



Kankakee Valley Intermediate School

Enlightening Minds for Brighter Futures

Student-Parent Handbook 2024-2025



Kankakee Valley Intermediate School

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Vision KVIS: *Enlightening Minds for Brighter Futures*

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

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

Approval This handbook was approved by the Kankakee Valley School Corporation Board of School Trustees in June 2023

Assessments will be administered to students throughout the school year to track academic progress. The following assessments are administered:

Fifth Grade: CogAT Testing (2nd Semester)

Fourth-Fifth Grade: ILEARN Checkpoints

Fourth-Fifth Grade: NWEA (Beginning, Middle, & End of Year)

Assignment Books are provided to all students to assist in organizing his/her daily, weekly, and long-term assignments. Students are expected to record assignments in the proper area.

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

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

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

1. Parents should call the Main Office by 9:00 am to report your child's absence for that school day. Upon returning to school from an absence, the student should submit any documentation for the necessity of the absence. If no communication for an absence is made within 48 hours to the Main Office, that absence will be considered unexcused.
2. KVSC will send out automated calls every day at 10:00 a.m. to inform parents of unexcused absences.
3. 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.
4. Doctor's notes should be turned in within 48 hours of the absence. A doctor's excuse may be required for all absences after three

days.

5. A Pre-Planned Absence Form must be submitted to the Principal at least two (2) days before the start of a planned absence. 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 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 excused absence, it does count against perfect attendance.
6. A student has one day to make up work for each day he or she has been absent.
7. 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.
8. Tardiness. Students who come to the classroom after 8:40 am and are not on a "late" bus are considered tardy. Excessive tardiness could require after-school detention to make up time. Parents must sign tardy students in at the school office.
9. Missing the bus may be considered an unexcused absence.
10. Excessive tardiness and/or absences must be reported to appropriate agencies by school officials. Students may receive a lunch or after school detention for excessive unexcused absences or tardies.
11. Attendance Awards may be given to students at the end of each quarter, semester 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 semester or the school year.
12. Unexcused absences are reported to the State of Indiana.
13. Attendance letters may be sent after 4, 8, 10, 12, 16, and 18 days of absence.
14. Please see the **Kankakee Valley School Corporation Attendance Policy** for more information.

Behavior Reports will inform parents about their child's behavior at school. A well-behaved child surrounded by other well-behaved children will learn more. A behavior 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 & Thursday afternoons from 3:35 p.m. to 4:30p.m. The detention will be used to complete school work or develop a specific behavioral contract. Parents are expected to sign the student out of an afternoon detention. Parents are responsible for the child's transportation.

This program is designed to enhance and give support to the individual teacher's discipline plan. 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 Students are not allowed to ride bicycles to school. Considering the roadways and the traffic, there is no safe way for students to ride a bicycle to our school.

Birthdays 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 are 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 student is responsible for its cost. Lost books must be paid for and replaced immediately.

Breakfast A breakfast program is offered for all students. Students who want to eat breakfast need to be at school by 8:30. 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 a random act of aggression or intimidation.

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 such as learning lab or detention. If parents want their child to have a cell phone, the phone must be kept in the student's backpack with the power turned off. Students may not carry a cell phone on their person during the school day. Cell phones, smart watches, and other electronic communication devices are to be turned off and placed in their backpack. 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 Field Trips. 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 phones, tobacco products, and taking/posting videos or photographs of students. Chaperones assigned to the field trip will need to have a background check on file in the office.

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. Parents need to call before 1:00 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 Care Intermediate School students may participate in the After School Childcare programs housed at either DeMotte or Wheatfield Elementary Schools. Students will ride the bus to the programs at the elementary schools. After school child care is held at both WES and DES from the time school is dismissed until 6:00 p.m. A before-school childcare program is offered at Kankakee Valley Intermediate School for elementary students from 6:30-8:30 am. Students that attend DeMotte or Wheatfield Elementary will ride the morning bus from KVIS to their home schools. Children must be enrolled in the Main Office prior to going to the Before School or After School program.

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 KV will fulfill their obligation by law to do so when action is warranted.

Class Placement KVIS has 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. 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 principal before the final day of the prior school year.

Communicable Disease In order to assist in the control of communicable diseases such as influenza, COVID-19, 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:

1. **Communication.** Behavior standards and guidelines need to be clearly understood.
2. **Expectation.** Parents and staff must expect children to behave at school and to demonstrate skills of citizenship.
3. **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.

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

Conduct – Playground

1. Always remember "**Safety First**" on the playground. 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 lost and found.
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 any type of electronic 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:

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

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

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

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 KV Attendance Director, 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.

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. This request is renewable annually and is the responsibility of the non-custodial parent.

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.**

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. Any garments 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. Hats are worn outside. 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 acceptable criteria.

eLearning Days A (synchronous) eLearning day is the equivalent of a regular school day and subject to regular attendance and disciplinary procedures. Students are expected to be logged in and 'live' in class according to the daily schedule set forth by the school. Student assignments will be due at the direction of each classroom teacher. Unexcused days can be counted towards disciplinary action per school policy. Please refer to the KVSC website's "eLearning" tab for further eLearning FAQs.

Electronic Devices Personal electronic devices are not to be used at school including recess. If these items are brought to school they may be confiscated. If a student brings a personal electronic device, the school is not responsible for damage, loss, or theft of the device.

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

Emergency Preparedness Fire, Tornado, and Lockdown drills are necessary and serious. 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 actions. 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 KVSC utilizes *School Messenger*, 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. Delays, closing, and emergency dismissals are posted on the KVSC Website, as well as Facebook, and the following radio stations WLQI-97.7 FM Rensselaer and WLJE- 105.5 FM Valparaiso.

In the event of a two-hour delay, school doors will open at 10:25 and classes will begin at 10:45.

If school must be dismissed early during the day, students will be dismissed as soon as the buses arrive. School Messenger will be used to alert parents that children will be coming home early. The KVSC Website, and Facebook page will be updated with closing information. Children will be sent home on their regular bus for early dismissal unless parents provide other written instructions. Students cannot make phone calls for early dismissal, nor can school personnel call for them. It is the responsibility of parents to provide a

safe plan for their child if school is dismissed during the school day. After school child care is not available when school is dismissed early.

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

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

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

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

Fundraising Only approved fundraisers are allowed at school. All fundraising 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 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 KV 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.

4. 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.

Google Classroom The online learning management system, Google Classroom has been adopted by KVSC for use in grades kindergarten through fifth grade. 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. Report cards are posted on Skyward Family Access at the end of each nine weeks grading period. Questions that arise about grading of student work or report card grades should be directed to the classroom teacher.

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

Grading Scale

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

Other markings are explained on the report cards.

Habitual Truancy and Chronic Absenteeism IC 20-20-8-8 defines Habitual Truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent or more (18+ days) of a school year for any reason. 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.

Harassment Harassment, including but not limited to threats, or extortion by students is prohibited. Sexual harassment is prohibited. A student who is a victim of harassment is expected to report such actions to their teacher or to the assistant principal. The Harassment Coordinator at the corporation level is the director Human Resources and Mr. Michael Spagna, 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.

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

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

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

1. 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.
2. 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.
3. 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.
4. 3 doses of the Hepatitis B vaccine are required for all students with a graduation date of 2011 and beyond.
5. 2 doses of the Hepatitis A vaccine are required for all students with a graduation date of 2027 and beyond.
6. 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 the action which is necessary to protect the rights and property of others. Such action shall be in accordance with policies adopted by the KVSC and the building administration. Such actions may include, but are not limited to: reprimand, withholding privileges, assignment of recess/lunch 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 (A).*

A. 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:

- a. political affiliations;
- b. religious beliefs or practices;
- c. mental or psychological conditions that may embarrass the student or the student's family;
- d. sexual behavior or attitudes;
- e. illegal, antisocial, self-incriminating, or demeaning behavior;
- f. critical appraisals of other individuals with whom the student has a close family relationship;
- g. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician;
- h. 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.

Internet Use Students are allowed to use the Internet at school and must adhere to the KVSC Internet Acceptable Use Agreement. Students who abuse this privilege will be denied use of the Internet and may face disciplinary actions including suspension and/or expulsion.

The following uses of school-provided technology are prohibited:

1. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
2. to use technology to harass, bully, or threaten another individual
3. to access, upload, download, create, distribute, use, or transmit obscene, explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
4. to vandalize, damage, alter, or disable the property of KVSC
5. to plagiarize, violate copyright, use of artificial intelligence (AI), or use the intellectual property of an individual or organization without permission
6. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
7. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
8. to participate in gambling or online games
9. to send e-mails or participate on chat lines unless there is a curricular tie approved by the teacher
10. to shop, barter, or use personal credit cards on-line
11. to utilize the school corporation technology for commercial purposes or financial gain

12. to install or use encryption software on any computer
13. VPNs are not allowed while using school devices.

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

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

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

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

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.

Late Work Students are expected to complete all of their assignments, including eLEARNING, daily. All assignments are due by the teacher assigned due date. Failure to complete and turn in your assignments could result in a lower grade, lunch detention, loss of recess, or after school detention. Students with two (2) or more missing assignments will not earn the PBIS reward determined throughout the quarter.

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 lost and found.

Lunch All students are expected to bring a sack lunch or eat a hot lunch in the school cafeteria. Lunch Fees are to be taken care of during assigned times and can be paid by parents online through Skyward Family Access E-Funds. Pop is not to be brought as a drink for 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 may be due upon return. If parents wish to get homework for a child who is absent, the request must be made before 9:30 a.m. When make-up work is requested, it is usually available after 3:30 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 may receive a grade of zero for the assignment.

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, students are subject to disciplinary action. 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) sealed 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.
3. **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.
4. **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.
5. If the medication is to be changed or terminated prior to the date of the prescription, written and dated permission is required.
6. Medication in plastic bags, boxes, or envelopes will not be accepted or administered at school. **NO EXCEPTIONS.**
7. 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.
8. It is the student's responsibility to come to the nurse's office when it is time to take medication.
9. 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. Medication 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.
10. 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.
11. Medication will be administered under the supervision of the school health employee or office personnel unless designated differently.
12. 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:

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

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.

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

Parents-Teachers TOGETHER KVIS has an active Parent-Teacher Group, and parents 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:

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

The various committees of our Parent Teacher group 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 PTT group members know.

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 advance 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). Assaults may also be reported to the KVSC SRO.

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

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

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.

Pond A drainage/retention pond is located on the north side of the school.

Students are not allowed inside the fenced-in area without specific permission from the office and unless accompanied by a teacher.

Positive Behavioral Interventions and Supports (PBIS) To encourage students to follow the rules, we will reinforce appropriate behavior with individual and/or class-wide rewards. Through our Positive Behavioral Interventions and Supports Program (PBIS), we recognize our KVIS students for their good behavior. Every 4.5 weeks, the KVIS students must meet specific criteria to earn the reward.

PAWS UP EXPECTATIONS for PBIS:

- Student ended the 6 weeks at a level 1 or 2.
- Student could not be at a level 3 for more than 2 weeks.
- Student can not have any Bus Referrals.
- Student can not have any Office Referrals.
- Student can not have more than 2 missing assignments.
- Student can not have more than 2 unexcused absences.

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

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

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

Promotion, Placement, 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.

Recordings and 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. Returning students will register online. It is vital that the student's phone number, address, and other requested information are entered into the online program correctly. It is also extremely important that emergency contacts 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; this request is renewable annually and is the responsibility of the non-custodial parent. Parents of special education students must meet with an administrator or special education coordinator for a move-in conference as soon as possible. Students who have been homeschooled or who have attended a non-accredited school may be tested and placed at the determination of the school's administration.

Report Cards are issued each nine weeks online through Skyward Family Access and a paper copy sent home too. The 4th quarter report card will be mailed home only by parent request. 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.

Respect Students will respect all teachers, aides, bus drivers, cooks, school secretary, the principals, 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 Intermediate School students is from 8:45 until 3:20, 9:15-3:20 on Late Start Wednesdays. 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 8:25. Parents remain fully responsible for any students before that time, and students should not be let out of the car before the doors are open. Upon arrival, students should go directly to their classroom and be seated. No students are allowed in the halls or restrooms at any time without teacher permission. Afternoon car rider dismissal begins at 3:10.

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. The parents of children who have special health problems are asked to contact the school nurse at the beginning of each school year.

School Pictures and Publicity 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 or social media outlets. If parents do not wish to have their child's picture published, they should contact the office at the beginning of the school year.

Screenings Hearing screenings are done as students enter 4th grade. Vision screenings are done in 5th grade. A referral for further medical attention will be sent to parents as needed.

Searches All student cubbies, book boxes, and student desks made available for students' use on the school premises are the property of the school corporation. Student cubbies 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 cubbies, book boxes, or desks does not diminish the school corporation's ownership or control of the cubbies, book boxes, or desks. The school corporation retains the right to inspect the cubbies, book boxes, or desks and contents to insure that cubbies, 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 cubbies 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 KVIS community. 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 the director Human Resources and Mr. Michael Spagna, 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 authorize sign-out of their child, and only individuals on the authorization list may sign-out a child. Parents/guardians or authorized individuals may be required to show a picture ID to pick up a student.

Smoking and Vaping Kankakee Valley Intermediate School is a smoke-free building. Smoking and vaping are not allowed anywhere in the building.

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

1. has a mental or physical impairment that substantially limits one or more major life activities;
2. has a record of such as impairment; or
3. is regarded as having such impairment.

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

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

A student can access special education services only through proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about this procedure, a parent should contact the school principal at 219-987-2027.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student, and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the school principal at 219- 987-2027.

Student Records - FERPA

Access to Student Records - Right to access - A parent of a student who

1. is less than eighteen years of age and not enrolled in a post-secondary institution, or
2. 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 wishes 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 ensure 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 Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may view the Boards' annual Family Education Rights and Privacy Act (FERPA) notice.

Release to State or 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.

Threats Students who threaten to harm themselves, others or threaten to damage or destroy property may be subject to expulsion from KVSC for a term of up to one year. Administration may require students who threaten to harm themselves, 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.

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

Traffic on School Property For the safety of all concerned, bus traffic and all other vehicular traffic are to remain separate on Intermediate School grounds. The north parking lot is for school buses only. *Cars are never to go*

into this area at any time during the school day. Cars enter the south main entrance area to drop off or pick up students.

Transportation and Walking to School

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

Student Drop-off in the Morning

- Students can be dropped off beginning at 8:25 a.m. (8:55 on Wednesday) when teachers begin morning duty.
- Parents are to enter the parking lot using the right lane of the front entry.
- Parents will drive to the back of the building and loop around the parking lot, using the back parking row lane and follow along the building to the south side entry/exit of the school.
- Say your goodbyes before your turn to unload – this will help keep cars moving in line.
- Pull as far forward along the curb as possible before stopping your vehicle. There should be very little room between your car and the car in front of you.
- Students are to exit their vehicle only on the passenger side and they must be able to get themselves out of the car without any help from their parents.
- Parents must remain inside their cars – do not leave the car unattended.
- Do not pull into staff parking spots to drop off your child. Children are not to walk across/through the staff parking lot. Children are to always walk on the sidewalks.
- After your child exits the car, parents are to wait in line until all cars in front of them have cleared and then pull forward to leave.
- Students will enter the school and report to their classrooms.

Student Pick Up in the Afternoon

- Parents enter the parking lot using the right lane of the front entry.
- Parents will drive to the back of the building and loop around the parking lot, using the back parking row lane and follow along the building to the south side entry/exit of the school.
- Pull as far forward along the curb as possible before stopping your vehicle. There should be very little room between your car and the car in front of you.
- Car line students will wait in the gym for their car. Students are to walk to their car as soon as their name is called by a staff member.
- Students are to enter their vehicle only on the passenger side and they must be able to get themselves into the car without any help from their parents.
- Parents are to remain in their cars – do not leave the car unattended.
- Do not pull into staff parking spots to pick up your child. Children are not to walk across/through the staff parking lot. Children are to always walk on the sidewalks.
- After your child enters the car, parents are to wait in line until all cars in front of them have cleared and then pull forward to leave. Please do not cut to the right and exit the line early.
- If a student does not report to the car line right away, you may be asked to pull around the curb to wait while allowing the line to keep moving.

Bus Transportation Students are limited to one bus route. Students shall be picked up and dropped off to one address. 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 requests must be approved in advance by the KVSC Transportation Department.

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

1. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No pupil shall stand or move from place to place while the bus is in motion.
3. Loud, boisterous, or profane language, or indecent conduct will not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet, or body in any objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No pupil shall enter or leave the bus until it has come to a complete stop and the door has been opened.
7. The child should be waiting at his boarding station when the school bus arrives.
8. 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.
9. 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.

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

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, call parents to discuss proper behavior, and issue one 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 Jell-O, or other foods are not permitted. No colored fruit drinks or Kool-aid type drinks are allowed.

Vacations should be scheduled at times when school is not in session. The Pre-Planned Absence Form must be submitted to the principal at least two (2) 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 excused 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 and Volunteers The doors to our school are locked during the school day. Visitors must press a button on the right side or the main doors to alert office personnel. Visitors should identify themselves and should be prepared to offer a photo ID if requested by school personnel. All visitors to our school must check in at the office before going to classrooms, bus loading zone, or anywhere in the building. Office personnel will issue an office pass, and it should be given to the teacher or returned to the office upon leaving. All visitors are guests in the building and are expected to conduct themselves with the good of our students in mind and in conjunction with the purposes of the school. Offensive or profane language or behavior will not be tolerated. Volunteers are required to have a background check on file with the school office. Volunteers are expected to maintain confidentiality at all times and cooperate with the directions of school staff.

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. Toy weapons or look-alike weapons are not to be brought to school. A student in violation of this policy may be suspended and/or processed for expulsion.

What You Can Do to Help Your Child Succeed

1. Start each day right; a calm beginning at home makes the whole day much better.
2. 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).
3. 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.
4. Laugh and talk with your child about school experiences, and listen

attentively to what your child says.

5. **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.
6. Keep the lines of communication open between you and your child's teacher.
7. Take your child to the library and encourage reading for pleasure.
8. Stress organization of books and materials. Pack the book bag the night before.
9. Don't clean out your child's book bag--let him/her do that.
10. Provide a quiet place for homework, and provide proper school supplies.
11. 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. Keeping students after school for counseling or school work;
6. Restricting extracurricular activities;
7. Removal from class with additional work assigned;
8. Assignment to a special course of study or an alternative educational program;
9. Assignment of community service;
10. Removal of a student from school sponsored transportation;
11. Referral to the juvenile court having jurisdiction over the student;
12. 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 or expulsion 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. Self Defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
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) injury to persons or damage to 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 controlled substance, prescription drug, narcotic drug, hallucinogenic drug,

amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. [Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.]

- a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information.
 - i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - iii. The student has been instructed in how to self-administer the prescribed medication.
 - iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPT), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording or displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school

purpose or educational function.

23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Use or possession of gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative 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 refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's technology responsible use policy or rules, or KVIS technology rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to the students and parents.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is

also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of student against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. has the effect of substantially interfering with the targeted student's academic performance; or
 - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrators or school counselor who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher who will be responsible for notifying the school administrators or school counselor. This report may be made anonymously.
5. The school administrators or school counselor shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigations must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.
6. The school administrators will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselor will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a

student shall be considered a violation of this rule and will result in any appropriate disciplinary actions or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in an appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. 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.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. Any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of explosion.
3. 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.
4. 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.

5. 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 for the purposes of this rule:
 - 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.
 - c. a biological disease, virus, or organism that is capable of causing serious bodily injury.
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

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or
2. 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's 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 parents. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-18 and I.C. 20-33-8-19

This behavior report is to inform you of a disciplinary incident involving your child. This behavior is not acceptable, and we would appreciate your help in discussing the incident with your child. Please discuss appropriate ways to deal with conflict, stress, or school work. If you need further support please contact our school guidance counselor or school administration. The Kankakee Valley Intermediate School administration reserves the right to skip consequences based on the severity of the incident.

Student:					Grade:	
Referring Staff:		Room		Date:		Time:

Details of the Incident and Actions Taken	
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✓	Incident	Consequence
	1st Report	Student will serve a lunch/recess detention .
	2nd Report	Student will miss 3 days of recess .
	3rd Report	1 hour after-school detention must be served. The parent is responsible for picking the child up promptly at 4:30 pm and signing the child out of detention in the office. The detention will be held on Tuesday, _____ or Thursday, _____ .
	4th Report	2- 1 hour after-school detentions must be served. The parent is responsible for picking the child up promptly at 4:30 pm and signing the child out of detention in the office. The detention will be held on Tuesday, _____ or Thursday, _____ .
	5th Report	One day of In School Suspension will be served on _____. The student will report to a supervised classroom and will work all day on assignments given by the teacher. We would also like a parent/teacher/principal conference . The conference will be held on _____.
	6th Report	Three days of In School Suspension will be served on _____.
	7th Report	Student is suspended for _____ days . Your child may return to school on _____. Further problems may result in additional suspensions and/or expulsion from school
	Severe Disruption	Student is suspended for _____ days . Your child may return to school on _____. Further problems may result in additional suspensions and/or expulsion from school

Parent's Signature:		Date:	
Teacher/Principal's Signature:		Date:	

Kankakee Valley School Corporation

Pre-Planned Absence Form

This form must be submitted to the school office at least two (2) 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 excused 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: _____