the progress of a school investigation or failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules or state or federal law.

When an administrator is considering a disciplinary consequence, student honesty is of utmost importance.

### **HORSEPLAY/DISRUPTIVE BEHAVIOR**

Students engaging in general misbehavior, including, but not limited to, class/hallway disruption/horseplay will be subject to disciplinary action.

## **IN-SCHOOL SUSPENSION RULES**

The In-School Suspension classroom program is intended to provide an alternate isolated setting for students who exhibit chronic or serious behavior problems. This program allows for assigned students to continue school and an opportunity or an environment in which to complete all academic assignments from their regular classes.

Students assigned to In-School Suspension:

1. Arrive to the designated room no later than the 7:25 a.m. class bell and are dismissed at 2:20 p.m.
2. Students are expected to bring only school approved textbooks and materials. When students complete assigned work, the supervisor will provide additional materials.
3. Students may bring a sack lunch to eat or money to purchase "A" line lunch; milk will be sold to the students. No other food or drink is allowed.
4. There is to be no talking among students assigned to this classroom. Behavior infractions will constitute additional suspension being assigned and/or expulsion from school.
5. Students will remain at their assigned stations at all times; **ABSOLUTELY NO PASSES OUT OF ISS.** Students will be escorted to the washroom in the morning and afternoon.
6. There is to be absolutely no sleeping. If a student's head is down or his/her eyes are closed, he/she is to be considered sleeping.
7. In the event a student is discharged from ISS, the student will be suspended out of school for the duration of the suspension period. Any further disciplinary problems will result in recommendation for expulsion.

## **INSUBORDINATION (FAILURE TO COMPLY)**

Insubordination is defined as refusal to obey a school rule, regulation, or directive from any Kankakee Valley School Corporation employee. Insubordination will result in disciplinary action.

## **LATE WORK**

Students who turn in late assignments may 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".

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

## **LOCKERS**

- All students will be assigned lockers from the Assistant Principal's Office.
- **Students are not to use any locker other than the one assigned.** Non-compliance with this policy may result in disciplinary action.
- Students need to prioritize personal items brought to school.
- The lockers are to be LOCKED AT ALL TIME.
- Report any locker problems to the assistant principal.
- The school is not responsible for lost or stolen articles.

## SEARCH OF LOCKERS

All lockers made available for students' use on the school premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but, the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The students' use of the lockers does not diminish the school corporation's ownership or control of the lockers. The school corporation retains the right to inspect the lockers and its contents at any time to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol or any item which might be an interference with school purposes.

Legal statutes P.L. 148

I.C. 20-33-8-32

1. Student Lockers - The school corporation will retain access to student lockers by keeping a master list of combinations. Any unauthorized locks may be removed without notice and destroyed.

2. Use of Lockers - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students will be expected to keep their lockers clean and orderly.

3. Authority to Inspect - The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or designee.

### 4. Inspection of Individual Student's Locker

- A. The inspection of a particular student's locker will not be conducted unless the principal or designee has a reasonable suspicion to believe that the locker to be inspected contains contraband or any item which might be an interference with school purposes.
- B. Before a particular student's locker is inspected, the student, if present on the school premises, shall, when possible, be contacted and given the opportunity to be present during the conduction of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as possible thereafter.

### 5. Inspection of all Lockers

- A. Examples of circumstances justifying a general inspection of a number of lockers are:
  - (a) When the school corporation receives a bomb threat
  - (b) When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use
  - (c) At the end of a grading period, and before or during school holidays to check for missing library books, lab chemicals, or school equipment
  - (d) Where student violence or threats of violence create a reasonable belief that weapons are being stored in the lockers

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- B. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

### 6. Involvement of Law Enforcement Officials

- A. The principal, assistant principal, superintendent, or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required
  - (1) to identify substances which may be found in the lockers; or
  - (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
- B. If a law enforcement official requests the principal to make an inspection of a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
- C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

### 7. Locker Maintenance

Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general house-keeping schedule, (b) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

### 8. Publication of Rules

A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

## **MAKE-UP WORK**

Students who have been absent for reasons allowing them to make up their work should see the teacher website, as well as, speaking 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 to make up work, but this is not to exceed ten (10) school days, and submit it to the teachers. 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. Example: Absent Tuesday, receive make-up work Wednesday, Due Thursday. It is the student's responsibility to contact the teacher or to look at Schoology for assignments.

No additional time will be allocated for absences and/or absences due to OUT OF SCHOOL OR IN-SCHOOL SUSPENSIONS. **Students are required to get work from their teachers prior to serving their suspension. Communication through Schoology is the primary form of communication.**



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A student with an unexcused absence could receive a “zero” for the work missed during the absence. This is up to each individual teacher. **This includes Final Exams.** Please see **HOMEWORK POLICY** for request procedures.

**Excused/Administrative Absence, In-School 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. Unexcused absences or truancy could result in a “zero”. This is up to each individual teacher.

### **MEDIA CENTER REGULATIONS**

Students are urged to consider the media center as one of the most important resources for their education. It must be kept in mind that the media center is for reading and gathering information. It offers supplementary materials to students and faculty in the form of books, periodicals, vertical file materials, and audio visual aids. The regulations of the media center are as follows:

1. Students may enter the media center individually with a pass, or as part of a supervised group. Individual students must sign in at the front desk and record the time of entry and departure.
2. Books may be checked out for two weeks. They may be renewed at that time for an additional two weeks, unless another student is waiting for them.
3. Reference books, audiovisual materials, and vertical file materials, may be checked out overnight with the permission of the media specialist.
4. No fines will be charged for overdue media center materials. Students are notified at the end of each semester of any overdue materials. If the overdue materials have not returned by the end of the school year, the parents will be notified via a voice message and/or a text. Any lost materials need to be paid for or replaced. A student who has an overdue book shall not be able to check out more materials until the book is returned.

### **OUT-OF-AREA**

A student who is not in his/her assigned area and is still at school will be considered out-of-area. This is for a short time period. Students missing most or all of the class will be considered Truant. Students are required to be in assigned areas during the school day, students should not be located in restricted areas (ex: outside of hall pass designated area, parking lot, outside the building. etc.) without prior permission. Students determined to be out-of-area will be subject to disciplinary action.

### **PHOTOS**

A parent must contact the school in writing if he/she does not want a picture of their son/daughter publicized.

### **PROFANITY AND/OR USE OF IMPROPER LANGUAGE**

Profanity and/or obscene language, gestures or possession of pornography will not be tolerated. This also applies to common substitute words based on use or context. Use of profanity may result in disciplinary action. Profanity directed toward school personnel will result in suspension/expulsion.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

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Students are expected to grow both academically and socially at Kankakee Valley Schools. Therefore, etiquette and the infringement upon the rights of other students dictate that we limit student relationships to the extreme of hand holding socially. This policy also includes extra-curricular activities and school buses. Contact other than hand to hand is considered a violation of this policy. Staff and/or administration will reserve the right to make final determination of appropriate/inappropriate PDA's.

### **SCHOOL BUS REGULATIONS**

Students using Corporation Transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the appropriate destination. The bus driver will keep order and maintain discipline. The bus driver will use every precaution necessary to ensure the safety and welfare of the students under his/her direction. The bus driver will treat the students with respect and will maintain a bus atmosphere of mutual respect so that no child is imposed upon or mistreated. Riding the school bus is a **privilege**, not a right, and it is imperative that the safety for all students is ensured through proper courtesy and behavior. The following rules need to be addressed by each student:

**Students are limited to one bus route. Students shall be picked up and dropped off to one address.**

1. Each student will be seated immediately upon entering the bus in the place assigned by the driver.
2. No student will stand or move from place to place during the bus trip.
3. Loud, boisterous or profane language or indecent conduct will not be tolerated.
4. Students will not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
5. No windows or doors will be opened or closed unless the bus driver grants permission.
6. Students will not enter or leave the bus until it has come to a full stop and the door has been opened by the bus driver.
7. Students should be waiting at the boarding station when the bus arrives.
8. There shall be no consuming of food or beverage on the bus including gum or candy. The bus driver may allow water.
9. There shall be no possession of illegal drugs, alcohol, controlled substances or drug paraphernalia on the bus.
10. There shall be no possession of tobacco in any form on the bus.
11. There shall be no matches, cigarette lighters, incendiary devices, explosives or firearms on the bus.
12. The school bus is an extension of the school and all school rules and regulations, which pertain to student conduct in the schools are applicable to student conduct on the school bus.
13. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refused to conduct him or herself in an appropriate manner on the bus. If a student is denied riding privileges, the parent/guardians will be responsible for transporting the student to and from school as deemed necessary. In addition, other consequences may be assigned.
14. Students should walk to and from the bus. No "horseplay" is allowed in the loading zone.
15. Students are not allowed to go back into the school after dismissal unless a teacher or a principal gives approval.
16. Unless a student has a note from a parent or guardian, the student should ride his/her regular bus home.
17. If a student misses the bus, the student should return to the school office.

### **SCHOOL RESOURCE OFFICER**

The Kankakee Valley School Corporation has a School Resource Officer (SRO). A SRO is a sworn Jasper County Sheriff's law enforcement officer, who has been assigned to the KVSC on a long-term basis. The SRO is specifically trained in and performs three main functions; law enforcement officer; law related

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counselor; and law related educator. In addition the SRO works in collaboration with the school and the community as a resource.

### **SECURITY RECORDINGS**

All video/surveillance/security tapes are property of KVHS and will not be released to the public.

### **STUDENT ASSISTANTS**

Student assistants act as a teacher's aide. Student assistants are required to have a "C" average or better and have passed the previous semester with at least a "B" average. Assistants are required to be with their assigned teacher the entire period unless running an errand for a staff member, at which time, they are to have a written hall pass. Students interested in applying to be an assistant can find applications in the School Counseling Office or from the teacher they would like to be an assistant for.

### **THEFT OF PROPERTY**

Theft of school property or theft of possessions of another individual at Kankakee Valley High School will result in disciplinary action.

### **THREATENING/ASSAULTING A SCHOOL EMPLOYEE**

Students who threaten a school employee will be subject to disciplinary action which will include the following: up to ten (10) suspension days pending expulsion, and contact of local law enforcement.

### **TOBACCO and VAPING**

Students should not have in their possession tobacco, vaping devices, vaping liquids, or look alike products 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, or at any school activity, home or away, violations are punishable as follows:

Level One – Up to a five (5) day suspension, parental conference and/or notification before re-admittance

NOTE: In addition to suspension, law enforcement will be contacted and the individual could be ticketed.

Level Two – Three (3) In-School & Three (3) Out of School suspension.

Level Three - Ten (10) day suspension and due process for expulsion

### **VANDALISM**

Maintaining the building and equipment and the surroundings in a clean and orderly condition is the responsibility of every student. A student found marking; defacing or destroying school property will be held financially responsible and will be subject to disciplinary action, which could include suspension and/or expulsion.

## **Part III - MISCELLANEOUS**

## **CANCELLATION OF SCHOOL/EARLY DISMISSAL**

Kankakee Valley School Corporation utilizes "School Reach", a program that contacts parents of all students notifying them of school cancellations and any emergency school dismissals. School Reach operates from information that Kankakee Valley High School has on each student. Students and parents must keep their personal information current and up-to-date to receive School Reach phone calls.

A two- (2) hour delay would mean that the high school would begin classes at 9:25 a.m.

The following radio stations will broadcast school cancellation news should the need arise. You may also check the school's web page at [www.kv.k12.in.us](http://www.kv.k12.in.us).

## **CHANGE OF ADDRESS**

Inform the Guidance Office if you change your name, address or telephone number.

## **COMPLAINTS/PROBLEMS**

Parents are encouraged to visit the school to discuss concerns. In most cases, by discussion with the appropriate people,

- 1) Matters concerning individual students should first be addressed to the teacher.
- 2) Unsettled matters from (1) above or problems and questions concerning the school be directed to the building principal.
- 3) Unsettled matters from (2) above or problems and questions concerning the school should be directed to the superintendent.
- 4) If the matter cannot be settled satisfactorily by the superintendent, the matter should be submitted in writing to the school board for consideration or action.

## **CORRIDOR COURTESY**

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups or sitting on the floor.
2. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
4. Leave the school building within 15 minutes after dismissal unless under the supervision of a teacher.

## **FIRE DRILLS**

Fire drill instructions are posted near the door in each room. Be sure you know them.

When the fire alarm sounds all students and personnel should move in an orderly fashion to the nearest exit. Move in single file to avoid crowding at the doors. Move swiftly but without running. The last person leaving a room should close the windows and door.

The first person reaching an outside door will hold it open until all who are to leave by that door have cleared. Lines move out of the building until the last person in the line is at least 50 feet from the building. When the all-clear sign is given, all personnel will return to their respective areas by the most direct route.

## **FUNDRAISING ACTIVITIES**

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Each class and each club or organization may have one dance per year. All other money raising activities must be cleared with the administration in advance. All scheduling of activities will be done on a first come, first serve basis.

### **HALL PASSES**

Passes from any classroom are to be issued by staff personnel in charge. The pass should be the Orange Pass on a lanyard. **STUDENTS SHALL NEVER LEAVE A STAFF MEMBER'S SUPERVISION WITHOUT A PASS.**

Students out of class, study hall, or library without a pass will be considered UNEXCUSED and/or OUT OF AREA for that period. Loitering in any restroom is PROHIBITED and will result in disciplinary action.

### **LOST AND FOUND**

Lost and found articles are to be turned in to the main office. Students may recover lost articles by identifying them. Each student should show his/her honesty, responsibility, and concern for fellow students by picking up and returning lost items to the main office secretary.

### **PESTICIDE APPLICATION NOTICE (FOR PARENTS AND/OR STUDENTS)**

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

### **POSTERS AND NOTICES**

Student generated posters must only be posted on the student bulletin board on the first floor or on the affected students locker. Under no condition are notices, posters, maps, etc. to be attached to walls without the permission of the administration. No poster or notice may be displayed by students without the approval of the administration. There is to be no defacing of posters. Posters concerning events are to be removed by the sponsoring organization as soon as the event has occurred.

### **COMPUTER CONDUCT RULES**

#### **STUDENT ACCEPTABLE USE GUIDELINES**

The Kankakee Valley School Corporation (hereafter referred to as KVSC) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the corporation's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our schools through the communication age by allowing students 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.

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The provisions of this policy and associated guidelines and agreements are subordinate to local, state and federal law. KVSC has the duty to investigate any suspected violations of this policy.

The Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy. Students should remember that access to technology is a privilege, not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a technological world. Technology includes:

- all computer hardware and software,
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems, and communication technologies
- television, telecommunications, and facsimile technology,
- servers, routers, hubs, switches, and Internet gateways,
- administrative systems, media systems, and learning information systems,
- related and forthcoming systems and new technologies.

**Personally owned devices are included in this Acceptable Use Policy when on school property or connected to the school infrastructure.**

The following uses of school-provided technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
- b. to use technology to harass, bully, or threaten another individual
- c. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- d. to vandalize, damage, alter, or disable the property of KVSC
- e. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
- f. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- g. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- h. to participate in gambling or on-line games
- i. to send unsolicited e-mails or participate on chat lines unless there is a curricular tie approved by the teacher
- j. to shop, barter, or use personal credit cards on-line
- k. to utilize the school corporation technology for commercial purposes or financial gain
- l. to install or use encryption software on any computer
- m. VPNs are not allowed while using school devices.

Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

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- a. The student's actions violate school policy or law.
- b. The school can show a substantial disruption or safety concern.

Any violation of the corporation policy and rules may result in the loss of privileges to use corporation-provided technology including the Internet. Additional disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

### **Networks- Internet/Local and Wide Area**

The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

Internet filters are not a substitute for educators diligently monitoring students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school corporation or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system.

**Important Notice: The Kankakee Valley School Corporation will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate material and reporting incidents should they occur.**

**KVSC will not be responsible for unauthorized financial obligations resulting from school provided access to the Internet.**

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

### **Hardware/Software**

KVSC has the right to regulate hardware/software technologies that are on its network or used within the school environment. This includes personally owned devices and/or media used on KVSC property or with KVSC technological infrastructure.

### **Documents/Files**

The KVSC has final editorial authority over students creating websites that are stored on KVSC equipment or whenever students are given school credit for designing, editing, or updating the school websites. File-sharing by students is not allowed unless specifically requested for a class by the teacher. The KVSC local-area network will be equipped with software that monitors Internet traffic to detect any file-sharing.

### **No Expectation Of Privacy**

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All information/documents/files that are created, sent or received from a school computer including e-mail messages are school corporation property, should not be considered confidential, and may be accessed by school personnel at any time. Electronic messages and files stored on school based computers may be treated like school lockers.

### **TELEPHONE CALLS**

No student will be called to the telephone during class periods except in an emergency. Calls will be taken, however, and the student will be notified to call back at such time when he/she is free to do so.

No calls are to be made during class hours or passing periods. Students will be allowed to use the phone in the office in case of emergency only. (Students are asked to limit all calls to three (3) minutes or less and must obtain permission from an administrator before using the office phone.)

Students' phone calls may be terminated by office staff if the student is using profanity, being disrespectful and/or otherwise rude to the person on the phone line.

### **TORNADO DRILLS**

State law requires that a tornado drill be held in all schools. Students are to observe the following when a tornado drill is announced via the P.A. or the siren warning is given: (Siren warning is three (3) soft beeps over the public address system.)

1. Leave the room at once in an orderly fashion with a textbook, walk briskly, and go directly to the assigned area for your room.
2. Stay away from glass areas, doors, and gym.
3. Be prepared to assume "cover-up position" if a tornado is sighted.
4. If not in your classroom, report directly to the nearest designated area.
5. Return to your classroom on the "all clear" signal.

### **VISITORS**

1. Students MAY NOT have visitors during the school day unless part of the lesson for the day at which preplanning is evident and the administration is communicated with prior to visit.
2. Parents are welcome to visit school and their children's classes by appointment only. Parents are asked to identify themselves at the administrative office. They will be escorted by staff from the main office.
3. All visitors must wear a visitor pass at all times. Visitor passes may be obtained from the main office.

Anyone not observing the above rules will be considered a trespasser, be asked to leave, and may be prosecuted.

## **PART IV - SCHOOL COUNSELING SERVICES AND CURRICULAR REQUIREMENTS**



## **SCHOOL DISTRICT BOUNDARIES**

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

## **SCHOOL COUNSELING DEPARTMENT**

The School Counseling department plays a vital role in the life of the Kankakee Valley student. The main function of the department is to facilitate the student's progress through the school system by giving information concerning post-secondary programs and by helping the student evaluate themselves, their aptitudes, and their interests. Counselors listen to personal, school, or social problems and aid the student in solving or dealing with these problems. The counselors answer questions about standardized testing and college entrance examinations. Many times they act as an intermediary between student and parent, student and school, or school and home.

Appointments may be made either by the student or by the counselor. Although each student is assigned to a counselor, he/she should feel free to see or contact any one of the counselors. The counselors also welcome meetings with parents or guardians.

The staff of the counseling department would like to stress to the students their determination to respect the confidentiality of the counselor's office and the dignity of each student who enters the office.

## **REGISTRATION/ENROLLMENT**

**New students:** New students need to report to the Guidance Office to register.

**Pre-registration:** During the school year, students, counselors and parents meet to choose classes for the following school year. These meetings are typically called four-year plan meetings. Students are expected to consider carefully the plan developed in these meetings. Students have until the last day of school to make any changes to their course selections for the following year.

**Registration:** In the summer, all returning families will be notified by mail or email with instructions on how to access the on-line registration process. Families that do not have a computer or internet access may wish to use computers at the local libraries or come to the Guidance Office by appointment. Any student who does not register online, must report to school in August during the advertised dates and times to register using the school's computers. Students can then get their schedule in Skyward prior to the first day of school. Freshmen register like other students but receive their schedules at the Kougou Kickoff Program. Proper registration and pre-registration insures that all students are completely prepared and ready to begin the school year.

Students are expected to be enrolled in school at the start of each semester.

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If a student falls into one of these categories:

1. Student resides in the school district prior to the start of the semester and fails to enroll and attend within ten (10) school days
2. Student moves into the school district and enrolls ten (10) school days or more after the start of the semester and HAS NOT been attending school at another district

Then the following guidelines will be followed:

1. The student will be offered online course work for the duration of the semester.
2. The student will be considered enrolled in school.
3. The student must come to school for ISTEP testing, if applicable.
4. The student can begin a regular school day (at KVHS or Alternative School) the following semester.

For students who move in from a district running a trimester or Block 4 schedule:

If the student has already earned semester grades for the current term (i.e. is moving to KVHS at the end of their previous school's trimester/quarter), the student will be given the option of doing online course work to earn additional credits until the end of the KVHS semester. If the student has not earned semester grades for the current term or wishes to audit the KVHS courses, normal enrollment procedures will be followed.

Students who attend or enroll late in a semester, but not later than ten days, will have a regular school day. Students will be required to complete make-up work for all days missed at the discretion of each teacher.

### **GRADUATION REQUIREMENTS**

Forty-two credits are required to earn a KVHS diploma. All other class requirements align with Indiana law. Contact a school counselor to get requirements for a specific graduating class.

**Although the counselors check student transcripts many times, the student is ultimately responsible for meeting graduation requirements.** If a student is confused about meeting graduation requirements, they should make an appointment to see their counselor.

### **Early Graduation**

Students planning to graduate after six or seven semesters of high school must fill out the application available in the Guidance Office prior to the midterm of their last semester. Students requesting graduation after six semesters should be the caliber of student that would qualify for a gifted and talented education program.

### **Graduation Ceremony Requirements**

Students must meet all graduation requirements by the last day of scheduled school in order to participate in the graduation ceremony. If a student does not pass a required or needed class for graduation second semester, **the student will not participate in the graduation ceremony.** KVHS will provide an opportunity through the PLATO program so that the student may meet graduation requirements during the summer months.

### **SCHEDULE CHANGES**

All schedule changes for the fall semester must be made by the end of the previous school year. Schedule changes for second semester will only be permitted within the confines of the schedule. A class will not be over-filled in second semester in order to accommodate a schedule change. Any requests for schedule

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changes for second semester must be made before the deadline announced, typically two weeks before the end of first semester.

### **Schedules changes are not permitted to accommodate a request for a teacher or to have a class during a specific hour.**

- In the event of extenuating circumstances, administrators may authorize a schedule change within the first five (5) school days of the semester.
- **Students coming into a class after the course has begun will be required to make up all missed work.**
- After the first five school days, any authorized change will result in the student being withdrawn from a class and placed in a study hall.
- Students may have no more than one Study Hall per semester.
- Students dropping below 5 classes (including alternative school classes but not including PLATO classes) will not be considered full time students. Any student who does not have full time status will be considered for expulsion procedures.

### **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers or counselors by calling the Guidance Office (956-3143, Ext. 2030) or with the principal by calling the main office (Ext. 2000). Please use the Parent Portal on the school website to contact a teacher directly by email.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The Corporation maintains many student records including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Boards' annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the Appendix of the student handbook.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communication with family and outside service providers.

Student and parents have the right to review and receive copies of all educational records. Cost for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Guidance Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

### **WITHDRAWAL PROCEDURES**

A student planning to transfer or withdraw from high school must report to the Guidance Office with their parent/guardian to sign paperwork. Withdrawal forms must be signed and any fines must be paid before transcripts are released. The school will send the student's transcript to the new school once a Release of Information form is completed and signed.

A student who is at least sixteen years of age but less than eighteen years of age is required to attend school and may not withdraw before graduation unless **all** of the following conditions apply:

1. The student, the student's parent, and the principal agree to the withdrawal and provide written consent.
2. At the exit interview, the student provides written acknowledgement of the understanding that withdrawal from school is likely to reduce the student's future earning and increase the student's likelihood of being unemployed in the future.
3. The withdrawal is due to one of the following:
  - a. Financial hardship where the individual must be employed to support the individual's family or dependent
  - b. Illness
  - c. An order by a court that has jurisdiction over the student

The principal is required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license/permit. The student may not be able to obtain a work permit needed to obtain a job.

### **STUDENTS OVER THE AGE OF 18**

Students who are eighteen years of age or older continue to be the responsibility of their legal parent or guardian. Students who choose to leave their legal parent or guardian's home are still required to get their signature on school forms and attendance notes. Demographic information will include the address and phone number(s) of the parent or guardian unless legal paperwork is submitted to the guidance office proving that the student is emancipated or that someone else has been awarded custody of the student.

### **ON-LINE CREDITS**

Students are permitted to take a course on-line if the student fails a course, needs additional credits for graduation, or cannot fit a needed course in their schedule. Students taking a course using KVSC's PLATO program for online courses should be aware of the following information:

1. The final exam must be completed at the Alternative School.
2. **If the course has a final exam, a minimum score of 50% must be earned in order to get credit for the course. Students will be allowed one retake if necessary.**
3. Course sign-ups are done with the student's school counselor.
4. All seniors taking PLATO courses must have the courses completed by the last day of school. Courses finished after this deadline will be considered a summer school course, meaning the

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student will not be permitted to walk in the graduation ceremony if the credit needed is a diploma requirement.

### **FIFTH YEAR SENIORS**

Students who do not finish high school course work in time for graduation have until September 30<sup>th</sup> of their graduation cohort year to complete courses online using KV's credit recovery system. Any student who does not finish by that time will need to earn credits through another acceptable means in order to be awarded a diploma. A list of schools KV will accept credit from is available in the high school Guidance Office.

#### **Procedure**

1. To obtain a work permit, an 'Intention To Employ' form must be completed and signed by the student, a parent, and the employer. These forms are available in the Guidance Office. The completed form and a birth certificate must be presented to the Guidance Office. State law requires a copy of the birth certificate for an initial work permit.
2. The employers keep all work permits on file.
3. The Guidance Office will follow the rules and regulations of the state and federal departments for issuing work permits.

#### **Restrictions**

- Students must have passing grades in **all core subjects** in the previous 9 weeks grading period to be issued a work permit.
- Work permits will be **revoked** for any student receiving a grade of "F" in a 9 weeks grading period in a core subject (**English, Math, Science, Social Studies, PE/Health**) or a Withdrawal due to a disciplinary reason.
- Work permits may be **reissued** for these students at the end of the next 9 weeks grading period assuming grade and discipline requirements have been met.

### **FOREIGN EXCHANGE STUDENTS**

1. Foreign exchange students pursuing a diploma will be required to complete all diploma requirements, including graduation testing requirements. Students who do not complete the testing requirements will be allowed to participate in commencement but will receive a Certificate of Course Completion.
2. Foreign exchange students not pursuing a diploma will be allowed to participate in commencement and will receive a Certificate of Attendance.
3. Registration materials for Foreign Exchange students must be received by KVHS prior to June 1st of the previous school year.

## **PART V - THE GRADING SYSTEM**

Report cards are issued at the completion of every quarter. They are posted in Skyward to the student profile within one week following the end of the quarter. Paper report cards will be printed and handed out to any student whose parent requested a paper report card during the school registration process. Parents and students can print a report card from the Skyward profile page at any time.

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## THE GRADING SCALE

A	93-99.9	C	73-76.9
A-	90-92.9	C-	70-72.9
B+	87-89.9	D+	67-69.9
B	83-86.9	D	63-66.9
B-	80-82.9	D-	60-62.9
C+	77-79.9	F	0-59.9

## SEMESTER GRADE COMPOSITION

40%-Quarter One
40%-Quarter Two
20%-Final Exam
40%-Quarter Three
40%-Quarter Four
20%-Final Exam

## GRADE POINT AVERAGE

Class rank will be determined at the end of each semester using the grade point average (GPA.) The GPA is calculated by dividing the grade points by the number of credits earned. Grades have point values as follows:

### **Weighted**

A = 5.20	B = 3.90	C = 2.60	D = 1.30
A- = 4.77	B- = 3.47	C- = 2.17	D- = .87
B+ = 4.33	C+ = 3.03	D+ = 1.73	F = 0.00

### **Regular**

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

### **Applying Weighted Credits for GPA**

1. Weighted classes include the following:
  - \*honors classes
  - \*advanced placement classes
2. There is no limit to the weighted semester credits applied to one's GPA.

## PERFECT ATTENDANCE

Perfect attendance awards will be granted only to students who are present for the entire day for 180 days per year. First hour tardy over 10 minutes would exclude the student from perfect attendance. Bus related tardies will be waived by the Superintendent of Schools.

## **PART VI - AWARDS AND SCHOLARSHIPS**

### SUPER SENIOR

Purpose: Recognition of the senior students who contribute positively to life at KVHS and the local community.

Criteria for Selection:

1. The student maintains a minimum 2.5 grade point average.
2. Has never been involved in cheating at school.

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3. Has no record of any school suspension or expulsion during his / her high school career.
4. Maintains a 95% attendance rate.
5. Follows all school rules and policies.
6. Volunteers for community / school projects.
7. Leadership positions held in school activities
8. Extracurricular participation.  
\*\* Must be an active participant in a minimum of two (2) sanctioned activities \*\*  
Include a reference letter from a KVHS. (Minimum of one required)
9. List Awards and Honors

### **VALEDICTORIAN/SALUTATORIAN**

The valedictorian is the student who ranks first academically via grade point average in the senior class. He or she receives a Valedictorian Award. To qualify as Valedictorian a student must have had at least four semesters of attendance at Kankakee Valley High School.

The salutatorian is the student who ranks second in the senior class. This individual receives a Salutatorian Award. To be eligible a student must have attended Kankakee Valley High School at least four semesters.

Valedictorian and Salutatorian will be decided at the end of the eighth semester.

## **PART VII - EXTRA-CURRICULAR ACTIVITIES**

### **CLUBS/ORGANIZATIONS AND ACTIVITIES**

- All clubs and organizations are open to anyone who meets the requirements. These were created to help the student in a specific area, to help them learn to organize and work together, and to make school more enjoyable. These organizations also sponsor activities to raise funds for the needs of the respective organizations.
- Class/club officers must be a full day student, in good standing (no disciplinary referrals with recommendation of the administration). Any class/club officer or member who engages in activities resulting in disciplinary action, in or outside of school, may be removed from participation in the club.
- All clubs and organizations must have a constitution, by-laws, and requirements on file with the Student Council and the principal's office. The secretary of each organization must maintain the minutes of the meetings. Many clubs hold officer election in the spring. Sponsors are expected to turn in club officers and members to the administration. Based on sponsorship, listed clubs may or may not meet.
- Students wishing to participate in any club/organization must have a signed permission slip from their parent/guardian.
- All students involved in any club/organization and activity will be subject to the KVHS Random Drug Policy. Club/organization and activity sponsors have the right to remove any student from participation in any club/organization and activity if a student's behavior is contrary to a club/organization/activity purpose and or intention.

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- The sponsor or co-sponsor must be present at all committee and class meetings. This teacher will issue passes to the members in advance if required.
- Permission to hold parties, dances, club meetings, etc., will be secured from the high school office. Applications will show time, place date, teachers to be present, and outside chaperons to be present. A blank will be provided for this purpose.
- Club parties will be limited to members of the club, their sponsor (with wife or husband), and the invited chaperons.
- Random alcohol testing may be conducted at school-related activities.

### **CONFLICT RESOLUTION FOR CO/EXTRA-CURRICULAR ACTIVITIES**

These procedures will be followed when student are involved in co/extra-curricular activities that occur during the same time frame throughout the calendar year. Co-Curricular competitions or performances will always take precedent over an extra-curricular activity because grades are involved. **Communication is expected by all sides to try to resolve potential conflicts.** If students choose an extra-curricular event over a co-curricular, they need to be aware that this could have a negative impact on their grade.

1. When practice times conflict, coaches and/or sponsors will mediate and determine which activity the student will attend.
2. When a performance/competition and practice conflict, the student will attend and participate in the performance/competition.
  - a. When both activities have a performance/competition, the student will decide with no conflict from either the coach and/or sponsor which activity they will participate in and the student will not be penalized in any way for what they decide to participate in unless it is a co-curricular activity and there could be a negative impact on the grade.

### **CLASS OFFICER ELECTIONS**

There shall be four class officers: President - Vice President - Secretary - Treasurer

Any nominee for an office must have a "C" or better average for the preceding semester with no "F" grades and have a satisfactory record as a school citizen with no suspensions.

These officers shall be elected in the spring in the following way: Any student wishing to run for an office must obtain a petition from the assistant principal's office to be signed by twenty-five (25) students of the class of which he/she is a current member. The candidate receiving the highest number of votes for the office shall be declared the winner. All four offices shall be separate with the student designating which office he/she is competing for.

### **CLUBS**

#### **STUDENT COUNCIL**

##### **Part I**

The purpose of student council is as follows: To give students a voice in the management of the school; to foster, to promote and to develop democracy as a way of life; to provide for training and experience in the skills and techniques of citizenship; to sponsor certain projects and activities; to assist the principal and faculty; to provide for means of expression of student opinion; to furnish a working model of government; and to develop school spirit, student morale, and pride in school.



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## **Part II**

Section 1: Class officers may commit to serve on student council.

Section 2: Each of the upper four grades (9-12) shall elect four (4) representatives to the Student Council.

Section 3: Members of the Student Council will be re-elected each year by the existing Student Council body.

## **Part III**

Section 1: Student Council shall meet one day during the activity period each month according to the school policy, or on the designated meeting days. The scheduled period for the meeting shall be decided upon the sponsor.

Section 2: The meetings are to be held during the school day and ample time should be allowed for all business to be transacted. The length of the meeting shall be determined by the principal or the sponsor.

Section 3: The president may call a special meeting whenever he/she deems it necessary, with the approval of the sponsor or the principal.

## **Part IV**

Section 1: The officers of the Student Council shall be president, vice-president, secretary, and treasurer.

Section 2: The Student Council members shall be elected on or before the last Tuesday in May.

## **Part V**

Section 1: The president of the Student Council shall be either a junior or a senior and should have at least one year experience on the Student Council. The vice-president shall be either a sophomore or a junior and should have at least one year of experience in Student Council. All other officers may be elected from any class. All officers must be planning to attend throughout the entire year. All officers of the Student Council shall be elected from the elected membership at the beginning of the school year. Elected officers shall be replaced by alternates from the representative balloting.

Section 2: The voting shall be done by a secret ballot.

## **Part VI**

The duties of the officers are as follows:

1. The president shall preside at all meetings, appoint committees, vote only in the case of a tie, and handle most of the business outside of the meetings.
2. The vice-president shall act in the place of the president in his/her absence.
3. The secretary shall keep the minutes of all meetings, keep records of attendance, and submit a copy of the minutes to the assistant principal.
4. The treasurer shall keep accurate records of all.

## **ACADEMIC TEAMS**

The academic teams compete in three major competitions:

1. Hoosier Spell Bowl - a written spelling competition in the fall. Open to all students.
2. Academic Decathlon - the team for this winter's competition is open to all students, but is usually juniors and seniors who compete on 6 subject area tests (Math, Science, Social Studies, Language & Literature, Economics, and Fine Arts), an essay, a speech, an interview and a "Super Quiz". There must be three members at each GPA level, "A", "B", and "C" or below.
3. Academic Super Bowl - This spring competition consists of five separate subject area squads: Math, Science, Social Studies, Language Arts, and Fine Arts. Any student willing to study the study guide is welcome to participate.

## **ART CLUB**

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The K.V.H.S. Art Club offers an opportunity to better understand and appreciate art through field trips, art exhibits, workshops and lectures, and exposure to art publicity and communication. It also provides a service to other organizations through the preparation of signs, posters, etc.

### **BOOK CLUB**

The Book club will work in conjunction with the DeMotte Public Library, providing a place for book/media talks, the chance to read materials as a group and then to talk over what was read, and more.

In addition, we also will be a place to purchase books at a discount for the members, recommend books for purchase in the Media Center, and will also exist online by participation in a web forum.

### **BUSINESS PROFESSIONAL OF AMERICA (BPA)**

Business Professionals of America is the leading career and technical student organization for students pursuing careers in business management, office administration, information technology and other related career fields. BPA is open to all students at Kankakee Valley High School.

### **Clay Target League**

The Clay Target League takes place during the Fall and Spring months. It is open to all 9-12 graders.

### **COMPUTER CLUB & E-Sports**

The computer club is open to all students interested in computers. Students may learn various popular applications during after-school meetings which are generally held two times each month. E-sports will consist of school appropriate gaming and competitions.

### **CRIMINAL JUSTICE**

The purpose of the organization is to promote Criminal Justice within the Kankakee Valley High School Campus and the community as a whole. The club will be an extension to the current criminal justice classes offered and is available to all high school students who meet the bylaw requirements upon completing a membership application.

### **DANCE TEAM**

The dance team tryouts are open to all students. This club is an all year commitment and is designed for students serious about dance. There are after school practices and weekend competitions.

### **ENGINEERING/TECHNOLOGY CLUB**

The Engineering/Technology Club is open for all students interested in Vex Robotics Competitions. Designing, building, repairing, strategizing and programming are the main parts of Vex Competitions. Club meetings will be after school and during SRT to prepare for Saturday events; having hands on and programming background is advantageous for participation in the club.

### **ENVIRONMENTAL ACTION**

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The Environmental Action Club is designed to give students interested in science and ecology an opportunity to learn about careers and career opportunities in science and ecology. It also gives students a chance to become involved in meaningful projects related to improving the local environment. Activities include cleanup campaigns, involvement with local government officials about local environmental matters, nature hikes and outings, and guest speakers. Any interested student is encouraged to join this club.

### **FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)**

The mission of the Fellowship of Christian Athletes is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving our Lord, serving Him in their relationships and in the fellowship of the Church.”

### **FOREIGN LANGUAGE CLUB**

This club is a foreign language club composed of French, German, and Spanish students. To be eligible for membership a student must have completed one year of a foreign language or be enrolled at the time of joining.

The purpose of the club is to further the knowledge of the cultural contributions of the countries in which the languages are spoken.

### **FUTURE EDUCATORS' ASSOCIATION**

The Future Educators is a part of the only national pre-college program for prospective teachers. Its purpose is to provide students with opportunities to explore careers in education. It is open to grades 9-12. The group sponsors several activities throughout the year such as job shadowing, working with children, creating materials and bulletin boards, Teacher Appreciation Week activities, fund raisers, and more. Membership provides members a monthly magazine sent to their homes, access to the FEA website, FEA scholarships, and discount prices on FEA gear at conferences.

### **HEALTH OCCUPATIONS**

Health Occupation is an extension of the Health Science I and Health Science II classes. Its purpose is to provide activities to the local community in various capacities. Club activities will vary from year to year and are determined by the members of the club.

### **HOSPITALITY CLUB**

Work with Culinary program to cater events held at the school. Earn hours of industry experience creating menus, serving, and preparing food for guests.

### **THE NATIONAL FFA ORGANIZATION**

The Kankakee Valley FFA is an agricultural youth organization for high school students with a career interest in agribusiness, farming, forestry, greenhouse operations and landscape management. Members learn, through participation, how to conduct parliamentary procedure for the operation of a meeting. The foundation of the FFA includes leadership, cooperation, citizenship and agricultural skills. Active members must be enrolled in at least one semester of agriculture and currently enrolled or have successfully completed the Introduction to Agriculture class.

### **NATIONAL HONOR SOCIETY**

The object and purpose of the Kankakee Valley Chapter of the National Honor Society of Secondary Schools is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in the pupils of Kankakee Valley High School.

Membership is governed by the rules of the National Honor Society. To be eligible for election to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in this school and meet the requirements of scholarship (3.7 cumulative GPA), leadership, service (participate in at least two school extra-curricular activities) and character (no disciplinary referrals with recommendation of the administration).

### **PATHFINDERS**

The mission of Pathfinders is to provide students an opportunity to develop spiritually and to be an effective outreach to students, staff, and our community. The purpose of this club to meet together and formulate ideas on how to have a positive impact on the students and surrounding school community. Members are required to sign a contract that states their intent to maintain a drug free life and live a "healthy lifestyle". This document is not signed under force and a proposed group member may opt out after the initial retreat, no questions asked.

### **SCIENCE CLUB**

The Science Club has as its purpose to give students interested in science the opportunity to learn about science and science careers. To accomplish this, the student will become involved in meaningful projects designed to demonstrate the interconnections of science and society. Activities should include trips to various facilities, development of a science demonstration show, independent research projects, guest speakers and community service projects.

### **SADD (STUDENTS AGAINST DESTRUCTIVE DECISIONS)**

SADD is an organization whose long-term goals are:

1. To educate youth about substance abuse, its harmful effects, problems and consequences.
2. To affect the drinking and drug taking attitudes and behaviors of our students.
3. To focus on their ability and desire to affect change in their peer group.
4. To eliminate the acceptance of those who drink and use drugs.
5. To help reduce the risk of death or disease to the youth population by helping them focus on the health risk (physical, emotional and spiritual) attributed to the use/misuse of alcohol and other drugs.
6. To develop and/or enhance facilitative skills.
7. To motivate members to serve as effective resources in developing prevention and early intervention activities.
8. To encourage a greater sense of trust and openness in the teen/adult relationship that will promote personal growth on both sides.
9. To increase community awareness, knowledge and understanding through cooperation of various community organizations, such as our parent group HOT.
10. To promote positive attitudes and well being among youth.

11. To establish alternative social activities.

**SUNSHINE SOCIETY**

The Sunshine Society is a service organization confined to the State of Indiana.

Any high school student may become a member of the Sunshine Society after learning the creed, being instructed about the purpose of the organization and being initiated. Dues must be paid when joining.

The purposes are to inspire high school students to higher ideals, to spread sunshine and good cheer, to train students for active citizenship by giving opportunities for active participation in the school, the church, the home, and the community, to train for leadership, intelligent fellowship and to unite the different societies in common effort through Sunshine work.

**AMERICANS WITH DISABILITIES ACT  
RECRUITMENT, ADVERTISEMENT, APPLICATION, AND EMPLOYMENT NOTICE  
OF  
NON-DISCRIMINATION**

The Kankakee Valley School Corporation is committed to compliance to the Americans with Disabilities Act (ADA). We intend to ensure that individuals with disabilities, whether they are employed, apply for a position, or visit facilities within our school corporation are treated fairly and given an equal opportunity to access our facilities, programs, activities, and employment.

It is unlawful for (school corporation) to discriminate on the basis of disability against a qualified individual with a disability in regard to:

- a. Recruitment, advertising, job application, and employment procedures;
- b. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
- c. Rated of pay or any other form of compensation and changes in compensation;
- d. Job assignments, job classifications, organizational structures. Position descriptions, lines of progression, and seniority lists;
- e. Leaves of absence, sick leave, or any other leave;
- f. Fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- g. Selection and financial support for training, including: apprenticeships, professional meetings, conferences, and other related activities, and selection for leaves of

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absence to pursue training:

- h. Activities sponsored by a covered entity including social and recreational programs;
- i. Any other term, condition, or privilege of employment.

Kankakee Valley School Corporation will not isolate individuals with disabilities, discriminate on the basis of disabilities through contracts, avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, avoid not making reasonable accommodations to another wise qualified individual with a disability.

The ADA requires that we focus on the ability, not the disability, of the individual. We will consider reasonable accommodations providing the individual can perform essential functions of the position. We are not required, however, to give preferential treatment to individuals or lower our standards for performance.

Kankakee Valley School Corporation is committed to meeting the intent and spirit of the ADA. All employees are urged in helping (school corporation) to meet this goal.

If you believe that Kankakee Valley has discriminated against your or someone you know on the basis of disability, or if you have questions or concerns about our responsibilities in this regard, please contact Superintendent Mr. Don Street., Section 504/ADA Coordinator, (219) 987-4177, P.O. Box 278, 12021 North 550 West, Wheatfield, IN 46392.

### **SPECIAL EDUCATION**

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 a 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).

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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 school principal at 219/956-3143.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact the school principal at 219/956-3143.

**KANKAKEE VALLEY SCHOOL CORPORATION**

**EXTRACURRICULAR ACTIVITIES AND STUDENT  
DRIVER DRUG  
TESTING PROGRAM**

**Adoption date: December 22, 2008**

**Amended: May 26, 2009**

**Amended: October 9, 2017**

**Amended: April 6, 2021**

**Effective date: July 1, 2009**

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## **KANKAKEE VALLEY SCHOOL CORPORATION EXTRA-CURRICULAR ACTIVITIES & STUDENT DRIVER DRUG TESTING PROGRAM**

### **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. Student drivers, 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. It also applies to students 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) All students, including student drivers, will be presented a copy of the Drug Testing Program provided within the student handbook, extra-curricular handbook and/or athletic handbook. A handbook consent form must be signed prior to any participation, including driving, to and from school academics. Signing the consent form indicates that they are aware of all requirements of the Drug Testing Program.
- 2) When a random drug test is administered and a student whose number is selected 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 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



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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 35% of the first scheduled contests, events, functions, or other activities that the student was a member. The suspension will be assessed by the Athletic Director. The suspension may carry over from one (1) season to another and, if out of season, for the next event season in which the participant will perform. If a student athlete has an existing violation and joins another sport, he/she has to finish the entire season in order for credit to be given. The athlete will be required to practice during the suspension period. 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. If there are not 30 days left in a school year, then the participation will carry over to the next school years' activities.

**Non-Athletes**, first offense, equals to 63 school days of suspension from extracurricular activities. If there are not 63 school days left in a school year, then the participation will carry over to the next school years' activities.

### **Second Offense**

Suspension from 50% of the first scheduled contests. The suspension will be assessed by the Athletic Director. The suspension may carry over from one season to another and, if out of season, for the next event season in which the participant will perform. If a student athlete has an existing violation and joins another sport, he/she has to finish the entire season in order for credit to be given. The athlete will be required to practice during the suspension period. If there are not 50% of the activities left in a school year, then the participation will carry over to the next school years' activities.

**Student drivers**, second offense, shall have their driving privileges suspended for 60 school days including all school functions. If there are not 60 days left in a school year, then the participation will carry over to the next school years' activities.

**Non-Athletes**, second offense, equals to 90 school days of suspension from extracurricular activities. If there are not 90 school days left in a school year, then the participation will carry over to the next school years' activities.

### **Third Offenses**

After the third offense, the student athlete will not be permitted to participate for a period of 365 calendar days once notified by the Athletic Director. The athlete is not permitted to attend practice sessions during the suspension period.

**Student drivers**, third offense, shall have their driving privileges suspended for 365 school days including all school functions.

**Non-Athletes**, third offense, equals to 365 school days of suspension from extracurricular activities.

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## EXCEPTIONS

Students that meet the legal age requirement to smoke tobacco, 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.

6-acetylmorphine (6-AM)	Phencyclidine	Codeine/Morphine (COD/MOR)
Barbiturates	Benzodiazepines	Oxycodone
Amphetamines (AMP)	Marijuana Metabolites	Methadone MTB
Methamphetamine (MAMP)	Cotinine	Propoxyphene MTB

## 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.

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.

Any student who refuses to submit to drug testing will not be allowed to practice or participate in designated extra-curricular Kankakee Valley Middle School or Kankakee Valley High School activities or drive to and from school for educational purposes.

In the event of a verifiable extenuating circumstance, the student will be tested the next test date at which time the student will be expected to produce a sample.

A second refusal or emergency departure that interrupts testing may be considered a positive test and consequences will occur.

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 365 days. 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.

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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.

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 will lose his/her driving privileges as outlined under the penalty section of this policy.

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.

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## **STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST 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.

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 and/or the school principal or designee 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 may be asked to obtain a letter from the prescribing physician or other documentation 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.

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- 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 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 delivered 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 a “consent form(s)” prior to participation in any activity. This consent form may be located in the Extra-Curricular or Student Athlete Handbook. 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.

MS activities covered by this policy include the following: all athletic teams, cheerleaders, all academic teams, Student Council, and all other extracurricular clubs that are formed and approved by the School Board of Education as stipulated by State law.

HS activities covered by this policy include the following: student drivers, all athletic teams, cheerleaders, all academic teams, and all other extracurricular clubs that are formed and approved by the School Board of Education as stipulated by State law.

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**KANKAKEE VALLEY SCHOOL CORPORATION**  
**EXTRA-CURRICULAR CONSENT FORM**

I have received and have read and understand a copy of the "Kankakee Valley School Corporation Extra-curricular Activities Drug Testing Program." I desire that \_\_\_\_\_ participate in the extra-curricular program of Kankakee Valley School Corporation, and hereby, voluntarily agree to be subject to its terms for the time period indicated below. I accept the method of obtaining specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

\_\_\_\_\_ School Year Only  
\_\_\_\_\_ Middle School Career  
\_\_\_\_\_ High School Career

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature\*

\_\_\_\_\_  
Date

**Decline Notice**

I, \_\_\_\_\_, have decided not to participate in any extra-curricular activities sponsored by Kankakee Valley School Corporation for the remainder of this school year. In order for me to participate in the extra-curricular activity program at a later date, I understand, that I must submit to the random drug testing.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature\*

\_\_\_\_\_  
Date

\*If the student is 18 years of age at the time of execution of this consent form, the parent or guardian's signature is not needed.

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**KANKAKEE VALLEY SCHOOL CORPORATION**  
**STUDENT DRIVER CONSENT FORM**

I have received and have read and understand a copy of the "Kankakee Valley School Corporation Student Driver's Drug Testing Program." I desire that \_\_\_\_\_ participate in the Student Driver Program of Kankakee Valley School Corporation, and hereby, voluntarily agree to be subject to its terms for the period of time indicated below. I accept the method of obtaining specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

\_\_\_\_\_ School Year Only  
\_\_\_\_\_ High School Career

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature\*

\_\_\_\_\_  
Date

**Decline Notice**

I, \_\_\_\_\_, have decided not to participate in any Student Driver Program sponsored by Kankakee Valley School Corporation for the remainder of this school year. In order for me to participate in this program at a later date, I understand, that I must submit to the random drug testing.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature\*

\_\_\_\_\_  
Date

\*If the student is 18 years of age at the time of execution of this consent form, the parent or guardian's signature is not needed.

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**KANKAKEE VALLEY SCHOOL CORPORATION**  
**STUDENT DRUG TESTING CONSENT FORM**  
**STUDENT VOLUNTARY DRUG TESTING FORM**

I have received and have read and understand a copy of the "Kankakee Valley School Corporation Extra-curricular Activities Drug Testing Program." I desire that \_\_\_\_\_ voluntarily participate in the Drug Testing Program even though the student is not in the categories listed in the Policy. The signatures below indicate the voluntary consent of the parties to the terms for the Policy for period of time indicated below. I accept the method of obtaining specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

- \_\_\_\_\_ School Year Only
- \_\_\_\_\_ Middle School Career
- \_\_\_\_\_ High School Career

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature\*

\_\_\_\_\_  
Date

**Rescind of Permission**

As of this date, \_\_\_\_\_ I (we) hereby rescind the permission to further participate in the Drug Testing Policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature\*

\_\_\_\_\_  
Date

\*If the student is 18 years of age at the time of execution of this consent form, the parent or guardian's signature is not needed.



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## Substance Abuse Programs In Alphabetical Order

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

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Edgewater Systems for Balanced Living  
1110 W 5<sup>th</sup> 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.\*

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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.

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

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New Beginning Counseling  
793 Juniper Rd  
Valparaiso, IN 46385  
Teen Substance Abuse  
Phone: 219-303-2343  
Cost: Initial Evaluation: \$75.00 Individual Counseling Sessions: \$70.00 Group Counseling prices vary depending on the Group. Exit Interview: \$70.00.\*

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Choices  
607 E Lincolnway  
Valparaiso, IN 46383  
Drug and alcohol individual and group therapy  
Phone: 219-548-8727  
[www.choicescounselingservices.com](http://www.choicescounselingservices.com)  
Cost: Unknown

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Awakenings Counseling Center  
7853 Taft Street

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Merrillville, IN 46410  
Drug and alcohol individual and group therapy  
Phone: 219-791-9083  
Cost: Unknown

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Northwest Indiana Treatment Center, Inc.  
8500 Broadway, Suite H  
Merrillville, IN 46410  
[indiana@methadonetreatmentcenter.com](mailto:indiana@methadonetreatmentcenter.com)  
Phone: 219-769-7710  
Cost: Unknown

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Northwest Indiana Treatment Center, Inc.  
8500 Broadway, Suite H  
Merrillville, IN 46410  
[indiana@methadonetreatmentcenter.com](mailto:indiana@methadonetreatmentcenter.com)  
Phone: 219-769-7710  
Cost: Unknown

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\* Costs may not be current.

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**Effective Date: July 1, 2009**  
**FERPA – STUDENT RECORDS**  
Model Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Kankakee Valley School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Kankakee Valley School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Kankakee Valley School Corporation to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (SEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Kankakee Valley School Corporation to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st of the current school year. Kankakee Valley School Corporation has designated the following information as directory information.

- |                          |  |
|--------------------------|--|
| -Student's name          | -Grade level   |
| -Address                 | -Participation in officially<br>recognized activities and sports |
| -Telephone listing       | -Weight and height of members of athletic teams                  |
| -Electronic mail address | -Degrees, honors, and awards received                            |
| -Photograph              | -The most recent educational agency or<br>institution attended   |
| -Date and place of birth |  |
| -Major field of study    |  |
| -Dates of attendance     |  |

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

**Model Notification of Rights under FERPA  
for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **Model Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  - 1) Political affiliations or beliefs of the student or student's parent;
  - 2) Mental or psychological problems of the student or student's family;
  - 3) Sex behavior or attitudes;
  - 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - 5) Critical appraisals of others with whom respondents have close family relationships;
  - 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - 7) Religious practices, affiliations, or beliefs of the student or parents; or
  - 8) Income, other than as required by law to determine program eligibility.

*\*Receive notice and an opportunity to opt a student out of —*

- 2) Any other protected information survey, regardless of funding;
- 3) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- 4) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*\*Inspect, upon request and before administration or use —*

- 1) Protected information surveys of students;
- 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 3) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Kankakee Valley School Corporation has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection,

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disclosure, or use of personal information for marketing, sales, or other distribution purposes. Kankakee Valley School Corporation will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Kankakee Valley School Corporation will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Kankakee Valley School Corporation will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## HEAD LICE POLICY KANKAKEE VALLEY SCHOOLS

### **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](#)
- 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;

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- 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. Alternately, 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:

- 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.
- 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](#).
- 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.
- 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 Head Lice Coordinator, 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.
- Home work 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.

# 2022-2023

## 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 labelling on some head lice products may be unclear or even inaccurate.

Checking hair for head lice

- **Class or whole school 'head checks'**

School staff, School Nurse **do 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.

**MRSA POLICY**  
**Kankakee Valley High School**

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, washclothes, 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).