

# Kankakee Valley School Corporation Elementary School Student - Parent Handbook 2020 -2021



## Wheatfield Elementary School

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158

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Mrs. Cathy Vollmer, Principal  
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## DeMotte Elementary School

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DeMotte, Indiana 46310

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Mr. Christopher Richie, Principal  
Mrs. Pam Croll, Assistant Principal  
Mrs. Diana Hoffman, Secretary/Treasurer  
Mrs. Kathy Bunce, Secretary

**VISION FOR WHEATFIELD ELEMENTARY:**

***Working Together to build a foundation where students will have success for today and be prepared for tomorrow.***

**MISSION STATEMENT FOR WES**

***Working Together to  
Encourage & Empower  
Students for Success***

**VISION FOR DEMOTTE ELEMENTARY:**

***DeMotte Elementary will model and provide an environment that will educate, inspire, and empower staff members and students to be lifelong learners. We seek to develop well rounded responsible individuals who will attain the skills to reach their full potential.***

**MISSION STATEMENT FOR DES**

***Educate Inspire Empower***

**APPROVAL** This handbook was approved by the Kankakee Valley School Corporation Board of School Trustees in May 2020.

**AFTER SCHOOL CHILD CARE** is held in our school from the time school is dismissed until 6:00 p.m. Children must be enrolled prior to going to the program. If children are left at school, if they missed the bus, or we cannot contact parents, the child will be taken to the after school program to be cared for. Parents must pay for any fees involved. If you wish your child to go to After School Care, please send a note to his /her teacher. After School Care is a privilege. School rules are expected to be followed at all times while attending After School Care. Students who have continued discipline problems during After School Care will not be allowed to return. Account balances must be paid before the end of the school year. After School Child Care is not available on days when school is dismissed early due weather or emergency situations. Please have alternate plans in place in case of early dismissal.

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

- a. Upon returning to school from an absence, the student should bring a note stating the reason for the absence. If a note is not brought for an absence, that absence will be considered unexcused. Make up work will be required, but the child may receive a grade of zero.
- b. If a child has an illness which will cause him or her to be out of school for more than three days, the office or the school nurse should be informed concerning the illness.
- c. A doctor's excuse may be required for all absences after three days.
- d. In order to be promoted to the next grade, a student in grades Kindergarten through third must be in regular attendance for a minimum of eighty-four (84) percent of the school year.

- e. A 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 for further details.
- f. A student has one day to make up work for each day he or she has been absent.
- g. Any student absent during the school day may not participate in extracurricular activities that day, unless arrangements for the absence were made through the principal's office. This includes the PTO and school events.
- h. Tardiness. Students who are signed in after 8:50 a.m. and are not on a "late" bus are considered tardy. Excessive tardiness could require before or after-school detention to make up time. Parents must sign tardy students in at the school office.
- i. Missing the bus is considered an unexcused absence.
- j. Excessive tardiness and/or absences must be reported to appropriate agencies by school officials.
- k. Awards for Perfect Attendance will be given to students at the end of each quarter and the end of the school year. In order to qualify, a student must be present the full time for the entire day each day during the quarter or the school year.
- l. Unexcused absences are reported to the State of Indiana.

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

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

A detention center will be available on Tuesday afternoons from 3:30 p.m. to 4:00 p.m. The detention will be a quiet time unless the homeroom teacher sends work to be completed, a behavioral contract, or lines to be written.

Parents are responsible for the child's transportation. If a student does not serve a detention within a two-week period after it has been merited, that student may be suspended from school attendance.

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

**BICYCLES DEMOTTE**-Due to our location on the state highway, bicycles are not allowed at our school.

**Wheatfield**- Bicycles must be parked in the rack provided and are not to be used again until the end of the school day. The school is not

responsible for the safety of bicycles brought to school. Students may want to purchase bike locks to ensure the safety of their bicycles.

**BIRTHDAYS** Birthdays are a special time. However, at this age, class time is not used for birthday parties. With teacher permission, a single, commercially wrapped food item may be sent to school to be shared with all during a teacher-selected time. Parents should contact the teacher the day before the treat will be sent. Special gifts such as flowers, balloons, etc., are not delivered to classrooms for students at school. Students are not allowed to bring party invitations to pass out at school unless the entire group of boys or girls in the classroom is invited. This prevents students from feeling left out, as we strive to maintain a positive school environment.

**BOOK RENTAL**. School textbooks are purchased for a period of six years. Students are expected to take care of the books and not mark in them. If a book is lost, the parent/guardian is responsible for its cost. Lost books must be paid for and replaced immediately. Any wear or markings in textbooks may result in additional charges: The fine for a damaged book will be the full purchase price.

### **BREAKFAST**

A breakfast program is offered for all students. ***Students who want to eat breakfast need to be at school by 8:40. On days when there is a two hour delay, breakfast will not be served.***

**BULLYING** as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing. Disciplinary actions may include suspension or expulsion. Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the internet. It includes, but is not limited to, email, instant messages, texting messages, and Internet postings.

### **What Bullying is Not**

- Mutual Conflict—In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power.
- Social Rejection or Dislike—Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.
- Single-Episode acts of nastiness or meanness, or random acts of aggression or intimidation.

**CANDY** Eating candy, etc. is not permitted in classrooms unless allowed by the teacher at a special occasion such as a class party.

**CALENDAR** The official school calendar will be shared at registration with all parents. In addition, a school calendar will be available on the Kankakee Valley School Corporation website. An updated calendar can always be seen on the KV website. Please schedule your family vacations to coincide with our student non-attendance days.

**CARE OF SCHOOL PROPERTY** The citizens of Kankakee Valley School Corporation have provided some of the best facilities and equipment found anywhere. Students can best show appreciation by taking care of the building, equipment, and grounds so they can be passed on to future

students in excellent condition. Any student who destroys or defaces school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except for cases of unavoidable accidents, students are liable for all damages they may do to school property.

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

**CHAPERONES** are essential for maintaining the safety and security of our students when on fieldtrips. Chaperones are chosen by the classroom teacher and will be expected to follow the directions of the teacher and assist as needed. Chaperones will refrain from using cell phone, tobacco products, and taking/posting video or photographs of students.

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

**CHANGE OF ROUTINE** If your child is to leave school other than in his/her normal routine manner, written parental/guardian permission is needed. The note needs to be signed and dated and should be given to the classroom teacher. Children who do not have the proper verification of routine change will be sent home in the normal routine manner. Any request for a student to ride a different bus must be submitted in writing to the office by the student's parent. All requests must include the following information: reason for the request, address where student is to be dropped off, name and phone number of responsible adult at that location. Parents need to call before 2:00 pm if there are any necessary transportation changes. Children are not allowed to leave school at any time during the school day on their own. Parents/guardians must come to the office to sign out the student. This policy is for the safety and welfare of all our students.

**CHILD ABUSE** The State of Indiana requires that all public employees report the suspected physical, emotional, and/or sexual abuse, including neglect, of a child to an authorized agency. The employees of Kankakee Valley will fulfill their obligation by law to do so when action is warranted.

**CLASS PLACEMENT** The Elementary Schools have adopted a policy that we do not accept requests for children to be placed in a specific teacher's classroom. It is impossible to find an equitable method to permit requests for a certain teacher. We utilize computer technology as well as other criteria to create class lists. If you feel that your child has special requirements or would not work well with one certain teacher, please write a note and send it to the office, before June 1<sup>st</sup>, or you may contact the school office to make an appointment to discuss your child's needs.

### **CLASSROOM**

1. Whenever students come into the building, they should go directly to their classroom. No loitering in halls or restrooms.
2. Students have a big job in helping to keep the building neat and clean. Take good care of desks and books.
3. Each student will take care of his or her own property. Students will

respect the property of others, including not touching anything that does not belong to them. Students also must stay out of teacher's desks, chairs, and cabinets.

**COMMUNICABLE DISEASE** In order to assist in the control of communicable diseases such as head lice, scabies, pink eye, etc parents are asked to report such diseases in their children to the school nurse. For more information, please visit <https://www.kv.k12.in.us/Content2/SickChildGuidelines>.

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

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

#### **CONDUCT - ALTERNATIVE EDUCATIONAL SETTING**

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

#### **CONDUCT - CAFETERIA**

1. Students eating in the cafeteria are expected to practice acceptable table manners. We reserve the right to deny lunchroom privileges to any student who fails to comply with these rules.
2. Snack foods and ice cream that are sold in the cafeteria should not be the main diet for students. It is expected that each student will eat a regular lunch from the cafeteria or bring a lunch from home. Good eating habits should be encouraged and extra snack foods should be purchased only as a supplement to a regular lunch.

3. All food is to be eaten in the cafeteria. Students are not allowed to take snacks outside or back to the classroom.
4. While eating students are to sit at their assigned table. Students are to remain seated and raise their hand if they need something.
5. Students may talk in a low tone of voice only to those seated around them. No loud or boisterous behavior at the table.
6. Absolutely no throwing of food, paper, or any item.
7. Be orderly and mannerly in the serving line.
8. Leave the table in a clean condition for others.
9. Pop is not allowed for hot or sack lunch in the cafeteria.
10. Food is not to be shared.

Students may be denied lunchroom privileges if they fail to comply with these rules.

#### **CONDUCT - PLAYGROUND**

1. Always remember "**Safety First**" on the playground. When a student must make a decision as to whether something is right or wrong, he/she will usually do the right thing if common sense is used. Playground is to be used for its intended purpose and not in an unsafe or dangerous manner.
2. Students are never to leave school grounds without the permission of the principal or assistant principal.
3. The following things are not allowed on the playground: bicycles, skateboards, pogo sticks, squirt guns, spiked shoes, stilts, golf balls, footballs, hardballs, sharp items, or any other dangerous item. No name-calling, inappropriate language, or gestures. This includes any events that take place at school including field trips.
4. No throwing rocks, ice, snowballs, wood fiber etc. These things should not even be picked up.
5. Tag is not to be played on any climbing equipment. No dangerous or excessively rough games are allowed. This includes: football, wrestling, fighting, or "play fighting". No jumping out of swings.
6. If soccer is played, it is to be played properly--no tackling or carrying the ball. Students who do not play properly will not be allowed to play soccer.
7. When recess begins, go to the restroom and get a drink before going outside.
8. When recess is over, line up immediately when the whistle is blown. Students should go quietly and orderly into the building and go directly to the classroom. Students should be seated and class started within five minutes after the end of recess.
9. All coats and playground equipment are to be taken to the cafeteria for lunch recess. Students are not allowed to go back to the classroom for these items.
10. During recess, students must stay outside and not come back into the building without permission. No playing in the halls or restrooms during recess or any time.
11. If, due to sickness or other good reason, a student must stay inside, the student must have a note for that day stating the reason he or she must stay in. These students must take schoolwork and go to a designated area for supervision.
12. Students may not remain in the classroom or any other area of the building unless there is a teacher or other adult present.
13. Any items found on the playground should be brought to the office.
14. Students must use playground equipment safely and properly or they will not be allowed to use this equipment. Swings are to be used in a seated position. Students should not turn, twist, or jump out of swings. All equipment is to be used in the manner for which it was intended. Specific rules will be made as the need arises and they will

be announced.

### **CONDUCT - RECESS INSIDE** (rainy or cold days)

Students should play a quiet game, read, do class work, or other quiet activity during inside recess. Absolutely no running, wrestling, throwing items, or rough games are allowed in the classroom. Students may not play inside with outdoor play equipment such as balls, bats, ropes, etc. Students may not scribble or write on the boards or use classroom computers, iPads, Chromobooks, or other devices.

### **CONDUCT - RESTROOMS**

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

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

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

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

**CRIMINAL BACKGROUND CHECKS** If you are going to volunteer in school, be a chaperone for a field trip, or help with school events, you will need a criminal background check on file in the school office. Please send a note to your child's teacher requesting a background check form.

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

**CUSTODY** It is necessary that school records are accurate and current regarding custody and visitation privileges in cases where a student's parents are divorced or separated. Copies of court orders and decrees must be on file in the school office. It is the parent's responsibility to keep the school informed of all changes. Non-custodial parents may receive student information as allowed by court orders. The non-custodial parent must request such information in writing and must provide self-addressed stamped envelopes. This request is renewable annually and is the responsibility of the non-custodial parent.

**DANGEROUS OR DISRUPTIVE ITEMS** Children cannot bring any kind of weapon, dangerous, or disruptive items to school. All guns, knives, butter knives, toy guns, BB or pellet guns, squirt guns, water balloons, skateboards, and smoke bombs are banned from school. Toys that look like weapons are also banned. Trading cards (i.e. baseball and football

cards) are not allowed. Other items may be banned as the need arises.

**DISMISSAL DURING THE SCHOOL DAY** When a student is to be released during the school day for an appointment, parents should send a note to the teacher. When picking up students, parents must come to the office to properly sign the child out. Anyone picking up a student must be prepared to present state issued identification. The only people allowed to pick up children are those listed on the emergency contact list. If you send someone other than the person on this list, they must have a note with your signature. Students will not be called out of class until someone is at school to pick them up. **No one is allowed to go directly to the classroom to pick up a child.**

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

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

**ELEARNING DAY** Our eLearning days will count as a real school day. What will these days look like for students? Students will be at home or at childcare and will access their learning through their computers, Chromebooks, iPads, or laptops. Teachers will post their assignments

online by 9:00 am that day. Teachers will be available for student questions online from 9:00 am - 3:00 pm, as well. By completing these assignments, your student will be marked as attended during the eLearning Day and work scored towards semester grade. No work submitted equals a day of absence.

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

**EMERGENCY PREPAREDNESS** Fire, Tornado, and Stranger Danger drills are necessary and serious business. Students will go to the proper areas in a safe, quiet, orderly manner. Kankakee Valley School Corporation has a Contingency Evacuation Plan. Failure to comply with staff directions during emergency drills will result in disciplinary action. Fire alarms are to be used only in the case of a fire or used by the administration for fire drills. Misuse of fire alarms may be punishable by suspension. Civil authorities may also be notified as specified in Indiana Code 35-44-2-2(b).

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

1. If school is canceled due to emergency or severe weather, it will be broadcast over these radio stations: WRIN-1560 AM or WLQI -97.7 FM Rensselaer, WZVN – 107.1 FM Lowell, WNWI -1080 AM Valparaiso, WAKE - 1500 AM or WLJE - 105.5 FM Valparaiso, WKVI-1520 AM or 99.3 FM - Knox, WAZY- 96.5 FM - Lafayette. Please **do not** call the school office as this decision is not made here.

2. If school is delayed due to ice, fog, or other circumstance, the information will be broadcast over the radio stations listed above. Please do not call the school.

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

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

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

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

**EXCUSES FROM PHYSICAL EDUCATION** Students are expected to participate in physical education. In order to be excused from P.E., a written excuse from parents or doctor must be presented. *One parental excuse will be allowed each semester.* Excuses for an extended time must be from the doctor. Doctor's orders will always supersede any parental note.

**FALSE FIRE ALARMS** The fire alarms located in various places in the building are to be used only in case of a fire, or used by the administration for a fire drill. Misuse of fire alarms may be punishable by suspension. Civil authorities may also be notified. (IC 35-44-2-2(b))

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

**FIELD TRIPS** that expand and enrich the curriculum may be taken during the year. In order for a student to go on a field trip, he or she must have the school permission slip signed by parents/guardians. Other notes or oral permission are not sufficient. Students are expected to demonstrate good citizenship skills while attending field trips. Chaperones assigned to the field trips will need to have a background check before leaving. See "Chaperons" page 2.

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

**FUND RAISING** Only approved fund-raisers are allowed at school. All fund-raising activities are subject to the principal's approval. We do not permit children to sell items for other organizations during school hours or activities without prior permission.

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

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

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry,

emblem, badge, symbol, sign, or other items, that evidences or reflects membership in, or affiliation with any gang;

2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang or alleged gang, or gestures/signs that threaten other students;
3. Engage in any act to promote the interests of any gang or gang activity, including but not limited to:
  - a. soliciting membership in, or affiliation with, any gang;
  - b. soliciting the person to "pay" for protection, intimidating, or threatening any person, in any way, with violence or any other illegal or prohibited act;
  - c. painting, writing, or in any way inscribing gang related graffiti, messages, symbols, or signs on school property;
  - d. engaging in violence, extortion, or other illegal act or violation of school policy;
  - e. soliciting or inciting any person to engage in physical violence against any other person.

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

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

**GLASS CONTAINERS** Please do not send anything, especially food or drinks for lunch, in glass containers.

**GOOGLE CLASSROOM** The online learning management system, Google Classroom has been adopted by KVSC for use in grades kindergarten through fifth. All students are expected to enroll and participate fully as directed by their teachers.

**GRADING** One of the important things that teachers do is to share students' progress with parents. This is usually accomplished through the use of a report card. Our system of grading student achievement helps the student, teachers, and parents determine how well the student is achieving the goals of our school and the Indiana Academic Standards. We accomplish this with Standards-Based Grading (SBG). **What is Standards-Based Grading?**

Standards-based grading aligns grading with the Indiana Academic Standards as measured by consistent and accurate student achievement data and common criteria for grading. The report card accurately communicates achievement of learning targets to students, parents, and educators.

Our report card provides specific information about the level of proficiency on the learning targets that are taught each quarter. These learning targets will vary each quarter as new content is introduced, so the learning targets move with each quarter.

Report cards are available at the end of each nine weeks grading period on Skyward Family Access. Questions that arise about grading of student work or report card grades should be directed to the classroom teacher.

**GRADE REPORTING** Parents and students will be issued login and password information for the Skyward Family Access. Parents and students may check grades, attendance, and other information from the convenience of their home or office computer.

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

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

**HALL COURTESY** Absolutely no running, playing, or loud talking in halls or restrooms. Students should walk quietly, in single file, on the right side of the hall so that classes in session are not disturbed. Classes and groups of students will be escorted to and from classes by adult supervisors. This also includes during after-school events.

**HARASSMENT** Harassment, including but not limited to threats, or extortion by students is prohibited. Sexual harassment is prohibited. A student who is a victim of harassment is expected to report such actions to their teacher or to the Principal and/or Assistant Principal. The Harassment Coordinator at the corporation level is Mrs. Tearsa Biernat, Human Resources and Mrs. Allisa Schnick, Assistant Superintendent.

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

**HONESTY** is a trait expected of all Elementary School students. Cheating in any form will not be tolerated.

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

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

- a) 5 doses of diphtheria-tetanus-pertussis (DTP/DtaP), diphtheria-tetanus (DT), or tetanus –diphtheria (Td) vaccine with the final dose being given on or after the fourth birthday are required for those students graduating in 2011 or beyond. 4 doses are acceptable if the fourth dose was given on or after the fourth birthday. Those students who have a graduation date prior to 2011 are required to have 3 doses.
- b) 4 doses of trivalent oral polio vaccine (TOPV), or inactivated polio vaccine (IPV) are required in any combination for students with a graduation date of 2011 or beyond. The final dose has to be given on or after the fourth birthday. Three doses are acceptable if the final dose was given on or after the fourth birthday. Those students whom have a graduation date prior to 2011 are required to have 3 doses of all TOPV or all IPV. If immunizations were given in combination 4 doses are required, and the final dose should have been given on or after the fourth birthday.
- c) 2 doses of measles-containing vaccine are required for all students. This is received typically in the form of the measles-mumps and rubella (MMR) vaccine and the first dose is required on or after the first birthday.
- d) 3 doses of the Hepatitis B vaccine are required for all students with a graduation date of 2011 and beyond.
- e) 2 doses of the Hepatitis A vaccine are required for all students with a graduation date of 2027 and beyond
- f) 2 doses of the Varicella vaccine, or physical documentation of disease history including month and year.

**Option 2.** A specific schedule of when the immunizations will be completed, signed by a physician or health department, and on file at the

school will be acceptable. It is the responsibility of the parent or legal guardian to follow the schedule in a timely manner.

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

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

**INFRACTIONS** The staff will make every effort to show their appreciation to students who have exhibited courteous and conscientious behavior. Those who consider the rights of others by exercising self-discipline deserve to be complimented and consistently encouraged in their efforts. However, when self-discipline fails, it is the responsibility of any supervising employee to take that action which is necessary to protect the rights and property of others. Such action shall be in accordance with policies adopted by the Kankakee Valley School Corporation and the building administration. Such action may include, but are not limited to: reprimand, withholding privileges, written assignment, assignment of recess detention, assignment of "After School Detention," scheduling a parent conference, assignment of a time-out, isolated instruction, suspension from school, and expulsion.

**INSPECTION OF MATERIALS** A school corporation shall make available for inspection by the parent of a student any instructional materials including:

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

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

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

- (1) political affiliations;
- (2) religious beliefs or practices;
- (3) mental or psychological conditions that may embarrass the student or the student's family;
- (4) sexual behavior or attitudes;
- (5) illegal, antisocial, self-incriminating, or demeaning behavior;
- (6) critical appraisals of other individuals with whom the student has a close family relationship;
- (7) legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
- (8) income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program);

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

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

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

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

**INTIMIDATION OF SCHOOL PERSONNEL** State law requires the reporting of any threat or act of intimidation made against a school employee. The report will be made to the appropriate local law enforcement agency.

**LOST AND FOUND** Any students who lose items at school should check the lost and found area. Any students who find items should take them to the main office.

**LUNCH** All students are expected to bring a sack lunch or eat a hot lunch in the school cafeteria. Tickets are to be taken care of during assigned times. Any wrapped or bagged foods that are sold or brought in a sack lunch must be consumed in the cafeteria. Pop is not to be brought as a drink for lunch. **Parents are allowed to eat lunch with their child once per semester. Parents eating lunch with students must present state issued identification to office staff upon entering the building.** Please notify the school one day in advance if you plan on eating. Also, coming to lunch does not include going to the playground with children or returning to the classroom after lunch.

**MAKE-UP WORK** Students are responsible to ask the teacher for make-up work following an absence. Generally, for excused absences, a student is allowed one day to make up work for each day they were absent. However, if the work was given before the absence, it is due upon return. If parents wish to get homework for a child who is absent, the request must be made before 10:00 a.m. When make-up work is requested, it is usually available after 3:00 p.m. in the school office. Homework for absent students will not be sent unless it is requested. Students who fail to complete make up work assignments will receive a grade of zero for the assignment. For unexcused absences, students may be required to complete make up work for no credit.

**MARKING ITEMS** Please mark **all** of your child's belongings in an area easily seen with name and room number/teacher's name.

**MEDIA CENTER** All students will go to the library as a class and check out library materials including books, books on tape, and magazines. Students are responsible for the items they check out. If materials are not returned or paid for due to excessive damage within four (4) weeks, the student will miss recess, write sentences, and not check out any items from the library. Once items are returned or paid for, recess and check out will resume. All debts must be cleared by the end of the school year.

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



school, and at bedtime. For medication taken during school hours, the following guidelines must be met:

1. **Non-prescription** (over-the-counter) medication must be in the original (manufacturer) container with the ingredients listed on the label and the student's name affixed to the container. Written and dated permission is required from the parent/guardian to give the medication at school including the reason the student is taking the medication, time to be given, and the amount to be taken.
2. **Prescription medication** must be in the original container with the pharmacy label attached including the physician's name, student's name, medication name and strength, and the time the medication is to be given. Written and dated permission is required from the parent/guardian to give medication at school.  
**Blood glucose tests** by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label.
3. **Long-term medication.** Written and dated permission or a medication authorization form must be signed and completed by the physician prescribing the medication. Permission for long-term medication must be renewed at the beginning of each year. New medication must also be supplied.
4. If the medication is to be changed or terminated prior to the date of the prescription, written and dated permission is required.
5. Medication in plastic bags, boxes, or envelopes will not be accepted or administered at school. **NO EXCEPTIONS.**
6. All medication must be kept in the nurse's office. Medication should be brought to the nurse's office before class begins in the morning.
7. It is the student's responsibility to come to the nurse's office when it is time to take medication.
8. The parent is responsible at the end of the treatment for removing any unused medication from school. Unused medicine will not be sent home with students. Medication not picked up by the end of the school year will be discarded.
9. Under no circumstances will the nurse or any other school personnel administer aspirin to a student. If the parent wishes the student to have aspirin, the parent must come and administer it.
10. Medication will be administered under the supervision of the school health employee or office personnel unless designated differently.
11. No student shall be allowed to possess medicine at school. Any medicine to be administered to the student shall be brought to the nurse's office where it will be kept in a secure place.

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

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

**MEDICATION PICK UP** Students may not take unused medicine home. Medication, that is possessed by the school for administration during school hours or at school functions, will be released only to the student's

parent, or an individual who is at least eighteen (18) and designated in writing by the student's parent to pick up the medication.

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

**MISSING AND ABSENT CHILDREN** It is the interest of this School Corporation to cooperate with local, State, and National efforts to decrease the number of missing children.

**MONEY** Any money sent to school should be in a sealed envelope with the child's name and teacher and the purpose of what the money is to be used for.

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

**NEWSPAPER, SCHOOL WEBSITE and FACEBOOK** From time to time articles and pictures about events at our school or student awards may be published in the local paper, on Facebook, or on our website. If you do not want your child's name or picture published, please notify the school office in writing at the beginning of each school year.

**OFFICE** The school office is a place of business. Students should not come to the office without teacher permission. The telephone is not to be used by students for personal calls. Emergencies do not include forgotten homework, lunches or lunch money, notes for field trips, bus changes, or other such needs that should have been addressed at home.

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

**PARENT-TEACHER GROUPS** Each school has an active Parent-Teacher Council, and you are invited to participate. These groups serve to provide a richer learning and growing environment for all children of our school. The objectives of the group are:

- ✓ To promote the welfare of children in home, school, and community.
- ✓ To promote high standards of home life.
- ✓ To secure adequate laws for the care and protection of our children.

The various committees of our Parent Teacher groups perform many valuable activities for the students, parents, staff, and community. We recommend that each parent join in Parent Teacher group activities and help further your child's education. Meetings are held regularly, and all are welcome. If you would like to help with a classroom activity or if you are able to assist with various school activities held throughout the year, please let the Parent-Teacher group members know.

**PARTY INVITATIONS** Students are not allowed to bring party invitations to pass out at school unless the entire group of boys or girls in the classroom is invited. This prevents students from feeling left out, and we

strive to maintain a positive school environment.

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

**PETS** or animals at school are not allowed.

**PHYSICAL ASSAULT** When a student physically assaults a person having authority over the student, the principal of the school shall refer the student to the juvenile court having jurisdiction over the student. (IC 20-33-8-25c)

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

**PICKING UP STUDENTS FROM SCHOOL** For the safety of your children, never go directly to the classroom or to the bus loading zone. Parents or others who come after school to pick up students are to wait in their cars or outside the double doors. Students will only be released to those listed as an emergency contact (or those with a signed pick-up card DES). Elementary students will not be released to anyone under the age of 18, including siblings.

**PICTURES** If you would not like your child's picture to be published in the paper, please write a note expressing this to your child's teacher.

**PLEDGE OF ALLEGIANCE** The "Pledge of Allegiance" is recited daily. If your child is not able to participate in saying this, please let your child's teacher know.

**POSITIVE BEHAVIORAL SUPPORTS** is a structure of organizing our beliefs and processes to provide a safe and welcoming culture where all adults and students feel respected. It is a proactive structure and helps organize all settings for behavioral success with a goal to create a high number of positive staff/student interactions. PBS has many facets. We will implement several components yearly, with the complete program in place in three years.

There are three school-wide expectations; to be RESPECTFUL, RESPONSIBLE, and SAFE. These expectations will be posted throughout the school and all students are expected to learn and practice these expectations.

Also, all staff members will be watching for students making good choices and good decisions in all areas of the school. Staff will pass out "Kougar Paws" to students for doing the right thing. The "Paws" will be drawn daily, and recognition will be made. We want the students who always make good choices to realize we notice and appreciate their good citizenship to our school.

**POSTING NOTICES** No materials may be posted in the school without prior approval of the superintendent.

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

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

**PROMOTION, PLACEMENT, and RETENTION** In order to be promoted to the next level, the student must have mastered a sufficient number of objectives in the current grade level.

Teachers will communicate with parents when students are performing at a level that might endanger their promotion to the next grade level. Other methods of communication will be expected.

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

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

**RECORDING/PICTURES** Except as authorized by a teacher, administrator, or IEP team, students/visitors are prohibited from using an electronic device during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e. pictures/videos) of any student, staff member or other person. Using any electronic device to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

**REGISTRATION** It is important that all students be registered before school begins. The purpose of registration is to allow parents and students to pick up forms, get information, and pay book fees. It is important that the registration card/ online program is completely filled out. It is vital that the student's correct bus number, phone number, and address are entered into the online program. It is also extremely important that the references are listed in case of illness or accident. All students must have a certified birth certificate and proof of residency on file. The name on the birth certificate will be the legal name used on all school files, records, educational documents, class lists, report cards, etc. In cases of divorced parents, a copy of the divorce decree setting forth visitation rights must be on file. It is necessary that the school records be accurate and current regarding custody and visitation privileges in cases where a student's parents are divorced or separated. Forms to indicate

custody, visitation, attendance at teacher conferences, and removal of the student from school by parents not having custody should be retained in the office. Copies of court orders and decrees must be on file. It is the parent's responsibility to keep the school staff informed of all changes. Non-custodial parents may receive student information as it is allowed in court orders. The non-custodial parent must request such information in writing and must provide self-addressed stamped envelopes; this request is renewable annually and is the responsibility of the non-custodial parent.

### **RELEASE OF INFORMATION**

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

**REPORT CARDS** Report cards are issued each nine weeks online through Skyward Family Access..

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

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

**SCHOOL DAY** The school day for grades K - 3 is from 8:50 until 3:30. Half-day kindergarten is not offered. No student is allowed to come before or stay after regular school hours without permission from the Principal. No student should come to school before 8:35. Parents remain fully responsible for any students dropped off early. Upon arrival, students should go directly to the classroom and be seated. No students are allowed in the halls or restrooms at any time without teacher permission. Afternoon dismissal time is 3:30.

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

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

**SCHOOL PICTURES** are taken annually. Parents are not required to purchase pictures. However, we do ask that all students have their picture taken for school records. Student pictures are sometimes published in the newspaper and other school and corporation publications.

If parents do not wish to have their child's picture published, they should contact the office.

**SCREENINGS** Hearing screenings are done as students enter kindergarten, first grade and for all new students. Vision screenings are done in 1<sup>st</sup> grade. This screening includes acuity, muscle balance, eye health and focus. Vision screening in 3<sup>rd</sup> grade is only in the area of acuity. A referral for further medical attention will be sent to parents as needed.

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

**SELLING and TRADING** Students are not allowed to gamble, buy, sell, or trade items at school. Students are not allowed to give other students items (money, toys, etc.) from home.

**SEXUAL HARASSMENT** In general terms, students will refrain from behavior which includes unwelcome sexual advances, improper sexual remarks, improper physical contact, or improper language which would be detrimental to the welfare or morals of the Elementary School Educational communities. A student who is a victim of harassment is expected to report such actions to their teacher or to the Principal and/or Assistant Principal. The Harassment Coordinator at the corporation level is Mrs. Tearsa Biernat, Human Resources and Mrs. Allisa Schnick, Assistant Superintendent.

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

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

**SMOKING** Kankakee Valley Schools are smoke-free campuses. Smoking is not allowed anywhere in the building. This includes electronic cigarettes.

**SPECIAL EDUCATION** The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in a program receiving Federal financial assistance. This protection applies not just to students, but all individuals

who have access to the Corporation's programs and facilities. The law defines a person with a disability as anyone who:

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

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

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

A student can access special education services only through proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about this procedure, a parent should contact the DES school principal at 987-2789 or WES principal at 956-3221.

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 DES school principal at 987-2789 or WES principal at 956-3221.

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

#### **STUDENT RECORDS - FERPA**

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

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

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

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

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

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

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

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

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

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

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

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

three level approach and is designed to be a serious yet common sense oriented plan. The three levels are:

- Level One—This is a threat made impulsively and a determination is made that no real threat is present.
- Level Two—This threat could possibly pose a slight threat.
- Level Three—In this case the investigator determines that the student is dangerous and is a threat to the school community.

### **Title I - DeMotte Elementary School Compact**

#### **The DeMotte Elementary School Vision is:**

*DeMotte Elementary will model and provide an environment that will educate, inspire, and empower staff members and students to be lifelong learners. We seek to develop well rounded responsible individuals who will attain the skills to reach their full potential.*

Teachers, principals, and or support staff will provide high quality curriculum aligned to the state standards and report to parents frequently on the child's progress. We will discuss the school compact with the parents at the annual Title I meeting, and provide access for parents to participate at the school.

#### **The following promises are voluntary commitments made by students, parents, teachers and principal.**

##### **As a student, I promise that I will...**

- attend school regularly
- work hard to do my best in class
- ask for help when I need it
- respect and cooperate with others
- follow the rules
- return my homework completed

##### **As a Parent/Caring Adult, I promise that I will...**

- expect my child to do their best
- encourage the importance of school, being on time, and maintaining proper attendance
- supervise the completion of homework
- take advantage of volunteering opportunities in my child's classroom
- encourage positive extracurricular time, such as providing a literacy-rich environment at home, including reading books, magazines, newspapers, and recipes together, and limiting TV watching times
- help my child to resolve conflicts in positive ways
- attend and participate in meetings about school and Title I programs

##### **As a Teacher, Principal, or Support Staff, I promise that I will...**

- show that I care about all students
- have high expectations for self, staff, and students
- provide timely updates on students' progress through report cards, progress reports, and progress monitoring updates
- provide annual Parent-Teacher conferences where the school compact can be discussed with classroom teachers, the Title I teacher, and administrators, as it relates to the individual child's achievement.
- provide a safe and positive learning environment
- support the individual needs of my students
- maintain open lines of communication with students and parents throughout the year, through meetings, phone calls, messages,

email, and newsletters

- seek ways to involve parents in the school program, and to discuss and update the school compact annually.

In accordance with the No Child Left Behind act, parents may request documentation that all staff members are highly qualified.

Revised 9/2015

### **Title I - Wheatfield Elementary School Compact**

Parents, teachers, and students all are members of the Wheatfield Elementary educational community. As members of this community, each party needs to give their assurance that they will do what is necessary for each child to be successful.

Teachers, principals, and or support staff will provide high quality curriculum aligned to the state standards and report to parents frequently on the child's progress. We will discuss the school compact with the parents at the annual Title I meeting, and provide access for parents to participate at the school.

#### **As teachers, principals, and support staff we will strive to**

- Believe that each child can learn:
- Respect and value the uniqueness of each child and his or her family:
- Provide an environment that promotes active learning:
- Enforce the rules in the classroom and throughout the school in a fair and consistent manner:
- Assist each child in achieving the essential academic learning requirements:
- Document ongoing assessment of each child's academic progress and provide parents with frequent progress reports:
- Discuss the school compact as it relates to the individual child's achievement:
- Maintain open lines of communication with students and parents:
- Seek ways to involve parents in the school program:
- Demonstrate professional behavior and a positive attitude:
- Encourage positive use of family time. Limit TV viewing, internet usage and video game playing.

#### **As a parent/guardian, I will strive to**

- Believe my child can learn:
- Show respect and support for my child, the staff, and the school:
- See that my child attends school regularly and is on time:
- Provide a quiet place for my child to study at home:
- Encourage my child to complete all homework assignments:
- Encourage positive use of family time. Limit TV viewing, internet usage, and video game playing:
- Frequently monitor my child's progress by checking book bag for schoolwork/homework and using the parent portal to check assignments and grades.
- Participate, as appropriate, in decisions about my child's education by attending case conferences, RtI meetings, and parent teacher conferences:
- Attend and participate in meetings about school and Title I programs:
- Take advantage of opportunities to volunteer in my child's classroom/school:
- Communicate with my child's teacher by phone, email, or hand written notes:
- Support the school in developing positive behaviors in my child:

- ❑ Talk with my child about his or her school activities each day: and
- ❑ Encourage my child to read at home and apply all their learning to daily life.

As a student, I will strive to

- ❑ Believe that I can learn:
- ❑ Attend school regularly:
- ❑ Show respect for myself, my school, and other people:
- ❑ Always try to do my best in my work and my behavior:
- ❑ Work cooperatively with students and staff:
- ❑ Obey the rules in the classroom and throughout the school: and
- ❑ Come to school prepared with my homework and supplies:
- ❑ Limit my TV watching, video game playing, and internet usage:

In accordance with the No Child Left Behind act, parents may request documentation that all staff member are highly qualified. Revised 9/15

**TOBACCO, ALCOHOL, DRUGS** Students may not possess tobacco, tobacco products, electronic cigarettes, alcohol, or drugs.

**TRAFFIC ON SCHOOL PROPERTY** Between the hours of 8:00 until 3:45, the bus loading zones should not be entered. Students who are late must be signed in by a parent at the office. Anyone who comes to school should enter the main doors and come to the office. NEVER enter the bus loading area when buses are present. All visitors must sign in.

### **TRANSPORTATION AND WALKING TO SCHOOL**

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

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

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

Students should **walk** to and from the bus and stay on the sidewalk and off the grass. Absolutely no horseplay in the bus loading zones. At dismissal, students should go directly to the bus, board the bus, and be seated.

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

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

If a student ever misses the bus, they should come to the office and should NEVER WALK HOME.

If you wish your child to ride a bus other than their usual bus, we must have a note to the teacher who can give it to the bus driver. The note must have clear directions with the address where the child is to be let off and the name and number of the responsible adult at that location. Bus drivers may give permission if room permits on the bus. It is a parent responsibility to check with bus drivers before the note is sent to school.

Bus drivers retain the authority to maintain an atmosphere conducive to the safety of all students. As such, bus drivers may issue warnings to students, require the writing of sentences, call parents to discuss proper behavior, and issue one (1) day off of the bus. Bus drivers will report to the building principal students who do not follow the above rules. Parents are encouraged to contact bus drivers about information that will assist in the safe transportation of their child, such as pertinent medical information, etc.

**TREATS AND SNACKS** to be consumed at school must be commercially prepared due to health and insurance regulations. This includes all birthday treats, special snacks, and food for classroom parties. Commercially prepared means that the food items have been packaged properly and purchased at a certified business such as a grocery store. Any homemade foods such as cookies, brownies, cupcakes, finger jello, or other foods are not permitted.

**VACATIONS** should be scheduled at times when school is not in session. 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 for further details

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

**VIDEO SURVEILLANCE** Personal information and activities recorded in the building and on school buses are used to maintain a safe and secure

environment in schools and on district property and may be disclosed for law enforcement purposes. Video surveillance records are the property of Kankakee Valley School Corporation and are not open to public inspection.

**VISITATION** We have a large number of students at our school and do not allow friends or relatives of our students to visit. The Principal must approve all adult visitors such as parents, speakers, parent volunteers, etc., in advance. Visitors are expected to show valid, state issued identification upon entering the school.

**VISITORS/VOLUNTEERS** The doors to our school are locked during the school day. Visitors must press a button near the main doors to alert office personnel. Visitors should identify themselves and should be prepared to offer a state issued ID. All visitors to our school must check in at the office before going to classrooms, bus loading zone, or anywhere in the building. Office personnel will issue an office pass, and it should be returned to the office upon leaving. All visitors are guests in the building and are expected to conduct themselves with the good of our students in mind and in conjunction with the purposes of the school. Offensive or profane language or behavior will not be tolerated. Volunteers are required to have a background check on file with the school office. Volunteers are expected to maintain confidentiality at all time and cooperate with the directions of school staff.

**WALKING TRIPS** As part of our school program, from time to time students will be escorted on short trips to locations in walking distance of the school, such as the public library, parks, and other areas. If you do not want your child to participate in these activities, send a signed letter to your child's teacher. Letters must be submitted each school year.

**WEAPONS** No student shall bring a weapon on to school property, nor carry or keep any weapons on school property or while attending or participating in any school activity including during transportation to or from school or any activity. For purposes of this policy, a weapon is any ammunition, knife, explosive, or other object that has a potentially violent use. A student in violation of this policy may be suspended and/or processed for expulsion.

#### **WHAT YOU CAN DO TO HELP YOUR CHILD SUCCEED**

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

- k) Support the school and your child's teacher.

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

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

As provided by IC 20-33-8-8:

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

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

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

#### **GROUNDS FOR SUSPENSION AND EXPULSION**

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

Any student who is under suspension or expulsion is prohibited access to the school grounds and all school activities.

#### **A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension, expulsion, or corporal punishment are student

misconduct or substantial disobedience. The following include examples of student misconduct and substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person
  7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
  8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
  9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  11. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule. The use, possession, or selling of illegal drugs or look-alike items, marijuana, narcotics, controlled substances, non-alcoholic beer, alcoholic beverage, or intoxicant of any kind, drug apparatus or paraphernalia, or vessel to carry said substance. This includes items representing drugs and

alcohol, including hemp-flavored lollipops. Students who appear to be under the influence of alcohol/drugs may be tested by a breathalyzer/saliva test or urine test at school or school activity by an administrator or designee. Using, selling, possessing, or being under the influence of any of the items listed above while on school property or at any function connected with the school will result in suspension, request for expulsion, and possible prosecution by civil authorities requested. Prescription/over the counter medications will be dealt with similarly, unless specific procedures are followed as listed under the section labeled Medications.

12. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, or any other similar over-the-counter products, be they available with or without a prescription.
13. Possessing, using, transmitting, or being affected by prescription medication that is prescribed for someone else.
14. Possessing, using, distributing, or selling tobacco products of any kinds or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an education function.
17. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Engaging in pranks that could result in harm to another person.
25. Use or possession of gunpowder, ammunition, or an inflammable substance.
26. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to
  - a) engaging in sexual behavior on school property;
  - b) engaging in sexual harassment of a student or staff member
  - c) disobedience of administrative authority;
  - d) willful absence or tardiness of students;
  - e) engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - f) violation of the school corporation's acceptable use of



- technology policy or rules;
  - g) violation of the school corporation's administration of medication policy or rules;
  - h) failing to tell the truth about any manner under investigation by school personnel;
  - i) possessing or using a laser pointer or similar device.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
  28. Possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
  29. Violating the validly-adopted school rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - a) Intentional self-injury, or intentionally behaving in such a way as could cause self-injury;
    - b) Disrespect or disobedience to teachers, bus drivers, aides, or other school personnel;
    - c) Obscene, foul, or profane language or gestures, or disrespectful language to teachers, bus drivers, aides, or any school personnel;
    - d) Possession of tobacco or tobacco products, drugs, or alcohol;
    - e) Possession of profane or obscene materials;
    - f) Possessing or attempting to possess, use, transmit, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant of any kind, prescription medicine taken without a prescription, or any substance represented by the provider to be any of the listed substances:
      1. on school grounds during or immediately before or immediately after school hours;
      2. on school grounds at any other time when school is being used by any school group; or
      3. off school grounds at a school function, activity, or event - including school buses.
    - g. Stealing or lying;
    - h. Throwing rocks or snowballs;
    - i. Biting, fighting, tackling, pushing, or rough play;
    - j. Not serving a detention within a two-week period after it is merited;
    - k. Possessing any type of weapon, firearm, bomb, or ammunition on school property or school-owned transportation;
    - l. Possessing fireworks or other type of explosive device;
    - m. Sexually harassing school personnel or other students;
    - n. Behaving in any manner that could transfer bodily fluids from a person to another such as spitting;
    - o. Violating any terms of the Kankakee Valley School Corporation Network Acceptable Use Policy;
    - p. Bullying
    - q. Second or repeated violation of cell phone policy;
    - r. Harassing other students or adults;
    - s. Threats to other students or adults;
    - t. Repeated other offenses after warning.

#### B. Bullying

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer

- school);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school administration. School personnel will investigate all reports of bullying.
  4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
  5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

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

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. For purposes of this rule, a destructive device is
  - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device
3. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### D. Possessing A Deadly Weapon

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

readily capable of causing serious bodily injury.

- b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent or designee may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

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

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

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

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

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

## **DeMotte Elementary School Parent Involvement Policy**

In this policy, “parent” is intended to include parents, guardians, and other family members involved in the supervising the child’s schooling.

### **I Policy Involvement**

Our Parent Involvement Policy addresses the areas of policy involvement, the school parent compact, parent outreach, and accessibility. This policy will be published in the student handbook along with the Parent-School compact.

Every Fall, we will hold a Title I meeting that will provide information about the Title I program and our Parent Involvement Policy. A discussion of the Title I guidelines including parental rights, and the important role you play in your child’s education will be a part of this meeting. Parents are encouraged to attend and share their ideas, thoughts, and concerns, AND will have the opportunity to review the policy and offer input into our Title I program.

We will:

- Have our meetings at different times and/or dates so that you can participate
- Hold annual parent-teacher conferences
- Explain the grade level curriculum and the state standards
- Review the academic assessments that are related to student progress and student proficiency
- Provide opportunities for you to suggest ideas and be part of decisions that relate to school success
- Involve parents in the planning and review of our parent involvement policy
- Invite you to submit comments if you are dissatisfied with this plan
- Answer questions about our curriculum, standards, or assessments
- Evaluate the Title I program

At the end of the year, a parent survey will be sent home asking for parent input for suggestions, ideas, comments, and concerns about our Title I program.

### **II School-Parent Compact**

We will work together with you to review the school-parent compact this is contained in the handbook. This compact describes the responsibilities of the parents, students, and school staff that will believe will lead to improved student academic achievement.

#### **Ongoing Communication will:**

- Take place when you attend annual parent conferences where the school-parent compact will be explained.
- Occur through timely student progress reporting
- Provide you many opportunities to volunteer, to observe, and to talk with staff, and the school will support ideas from parents if they have suggestions for further opportunities

### **III. Parent Outreach**

We support a strong, positive partnership with you and the community. We believe our parent outreach program will improve student achievement by providing:

- Assistance to help you understand the Kankakee Valley School Corporation’s curriculum related to the State Standards
- Materials and training in the form of activities and centers to be

used at home from our Title I Parent Resource Center

- Information and inservice training for staff on the important role of parents as equal partners in teaching and learning through trainings, professional development opportunities, publications or websites that promote strong home-school ties and promote parents as equal partners in their children’s education.
- Parent programs that build ties between home and school such as Title 1 meetings, parent-teacher conferences, parent nights, Bingo for Books night, and Math Games Night.
- Provide parents with the opportunity to observe a Title I lesson by calling the Title I office to set up a visit.
- Provide preschool and Head Start programs with information and materials for a successful transition to Kindergarten, and attend Head Start parent information meetings to provide information and answer questions parent have about our Title I program.
- An advisory board will meet during the year. The purpose of this committee will be reviewing the Title I program, planning parental activities and assisting with the program.

### **IV. Building the school’s and parent’s capacity for strong parental involvement by:**

- Providing information to parents about various web sites available for their child to use at home
- Offer parent workshops on study skills, reading and math skills, and homework help
- Continuing to help educate the teachers by providing them with information from trainings, conferences, seminars, publications, websites, or any other means which will build strong ties between the parents and the school
- Survey the parents regarding the Title I program and its components to ensure that parents’ expectations are being heard and addressed.
- The school also supports parent involvement activities that parents may request, through meetings or parent surveys.

#### **Accessibility**

So that we can be successful partners, we will provide additional support for parents who speak English as a second language, parents with disabilities, or parents who are in a homeless situation. This support will include providing translations, written documents, and ensuring that we meet the need of individuals with disabilities. Parents may call the Title I Program Administrator at (219)956-3221 with questions or suggestions. Rev. 09/2015

## **Wheatfield Elementary School Parent Involvement Policy**

In this policy, “parent” is intended to include parents, guardians, and other family members involved in supervising the child’s schooling.

### **I. Policy Involvement**

Our Parent Involvement Policy addresses the areas of policy involvement, the school-parent compact, parent outreach, and accessibility. This policy will be published in the student handbook along with the Parent-School

compact. All parent policies are online.

At the beginning of each school year, we will hold a Title I meeting that will provide information about the Title I program and our parent involvement policy. A discussion of Title I guidelines including parental rights, and the important role you play in your child's education will be a part of this meeting. Parents are encouraged to attend and share their ideas, thoughts, and concerns, AND will have the opportunity to review the policy and offer input into our Title I program.

**We will:**

- Have meetings at different times and/or places so that you can participate.
- The annual meeting will be held at Wheatfield Elementary.
- Hold parent-teacher conferences annually.
- Explain the grade level curriculum and the state standards.
- Review the academic assessments that are related to student progress and student proficiency.
- Provide opportunities for you to suggest ideas and be part of decisions that relate to school success.
- Involve parents in the planning and review of our parent involvement policy.
- Invite you to submit comments if you are dissatisfied with this plan.
- Evaluate the Title I program.

**II. School-Parent Compact**

We will work together with you to review the school-parent compact that is contained in the handbook and online. This compact describes the responsibilities of the parents, students, and school staff that we believe will lead to improved student academic achievement.

**Ongoing communication will:**

- Take place when you attend annual parent conferences where the school-parent compact will be explained.
- Occur through student progress reporting.
- Provide you many opportunities to volunteer, to observe, and to talk with staff.
- Support ideas from parents.

**III. Parent Outreach**

We support a strong, positive partnership with you and the community. We believe our parent outreach program will improve student achievement by providing:

- Assistance to help you understand the Kankakee Valley School Corporation's curriculum related to the state standards.
- Materials and training to be used at home from the Title I Parent-Resource room.
- Information and in-services for staff on the important role of parents as equal partners in teaching and learning.
- Parent programs that build ties between home and school.
- Provide parents with the opportunity to observe a Title I lesson by calling the Title I office to set up a visit.
- An advisory board will meet during the year. The purpose of this committee will be reviewing the Title I program, planning parental activities and assisting with the program evaluation.

**IV. Building the school's and parents' capacity for strong parental involvement by:**

- Providing information to parents about various web sites available for their child to use at home.

- Offer parent workshops on topics requested/suggested on the evaluation forms given after each parent event.
- Continuing to help educate the teachers by providing them with information from web sites, publications, or any other means which will help to build strong ties between the parents and the school.
- Survey the parents regarding the Title I program and its components to ensure that parents' expectations are being heard and addressed.
- Explain the grade level curriculum and the CCRS.
- Wheatfield Elementary School Will offer other reasonable support measures as parents may request.

**Accessibility**

So that we can be successful partners, we will provide additional support for parents who speak English as a second language, parents with disabilities, or parents who are in homeless situations. This support will include providing translations, written documents, and ensuring that we meet the need of individuals with disabilities. Parents may call the Title I Program Administrator at 956-3221 ext. 6024 with questions or suggestions.

Revised 09/2015

## Parent Report from Teacher/Staff

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ Referring Staff: \_\_\_\_\_

Location: Classroom \_\_\_\_\_ Playground \_\_\_\_\_ Cafeteria \_\_\_\_\_ Restroom \_\_\_\_\_ Library \_\_\_\_\_  
 Computer \_\_\_\_\_ Gym \_\_\_\_\_ Art \_\_\_\_\_ Music \_\_\_\_\_ Assembly/Fieldtrip \_\_\_\_\_ Other \_\_\_\_\_

Minor Problem Behavior Infractions Managed by Teachers	Consequences
<input type="checkbox"/> 1. Dishonesty/Cheating <input type="checkbox"/> 2. Inappropriate Verbal and Non-Verbal Language. <input type="checkbox"/> 3. Physical Contact/Physical Aggression <input type="checkbox"/> 4. Defiance/Disrespect/Non-Compliance (Insubordinate) <input type="checkbox"/> 5. Classroom Disruption <input type="checkbox"/> 6. Property Misuse <input type="checkbox"/> 7. Theft/Forgery/Cheating <input type="checkbox"/> 8. Recess Misbehavior <input type="checkbox"/> 9. Cafeteria Misbehavior <input type="checkbox"/> 10. Disruptive Attire  <i>(Minors are accumulative per grading period.                  More than Three Minors equal a Major Infraction.)</i>	<input type="checkbox"/> Official Warning <input type="checkbox"/> Loss of Privilege; Type: _____ <input type="checkbox"/> Parent Contact: Email/phone call/meeting <input type="checkbox"/> Think Time/Think Sheet <input type="checkbox"/> Individual Instruction/Guidance <input type="checkbox"/> Lunch Detention; Date: _____ <input type="checkbox"/> Recess Detention; Date: _____ Other: _____  <p style="text-align: center;"><u>Number of Times Per Grading Period</u></p> ___ First Offense ___ Second Offense ___ Third Offense

Others Involved: \_\_\_ None \_\_\_ Peers \_\_\_ Teacher \_\_\_ Substitute \_\_\_ Staff \_\_\_ Other

Description of Incident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Responses: What rules did you break? Be Respectful \_\_\_ Be Responsible \_\_\_ Be Safe \_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please sign and return*

### Parent Report from Principal

Student: \_\_\_\_\_ Date \_\_\_\_\_ Time: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ Referring Staff: \_\_\_\_\_

Location: Classroom \_\_\_\_\_ Playground \_\_\_\_\_ Cafeteria \_\_\_\_\_ Restroom \_\_\_\_\_ Library \_\_\_\_\_  
 Computer \_\_\_\_\_ Gym \_\_\_\_\_ Art \_\_\_\_\_ Music \_\_\_\_\_ Assembly/Fieldtrip \_\_\_\_\_ Other \_\_\_\_\_

Major Problem Behavior Infractions Managed by Administration	Behaviors Continued	Consequences
<input type="checkbox"/> 1. Dishonesty/Cheating on Tests <input type="checkbox"/> 2. Immoral Conduct <input type="checkbox"/> 3. Persistent Violations of Minor Offenses <input type="checkbox"/> 4. Persistent Disruptive Class Behavior <input type="checkbox"/> 5. Disrespect/Defiance/ Non-Compliance (Insubordinate) <input type="checkbox"/> 6. Fighting/Physical Aggression/ Attacking Another Student <input type="checkbox"/> 7. Property Damage <input type="checkbox"/> 8. Theft <input type="checkbox"/> 9. High Level of Harassment or Threats <input type="checkbox"/> 10. Weapons <input type="checkbox"/> 11. Drugs/Alcohol/ Paraphernalia <input type="checkbox"/> 12. Cigarettes/Smoking/Chew	<input type="checkbox"/> 13. Bullying (Report) <input type="checkbox"/> 14. Vandalism/Destruction of School Property <input type="checkbox"/> 15. Throwing objects with Intention <input type="checkbox"/> 16. Misbehavior in Detention <input type="checkbox"/> 17. Failure to Report to Detention <input type="checkbox"/> 18. False fire alarm/Bomb Threat <input type="checkbox"/> 19. Possession of a Dangerous Item/ Firecracker/Stink Bomb <input type="checkbox"/> 20. Threatening Teacher/Staff <input type="checkbox"/> 21. Attacking a Teacher/Staff <input type="checkbox"/> 22. Sexual Harassment <input type="checkbox"/> 23. Reckless Conduct-Endangering Others <input type="checkbox"/> 24. Unexcused Absence/Truancy	<input type="checkbox"/> Afterschool Detention; Date: _____ <i>(Students must be picked up at 3:55 p.m. in the office.)</i> <input type="checkbox"/> Lunch Detention; Date: _____ <input type="checkbox"/> Recess Detention; Date: _____ <input type="checkbox"/> Isolated School Instruction (ISI); Date: _____ <input type="checkbox"/> In-School Suspension (ISS); Date: _____ <input type="checkbox"/> Out-of-School Suspension (OSS); Date(s): _____ <input type="checkbox"/> Payback Requested Other: _____ <hr/> <p style="text-align: center;"><u>Number of Times Per Grading Period</u></p> ___ First Offense ___ Second Offense ___ Third Offense <hr/> <input type="checkbox"/> Counseling/Guidance <input type="checkbox"/> Conference with Parent Requested <hr/>

Others Involved: \_\_\_ None \_\_\_ Peers \_\_\_ Teacher \_\_\_ Substitute \_\_\_ Staff \_\_\_ Other

Description of Incident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Responses: What rules did you break? Be Respectful \_\_\_\_\_ Be Responsible \_\_\_\_\_ Be Safe \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please sign and return*

# Kankakee Valley School Corporation

## Pre-Planned Absence Form

This form must be submitted to the school office at least five (5) school days before the start of the planned absence. By submitting this form, I acknowledge that I have read the attendance policy of the Kankakee Valley School Corporation and realize the implication of this absence in terms of total days missed. Teacher and Principal signatures are required.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Dates of Planned Absence: \_\_\_\_\_ to \_\_\_\_\_

Reason for Absence (please check one)

Medical:

Student has a medical/dental appointment or other pre-planned medical situation. Doctor note will be provided.

Family Event:

Funerals, military events, or religious holidays. Up to 5 days excused.

Family Vacations:

Family vacations may be excused (up to 5 days per school year). Students will be marked excused absent for a maximum of 5 school days per year duration of the vacations. After the 5 days, students will be marked unexcused.

Educational Trip:

To be exempt and marked present, a plan must be made prior to departure for how the trip is educational and how the student will report on what they learned during the trip. The plan also must include information about when and how missed classwork or assignments will be completed and turned in and must be approved by the Principal.

***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.***

.....  
**Parent signature required for any Pre-Planned Absence.**

I request that my child's educational trip be excused. An Educational Plan for their absence is signed by my student's teachers on the reverse of this form.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

.....

The absences for this trip will be:

Excused

Unexcused

Exempt (Present)

Administrator Signature: \_\_\_\_\_ Date \_\_\_\_\_



Students have the responsibility of contacting each individual teacher to arrange for missed work. Students should make these arrangements one (1) week or more in advance of the vacation. Teachers have the option to expect the work to be completed before, during vacation, or within the maximum time allotted for make-up work after returning to school.

**Teacher Signature Required:**

Period	Teacher	Course	Classwork & Comments
1			
2			
3			
4			
5			
6			
7			
8			

Itinerary of trip. Include experiences which could be educational in nature and will, therefore, provide the student with valuable experiences outside the classroom. \_\_\_\_\_

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Plan for how the student will report on what they learned during the trip: \_\_\_\_\_

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**Exempt, Excused & Unexcused Family Trips**

To be excused, a trip or vacation needs to meet the criteria for being excused. Educational trips may be exempt while family vacations, for the most part, would not. To clarify the difference:

- Simply going to another city, country, or out of state, if to visit family or friends and nothing else, would not be an educational trip. Families sometimes arrange their vacations after school starts because airfare is usually cheaper. However, this does not meet the criteria for an exempt absence.
- If the trip is to be considered educational, there has to be a plan in place for what the student will learn, what educational activities are to be accomplished and how the student will report on his/her learning when they come back. The plan could include language immersion (although this wouldn't be excused by itself), visits to historic or cultural sites, taking photographs and creating a report based on all of this that the student makes to the class or turns into the teacher or some other planned educational activity that the teacher and principal approve. The plan also should include how missed work will be made up—not that school assignments would necessarily be taken along.
- A trip for a wedding or other family event is not educational and therefore not exempt. Neither is a trip for the holidays that get extended because of the distance traveled.
- A trip for a funeral can be excused, but any part that would be added beyond this simply for a desire to visit family for a longer period of time may not be excused.

The school principal (or designee) has the authority to determine if the vacation/trip meets the above criteria for an excused absence

Attendance data: \_\_\_\_\_

Grades: \_\_\_\_\_