

# **Kankakee Valley Middle School**

## **Student Handbook 2024-2025**

**5258 W. State Road 10  
Wheatfield, IN 46392**

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

**This handbook was approved by the  
Kankakee Valley School Corporation  
Board of Trustees on  
June 10, 2024**



## **Table of Contents**

### **General School Information**

Positive Behavior Interventions and Support	2
Staff Directory	3
Arrival and Departure	4
Bell Schedules	4
Delayed Bell Schedules	5
Backpacks and Book Bags	5
Buses	6
Cafeteria	6
Chain of Command	6
Change of Address / Health Records	7
Clubs and Organizations	7
Computers	7
Daily Announcements	7
Damage of School textbooks or Chromebook	7
Dances	7
Delayed Start	7
Dress Code	8 & 26
Emergency School Closing and Delays	8
Electronic Devices	8
Electronic Device Content & Display Notice	8
Field Trips	10
Five Star Program	11
Food and Beverages	11
Hall Passes	11
Lockers	11
Lost and Found	11
Media Center	12
Office Phones	12
Pesticide Application Notice	12
Release of Directory Information	12
School Safety	13
Video Surveillance	13
Visitors	13

### **Academics**

Advisory	14
Annual Notification of Rights of Parents	14
APC Policy	14
Assessment of Academic Progress	14
Eligibility for Sports Programs	15
Grading Scale	15
Honor Student Program	15
Honor Roll	16
Late Work	16
Make-up Work	16
National Junior Honor Society	17
Skyward	17
Physical Education	17
Progress Reports and Report Cards	17
Promotion and Retention	18
Summer School	18

### **Attendance**

Attendance Philosophy	18
Reporting an Absence	18
Late Arrival to School	19
Excused Absences	19
Process to Obtain Attendance Wavier	19
Excessive Absences	20
eLearning	20
Extra Curricular Participation	20
Habitually Truant	20
Make-Up Work	20
Vacation Policy/Pre-Planned Absences	20
Achieving Attendance Goals	21
<b><u>Student Services (Nurse)</u></b>	<b>21</b>
Accidents	21
Immunizations	21
Medications	22
Medications for Chronic Conditions	22
Signing a Student IN/OUT	22
<b><u>Student Services (Guidance)</u></b>	<b>23</b>
Homework Requests	23
Scheduling Changes	24
Withdrawal or Transfer	24
<b><u>Student Code of Conduct</u></b>	<b>24</b>
Accessory	24
Bullying	24
Cheating/Plagiarism	25
Confrontation	25
Disruptive Behavior	25
Disciplinary Actions	25
Disrespect	26
Dress Code	8 & 26
Drugs and Alcohol	27
Expulsion Procedures	27
False Alarms	28
Fighting	28
Forgery/Falsification	28
Gang Activities	28
Grounds for Suspension Expulsion	28
Harassment	31
Insubordination	32
Locker Searches	32
Out of Area Public	32
Electronic Devices	32
Profanity	32
Public Displays of Affection	32
Search and Seizure	33
Suspension Procedures	32
Tardy to Class	33
Truancy	33
Behavior Matrix	34
Appendix I	36
Appendix II	37
Appendix III	39
Appendix IV	41
Appendix V	44
Appendix VI	45
Appendix VII	57
Appendix VIII	58

Vacation Request Form 59 & 60

# Kankakee Valley Middle School Positive Behavior Interventions and Support

**R**esponsibility

**O**wnership



**KANKAKEE VALLEY  
MIDDLE SCHOOL  
KOUGARS**  
*At KVMS, we "ROAR" above the rest!*

**A**wareness

**R**espect

*Positive Behavior Interventions and Support, or PBIS, refers to a school wide process for encouraging positive behavior. The underlying theme for PBIS is teaching behavioral expectations in the same manner as any other core curriculum subject. The school will focus on four expectations - Responsibility, Ownership, Awareness and Respect - which are positively stated and easy to remember. Posters reminding students of our expectations are located in all main areas of the building and systems are in place to reward students for following these expectations.*

*Here is an example of expectations for KVMS students:*

## **Classroom Expectations**

### **Responsibility**

**Be on time**

**Be prepared for class**

**Have assigned work ready to turn in**

### **Ownership**

**Give 100% effort**

**Clean up after yourself**

**Work cooperatively with other students**

### **Awareness**

**Limit distracting behavior – be kind and considerate of others trying to learn**

**Look for your learning objective and assigned homework upon entering**

### **Respect**

**Raise your hand before speaking**

**Read, understand and follow all classroom rules**

**Remain silent and attentive when teacher is talking**

# Kankakee Valley Middle School Directory

## Main Office: (219) 987-8810 Fax: (219) 987-2540

Principal: Josh Pearman [jpearman@kv.k12.in.us](mailto:jpearman@kv.k12.in.us)  
Assistant Principal & AD: Abigail Homans [ahomans@kv.k12.in.us](mailto:ahomans@kv.k12.in.us)  
Assistant Principal: Cary McKay [cmckay@kv.k12.in.us](mailto:cmckay@kv.k12.in.us)

### Pod 61

Math: Ms. Long [along@kv.k12.in.us](mailto:along@kv.k12.in.us)  
Science: Mrs. Piasky [mpiasky@kv.k12.in.us](mailto:mpiasky@kv.k12.in.us)  
Language Arts: Mrs. Hickman [chickman@kv.k12.in.us](mailto:chickman@kv.k12.in.us)  
Social Studies: Mr. Brown [dbrown@kv.k12.in.us](mailto:dbrown@kv.k12.in.us)

### Pod 71:

Math: Mr. Hall [jhall@kv.k12.in.us](mailto:jhall@kv.k12.in.us)  
Science: Mrs. Dainton [idainton@kv.k12.in.us](mailto:idainton@kv.k12.in.us)  
Social Studies: Mr. Peters [tpeters@kv.k12.in.us](mailto:tpeters@kv.k12.in.us)  
Language Arts: Mrs. Cooper [hcooper@kv.k12.in.us](mailto:hcooper@kv.k12.in.us)

### Pod 81

Math: Ms. Ligoeki  
Science: Mrs. Hendon [jhendon@kv.k12.in.us](mailto:jhendon@kv.k12.in.us)  
Social Studies: Mr. Volovlek [zvolovlek@kv.k12.in.us](mailto:zvolovlek@kv.k12.in.us)  
Language Arts: Mrs. Norwine [tnorwine@kv.k12.in.us](mailto:tnorwine@kv.k12.in.us)

### Unified Arts

PLTW: Mrs. Swart [aswart@kv.k12.in.us](mailto:aswart@kv.k12.in.us)  
College & Careers: Mr. DeFries [ddefries@kv.k12.in.us](mailto:ddefries@kv.k12.in.us)  
PLTW Mr. Armstrong [armstrong@kv.k12.in.us](mailto:armstrong@kv.k12.in.us)  
Grade 6 Art: Ms. Bennett [sbennett@kv.k12.in.us](mailto:sbennett@kv.k12.in.us)  
Grade 7&8 Art: Mrs. Przybylski [kprzybylski@kv.k12.in.us](mailto:kprzybylski@kv.k12.in.us)  
Grade 8 FACS: Mrs. Hamilton [rhamilton@kv.k12.in.us](mailto:rhamilton@kv.k12.in.us)

### Reading

Grade 6: Mrs. Mitton [pmittton@kv.k12.in.us](mailto:pmittton@kv.k12.in.us)  
Grade 7: Mrs. Saxon [jsaxon@kv.k12.in.us](mailto:jsaxon@kv.k12.in.us)

### Health and Physical Education

Grade 6: Mr. Lewallen [llewallen@kv.k12.in.us](mailto:llewallen@kv.k12.in.us)  
Grade 7: Miss. Johnson [ajohnson@kv.k12.in.us](mailto:ajohnson@kv.k12.in.us)  
Grade 8/Adv. PE: Mr. Jeftich [jjeftich@kv.k12.in.us](mailto:jjeftich@kv.k12.in.us)  
Advanced PE:

### Music:

Band/Orchestra: Mr. Moore [bmoore@kv.k12.in.us](mailto:bmoore@kv.k12.in.us)  
Band/Orchestra: Mr. DeJarlais [ndejarlais@kv.k12.in.us](mailto:ndejarlais@kv.k12.in.us)  
Choir: Mrs. Faletto [lfaletto@kv.k12.in.us](mailto:lfaletto@kv.k12.in.us)

### Main Office:

Staff Secretary: Mrs. Poplawski [jpoplawski@kv.k12.in.us](mailto:jpoplawski@kv.k12.in.us)  
Treasurer: Mrs. Kooistra [skooistra@kv.k12.in.us](mailto:skooistra@kv.k12.in.us)  
Attendance: Ms. Vandermeer [avandermeer@kv.k12.in.us](mailto:avandermeer@kv.k12.in.us)

SRO: Officer Hickman [dhickman@kv.k12.in.us](mailto:dhickman@kv.k12.in.us)

### Pod 62

Math: Mrs. Webster [swebster@kv.k12.in.us](mailto:swebster@kv.k12.in.us)  
Science: Mrs. Evert [severt@kv.k12.in.us](mailto:severt@kv.k12.in.us)  
Language Arts: Mrs. Peeler [speeler@kv.k12.in.us](mailto:speeler@kv.k12.in.us)  
Social Studies: Mr. Waters [zwaters@kv.k12.in.us](mailto:zwaters@kv.k12.in.us)

### Pod 72

Math: Mr. Mendoza  
Science: Miss. DeFries [dadefries@kv.k12.in.us](mailto:dadefries@kv.k12.in.us)  
Social Studies: Mr. Oates [woates@kv.k12.in.us](mailto:woates@kv.k12.in.us)  
Language Arts: Mrs. DeBoard [tdeboard@kv.k12.in.us](mailto:tdeboard@kv.k12.in.us)

### Pod 82

Math: Mr. Clark [mclark@kv.k12.in.us](mailto:mclark@kv.k12.in.us)  
Science: Mr. Sparks [tsparks@kv.k12.in.us](mailto:tsparks@kv.k12.in.us)  
Social Studies: Mr. Somerville [jsomerville@kv.k12.in.us](mailto:jsomerville@kv.k12.in.us)  
Language Arts: Mrs. Trippier [ttrippier@kv.k12.in.us](mailto:ttrippier@kv.k12.in.us)

### Special Needs

Life Skills: Mrs. Gibbons [jgibbons@kv.k12.in.us](mailto:jgibbons@kv.k12.in.us)  
Levels: Mrs. Loslo [dloslo@kv.k12.in.us](mailto:dloslo@kv.k12.in.us)  
Grade 6: Ms. Fabish [cfabish@kv.k12.in.us](mailto:cfabish@kv.k12.in.us)  
Grade 7: Miss Smaga [asmaga@kv.k12.in.us](mailto:asmaga@kv.k12.in.us)  
Grade 8:  
Mild Intervention: Dr. Jurkowski [kjurkowski@kv.k12.in.us](mailto:kjurkowski@kv.k12.in.us)

### Academic Academy

8th Grade: Ms. Villegas [mvillegas@kv.k12.in.us](mailto:mvillegas@kv.k12.in.us)

### Guidance

Counselor: Mrs. Stonecipher [sstonecipher@kv.k12.in.us](mailto:sstonecipher@kv.k12.in.us)  
Counselor: Ms. Siela [ssiela@kv.k12.in.us](mailto:ssiela@kv.k12.in.us)  
Guidance Secretary: Mrs. Ploski-Fox [mploskifox@kv.k12.in.us](mailto:mploskifox@kv.k12.in.us)  
Social Worker:  
Speech & Hearing: Mrs. Segally [asegally@kv.k12.in.us](mailto:asegally@kv.k12.in.us)  
Psychologist:

### School Nurse

Mrs. Deardorff [mdeardorff@kv.k12.in.us](mailto:mdeardorff@kv.k12.in.us)

Technology : Ms. Avarone [navaorne@kv.k12.in.us](mailto:navaorne@kv.k12.in.us)

Media Center: Mrs. Earle [bearle@kv.k12.in.us](mailto:bearle@kv.k12.in.us)

### ESL

Mrs. Ruvalcaba [aruvalcaba@kv.k12.in.us](mailto:aruvalcaba@kv.k12.in.us)  
Miss Akers [lakers@kv.k12.in.us](mailto:lakers@kv.k12.in.us)

## General School Information

### Arrival and Departure

Students may be dropped off at the front entrance of the school building, beginning at 7:10 AM on Monday, Tuesday, Thursday, and Friday, 7:30 AM on Wednesday. Buses will drop students off at the rear of the school building, beginning at 7:10 AM (M/T/Th/F) and 7:30 AM (W). A warning bell will sound at 7:20 AM (M/T/W/F) and 7:40 AM (W), reminding students that five minutes remain until the start of the school day. Students who are not seated and prepared for their first-period classroom by 7:25 AM (M/T/Th/F) and 7:45 AM (W) will be marked tardy.

All students are dismissed promptly at 2:05 PM. Buses leave the school building at approximately 2:12 PM. Students who are not engaged in a supervised after-school activity such as Learning Lab, detention, conference, night school, club meeting, or sports practice will be expected to leave the building. Students planning to attend after-school activities (including practices) that start after 4:00 PM will need to exit the school building and return at the appropriate time for their events. Students in detention should take all schoolwork and belongings to the detention room as they will not be allowed to return to the locker areas or classrooms after 2:20 PM.

### Regular Bell Schedule

6th GRADE	
Period 1	7:25-8:21
Period 2	8:25-9:17
Period 3	9:21-10:13
Lunch	10:13-10:43
Period 4	10:47-11:39
Period 5	11:43-12:35
Period 6	12:39-1:31
Period 7	1:35-2:05

7th GRADE	
Period 1	7:25-8:21
Period 2	8:25-9:17
Period 3	9:21-10:13
Period 4	10:17-11:09
Lunch	11:09-11:39
Period 5	11:43-12:35
Period 6	12:39-1:31
Period 7	1:35-2:05

8th GRADE	
Period 1	7:25-8:21
Period 2	8:25-9:17
Period 3	9:21-10:13
Period 4	10:17-11:09
Period 5	11:13-12:05
Lunch	12:05-12:35
Period 6	12:39-1:31
Period 7	1:35-2:05

### Wednesday Delay Start Schedule

6th GRADE Wed Delay Start	
Period 1	7:45-8:36
Period 2	8:40-9:29
Period 3	9:33-10:22
Lunch	10:22-10:52
Period 4	10:56-11:45
Period 5	11:49-12:38
Period 6	12:42-1:31
Period 7	1:35-2:05

7th GRADE Wed Delay Start	
Period 1	7:45-8:36
Period 2	8:40-9:29
Period 3	9:33-10:22
Period 4	10:26-11:15
Lunch	11:15-11:45
Period 5	11:49-12:38
Period 6	12:42-1:31
Period 7	1:35-2:05

8th GRADE Wed Delay Start	
Period 1	7:45-8:36
Period 2	8:40-9:29
Period 3	9:33-10:22
Period 4	10:26-11:15
Period 5	11:19-12:08
Lunch	12:08-12:38
Period 6	12:42-1:31
Period 7	1:35-2:05

### One-Hour Delay Schedule

6th GRADE 1 HR Delay	
Period 1	8:25-9:11
Period 2	9:15-9:57
Period 3	10:01-10:43
Lunch	10:43-11:13
Period 4	11:17-11:59
Period 5	12:03-12:45
Period 6	12:49-1:31
Period 7	1:35-2:05

7th GRADE 1 HR Delay	
Period 1	8:25-9:11
Period 2	9:15-9:57
Period 3	10:01-10:43
Period 4	10:47-11:29
Lunch	11:29-11:59
Period 5	12:03-12:45
Period 6	12:49-1:31
Period 7	1:35-2:05

8th GRADE 1 HR Delay	
Period 1	8:25-9:11
Period 2	9:15-9:57
Period 3	10:01-10:43
Period 4	10:47-11:29
Period 5	11:33-12:15
Lunch	12:15-12:45
Period 6	12:49-1:31
Period 7	1:35-2:05

### Two-Hour Delay Schedule

6th GRADE 2 HR Delay	
Period 1	9:25-10:01
Period 2	10:05-10:37
Period 3	10:41-11:13
Lunch	11:13-11:43
Period 4	11:47-12:19
Period 5	12:23-12:55
Period 6	12:59-1:31
Period 7	1:35-2:05

7th GRADE 2 HR Delay	
Period 1	9:25-10:01
Period 2	10:05-10:37
Period 3	10:41-11:13
Period 4	11:17-11:49
Lunch	11:49-12:19
Period 5	12:23-12:55
Period 6	12:59-1:31
Period 7	1:35-2:05

8th GRADE 2 HR Delay	
Period 1	9:25-10:01
Period 2	10:05-10:37
Period 3	10:41-11:13
Period 4	11:17-11:49
Period 5	11:53-12:25
Lunch	12:25-12:55
Period 6	12:59-1:31
Period 7	1:35-2:05

### Backpacks and Book Bags

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

**Buses**

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

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

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

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

**Cafeteria**

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

Students are charged \$2.75 per lunch (except the “A la-Carte” line, where prices vary and must be paid in cash). Students may add money to their lunch account by depositing cash or a check at the table set up in the cafeteria by the food lines. Parents may access their student’s current lunch balance online through the Parent Portal.

Breakfast may be purchased each morning .

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

Eating in the cafeteria is considered a privilege. Students who do not conduct themselves appropriately in the cafeteria for breakfast/lunch may be assigned special seating or removed from the cafeteria all together and assigned to an alternate location for lunch.

**Chain of Command**

Parents are encouraged to visit the school to discuss any concerns or to request assistance in solving a problem. Contact should first be made with the individual teacher or staff member involved. If the problem is not resolved after initial contact has been made, then concerns regarding discipline, attendance, or athletics may be directed to the assistant principal. Unresolved problems after this step may be directed to the building principal.

If the concern or problem has not been resolved satisfactorily after meeting with the building principal, then contact may be made with the superintendent, and later, in writing to the school board for consideration or action.

**Change of Address/Health Records/Phone Number/Emergency Contacts**

Any change in a student's home address, phone number, or emergency contact information should be immediately reported to the Guidance Office so that the change may be recorded in the student's online information system.

In cases of emergency, up-to-date information is vitally important. Any change in a student's health information or medication should be immediately reported to the school nurse.

**Clubs and Organizations**

Academic Team, Spell Bowl, Science Olympiad, Math Club, Art Club, Digital Media Club, Ecology Club, Friends of Rachel Club, Student Council, Drama Club, National Junior Honor Society, Robotics Club.

**Computers**

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

**Daily Announcements**

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

**Damage or Replacement of School Textbooks and Chromebooks**

Textbooks/Chromebooks that are lost or damaged beyond normal wear will incur an additional charge as determined by the school. Charges will be assessed for any damage to textbooks/Chromebooks.

Repairs to damaged Chromebooks for replacement of cracked screens, damaged keyboards, touchpads and chargers and lost protective cases will be assessed by the Kankakee Valley IT Department. If the Chromebook is lost or not returned, full replacement charge will be assessed. Damage or replacement costs may be necessary due to misuse.

**Dances**

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

**Delayed Start Days**

Kankakee Valley Middle School will join the other schools in the Kankakee Valley School Corporation in observing Delayed Start Days every Wednesday. The Kankakee Valley School Board approved this measure at the May 28, 2013 meeting. Delayed Start Wednesdays will begin on August 14, 2024. The Delayed Start allows teachers the opportunity to work together to better develop strategies for instructing students, collaborating with one another and addressing student needs. On these days, buses will pick up students later than usual as classes will start at 7:45 AM. In the event of a two-hour delay of school on a Delay Start Wednesday, school will begin two hours from the start of a regular school day time (9:25 AM).



### **Dress Code**

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

### **Emergency School Closing and Delays**

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

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

The following radio stations broadcast school cancellation news:

WAKE 1500 Valparaiso

WLCL-FM 107.1 Lowell

WLQI-FM 97.7 Rensselaer

WLJE-FM 105.5 Valparaiso

WNWI-AM 1080 Valparaiso

WRIN-AM 1560 Rensselaer

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

### **ELECTRONIC DEVICES**

Student use of electronic devices (EDs) during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment. Specifics of this privilege and consequences for violations are outlined below.

**Electronic device rule: The respectful, non-disruptive use of cell phones is permitted when established school and classroom guidelines are followed. Invasions of privacy or disruptions of school function through electronic devices will result in disciplinary consequences.**

An "electronic device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor or has connective capabilities to the internet.

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

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

- C. Students may use EDs while riding to and from school on a school bus or other vehicle provided by the school or on a school bus or school-provided vehicle during school-sponsored activities, at the discretion of the bus driver or classroom teacher. Distracting behavior that creates an unsafe environment will not be tolerated.

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

Guidelines:

Students may use EDs at the following times:

- Before and after school
- During class time for instructional purposes ONLY if the classroom teacher gives explicit permission.

Students must follow the guidelines below:

- The use of electronic communication devices is prohibited at all times in school offices. Staff may request/confiscate an ED at any time.
- The Media Center functions as classrooms- therefore EDs and cell phones may not be used UNLESS the supervising teacher has given permission.
- The use of cellular phones for any voice communication is not permitted during school hours.

Students are prohibited from using EDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Students who violate this provision and/or use an ED to violate the privacy rights of another person may face disciplinary actions.

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

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

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

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

**Students may not communicate with their parents through electronic devices during instructional time.**

A building principal and his designees have the authority to make determinations as to other specific locations and situations where possession of an ED is prohibited.

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

Use of an electronic device (ED) in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action, and/or confiscation of the ED.

### **Important Notice to Students and Parents Regarding Electronic Device Content and Display**

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

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

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

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

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

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

#### **Equal Education Opportunity**

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

#### **Field Trips**

Field trips provide academic learning opportunities that cannot be accomplished on school grounds. Parent consent, via the online registration process or an alternate written form, must be obtained before any student is allowed to participate in a field trip. While the corporation encourages student participation in field trips, any student whose parent does not give permission to participate will be assigned alternate

activities for the school day. Rules of school attendance and Student Code of Conduct apply. Students who violate the Student Code of Conduct may lose the privilege of attending field trips.

Students who do not exhibit positive behavior, as evidenced by receiving a Night School, In-School Suspension, or Out-Of-School Suspension based on their behavior during this time period, will not be allowed to attend the field trip.

### **Five Star Program**

*The Five Star Program at Kankakee Valley Middle School provides an opportunity to incentivize positive citizenship and behavior while rewarding students who meet the following criteria:*

- Students must have **passing grades** in all classes
- Students must have **excellent attendance** (95%) with zero unexcused absences
- Students must be **on time** to class each period (This includes late arrivals to school)
- Students must have **zero missing assignments** or work outstanding on the Ketchup List.
- Students must exhibit **exemplary behavior** (Zero discipline referrals, including zero bus referrals)

Students who meet the above criteria during a nine-week period are rewarded with a specially-planned field trip or reward.

### **Food and Beverages**

During the school day, students may only have clear water in a ~~clear plastic~~ container in their possession. All other drinks will be confiscated and disposed of. Students in violation of possessing other drinks may be subject to further disciplinary action.

Food will not be allowed in the hallways, classrooms, lockers, or other areas of the school building without specific permission. Students who pack a cold lunch and drink may store the lunch in their personal locker until the designated lunch period.

### **Hall Passes**

Students are encouraged to visit the restrooms and locker areas during the assigned passing period. In cases of an emergency, the student may request to use a hall pass. Teachers may monitor hall pass usage and write passes at their discretion.

### **Lockers**

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

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

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

### **Lost and Found**

Lost items may be turned in or retrieved from the following areas:

Main Office - items such as eyeglasses, purses, wallets, or jewelry

Physical Education Laundry Room - items such as articles of clothing or shoes

### **Media Center**

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

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

### **Office Phones**

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

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

### **Pesticide Application Notice**

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

### **Release of Directory Information**

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

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

## **School Safety**

### **Weather Drills and Emergencies**

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

### **Other Safety Drills**

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

### **Video Surveillance**

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

### **Visitors**

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



## **Academics**

### **Advisory**

The Advisory program provides students with an opportunity to expand their learning opportunities or receive additional help, when needed. During this period, students may remediate skills for math and language arts, request help from a specific teacher, participate in peer tutoring, make up work or tests/quizzes that were missed during an absence. The Advisory program also offers social/emotional lessons on topics such as empathy, conflict resolution, bullying awareness and prevention, organization and study skills, and career readiness.

### **Annual Notification of Rights of Parents**

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

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

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

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

### **APC Policy**

1. Students must have an A/B average from a previous APC or PE class.
2. Students must have a signed approval form from the PE/APC teacher.
3. KVMS students who have participated in athletics at KVMS will be a priority for APC.
4. All forms must be submitted by the published date on the APC form.

### **Assessment of Academic Progress**

To measure progress toward academic goals, students are assessed on a regular basis throughout the school year. Such assessment measures include classroom curriculum-based measures (tests which are selected and prepared by classroom teachers to assess how well students have mastered specific learning objectives), NWEA testing (standardized, subject-area testing which indicate how a student may perform on the ILEARN), ILEARN testing (state assessment in which all KVMS students are expected to pass - results are available online to parents during the summer), Algebra Prognosis (readiness to understand and master concepts in Algebra), PSAT (8th grade) and CogAT. Students who are not making adequate academic progress on these measures are provided with additional support through the Response to Instruction (RtI) model.

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

### **Eligibility for Sports Programs**

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

### **Grading Scale**

100-92%	A	89 - 88%	B+	79 - 78%	C+	69 - 68%	D+
91-90%	A-	87 - 82%	B	77 - 72%	C	67 - 62%	D
		81 - 80 %	B-	71 - 70%	C-	61 - 60%	D -

**Below 60% represents a failing grade**

### **Honors Student Program**

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

Honors classes are offered for grades 6-8 in the core subjects of math, language arts, science, and social studies. High school classes, such as Algebra I or Honors Geometry, may also be offered for advancement in grades 7 or 8.

Selection for these classes is made after a careful review of data by a team of educators under the governance of the Indiana Board of Education. In order to gain a clear picture of each student's potential and current level of achievement, a variety of testing instruments are administered: ILEARN, NWEA, CogAT, Orleans-Hanna Algebra Prognosis, curriculum-based measures, and teacher recommendations.

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

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



The goal of the Honors Program is that each student achieves his/her potential through enriched learning and advanced academic opportunities. Students must continue to demonstrate academic excellence in classroom performance in order to remain in the program.

**Students must maintain 80.0 percent or higher to stay in the honors program.**

**Students who fail to maintain 80.0 percent at the end of the 9 weeks quarter will be removed from the honors program and placed into a regular education classroom. Students who leave the program will be considered again in the fall of the following school year.**

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

### **Honor Roll**

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

### **Late Work**

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

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

### **Make-up Work**

Students who have been absent for reasons allowing them to make up their work should see the teacher’s Schoology page as well as, speak with the teacher about the missed work as soon as they return or prior to being absent. Students will be given one calendar day for each day absent plus one day to make up work. This provision does not apply to major tests, projects, or long-term assignments or other assignments of which students have been informed of by their teachers well in advance; however, the teacher may use discretion in establishing the due date for these assignments. No additional time will be allocated for absences and/or absences due to Out of School or In-School Suspensions.

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

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

**Unexcused Absence and Truancy:** All homework, Quizzes and tests may be completed. Teachers may use discretion whether to give credit for missed work.

### **National Junior Honor Society**

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

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

### **Skyward**

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

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

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

### **Physical Education**

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

The uniform consists of a red PE shirt that is listed on the 6th grade school supply list and can be purchased at Varsity Sports Shop in Demotte. Students are also to wear socks/athletic shoes and to remove all jewelry and piercings (or properly cover with tape) prior to participation.

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

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

### **Progress Reports and Report Cards**

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

Progress Reports  
September 11, 2024  
November 20, 2024  
February 12, 2025  
April 23, 2025

Report Cards  
October 15, 2024  
January 10, 2025  
March 19, 2025  
May 28, 2025

### **Promotion and Retention**

In order to be promoted to the subsequent grade level, the student in grades 6-8 will be required to receive passing grades (no F's) in all core subjects - including Mathematics, Language Arts, Science, and Social Studies. A student who shows major improvement in the second semester of the school year may receive an exemption to the above policy and be "placed" into the next grade level.

### **Summer School**

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

### **Attendance**

#### **Attendance Philosophy**

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

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

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

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

#### **Reporting an Absence**

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

If a parent/guardian does not call on the day of an absence before 9:00 AM, the school will make automated phone calls at 9:30 AM and 1:00 PM to contact the primary number listed in the system to verify the absence. If communications are not received within 24 hours after a student returns, the absence will be considered unexcused.

### **Late Arrival to School**

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

Consequences for late arrival to school may include (but are not limited to):

*Warning(s), Lunch Detention(s), After School Detention(s), Suspension(s), and/or possible referral to Project Attend.*

### **Excused Absences**

A student may have no more than six (6) absences excused at the discretion of the parent/guardian during a semester. Once the number of student absences exceeds the defined limit, all further absences will be marked as unexcused unless verified by a medical professional.

Scheduled medical appointments such as dental, orthodontic, allergy, immunizations, psychiatric or wellness checks will be marked as excused, with a valid doctor's note. Students are expected to attend school before or after such appointments. A doctor's note must include the date and time of the appointment, the time of the student's departure, and the date he/she may return to school. It must be specific as to the days the doctor is excusing and must be turned in within twenty-four (24) hours after a student's return to school.

The following absences will not count toward the six (6) day limit:

1. Medical release for a specified period of time
2. Service as a page for or as an honoree of the Indiana General Assembly
3. Students serve on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special or primary election. Prior permission is required.
4. Subpoena to appear in court.
5. School-sanctioned field trips.
6. Deaths and funerals of members of the student's family. Students who are absent for this reason must have a parent/guardian contact the school or bring in a note from parent/guardian explaining the absence.
7. Physician's/Medical excuse: If a student has medical orders stating the student cannot be in the building due to illness, hospitalization, or other medical need this document must be presented upon the student's return to school with the proper dates of the student's absences(s). Additionally, this document must be on the physician's letterhead or office form, and must be signed by physician or his/her office personnel and be verified by the school.
8. Religious holidays that fall on the school calendar and has prior administrative approval.
9. Incarceration
10. Other administrative exemptions

### **Process for Obtaining an Attendance Waiver**

Students and parent/guardian may request an attendance waiver meeting only if there are unusual circumstances or new information to be presented. The Attendance Waiver Committee (consisting of the principal, assistant principals, guidance counselors, Director of Attendance, and support staff), student and parent/guardian set up a time and date for the attendance waiver meeting.

**Excessive Absences**

Any student who has more than five (5) unexcused absences in one semester will be considered to have excessive absences. Parents and students will be subject to a meeting with the School Resource Officer, the KVSC Director of Attendance and one of the building administrators to remedy an attendance issue.

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

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

**eLearning**

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 and discretion 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.

**Extracurricular Participation**

A student who misses any part of a school day because of illness, other than because of a pre-arranged appointment, cannot participate in or attend after-school sporting events, practices, club meetings, performances, dances, or other similar activities that same day. Students who have a medical appointment must return to school with a note from their provider. Other extenuating circumstances should be cleared in advance with an administrator if possible. Administration reserves the right to make the final decision regarding participation.

**Habitually Truant**

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

**Make-up Work**

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

**Vacation Policy / Pre-Planned Absences**

A Pre-Planned Absence Form must be submitted to the Principal at least five (5) days before the start of a planned absence. To be excused, a trip or vacation needs to meet criteria for being excused. Educational trips may be exempt while family vacations, for the most part, would not. Approval for vacation/educational trip requests will be evaluated by the following standards: previous attendance records, previous requests, academic performance and the educational value of the activity. Trips should be limited to one per school year and not exceed five school days in length. Trips which include days of

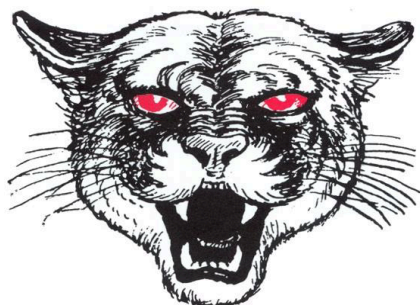
mid-term/final examinations, achievement testing and State Testing will not be approved. Although the absence may be deemed an excused or exempt absence, it does count against perfect attendance. Please see the Pre-Planned Absence Form (on pages 56-57 of this handbook) for further details.

### **Achieving Attendance Goals**

Promoting and fostering excellent attendance habits requires a commitment from everyone.

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

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



### **Student Services (Nurse)**

**A nurse is available for students who are ill or become injured during the school day.**

**Hours 7:00 AM - 3:00 PM**

#### **Accidents**

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

#### **Immunizations**

Immunizations for all students attending public schools are required by state law. The following (including day, month, and year of administration) are required for all 6th - 10th grade students:

- o 5 doses of diphtheria-tetanus-acellular pertussis vaccine (DTaP), pediatric diphtheria-tetanus vaccine (DT), or tetanus-diphtheria vaccine (TD)
- o 4 doses of polio vaccine
- o 3 doses of hepatitis B vaccine

- o 2 doses of measles (rubeola) vaccine
- o 2 doses of rubella (German measles) vaccine
- o 2 doses of mumps vaccine
- o 1 dose of Tdap (tetanus and pertussis)
- o 1 dose of meningococcal conjugate vaccine (MCV)
- o 2 doses of varicella vaccine or physician documentation of chicken pox
- o 2 doses of hepatitis A

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

### **Medications**

School personnel cannot dispense any drugs, including non-prescription drugs, without written permission from a parent or guardian. Non-prescription (over-the-counter) medication must be in the original (manufacturer) container with the ingredients listed on the label and the student's name affixed to the container.

A dated, written permission - including reason/time/dose of medication - from the parent or guardian must accompany the medication.

Prescription medication to be dispensed during the school day must be in the original container with the attached pharmacy label including the prescribing physician's name, the student's name, the name of the medication, strength/dosage, and the time the medication is to be dispensed. Medication in plastic bags, boxes, or envelopes **will not be administered at school. No Exceptions. All medication must be dropped off in the nurse's office before class each morning and kept in the nurse's office for the duration of the school day.**

It is the student's responsibility to come to the nurse's office when it is time to take the prescribed medication.

It is the parent's responsibility, at the end of treatment, to remove any unused medication from school.

Medication not picked up by the end of the school year will be discarded.

A student in grades kindergarten through 8th grade may not take medication home if the medication is possessed by school administration during school hours or at school functions. Medication may only be released to: (1) the student's parent or legal guardian, or (2) an individual who is at least 18 years of age and designated in writing by the student's parent or legal guardian to receive the medication.

### **Medication for Chronic Conditions:**

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

1. A written statement from the prescribing physician which states:
  - A. The student has an acute/chronic disease or medical condition for which the physician has prescribed the medication.
  - B. The student has been instructed in how to self-administer the medication.
  - C. The nature of the disease or medical condition requires emergency administration of the medication.
2. The authorization and written statement must be filed with the school nurse annually.
3. The prescribing physician may fax the written statement, including subsections "A," "B," and "C," to (219) 987-2540, "Attention: School Nurse."
4. Any changes in medication must be documented in writing by the prescribing physician.

### **Signing a Student In/Out**

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

**Students are not allowed to call/text home on their own cell phone during the school day when they are feeling ill and may be subject to disciplinary action.**

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

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

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

For school security, parents and guardians are required to wait in the main office while signing students in/out.



## **Student Services (Counseling and Guidance)**

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

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

If you are interested in scheduling a Parent/Teacher Conference, please contact the Guidance Office by calling the school at (219) 987-8810, then pressing #3 when directed.

## **Homework Requests**

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



### **Scheduling Changes**

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

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

### **Withdrawal or Transfer**

A parent/guardian must fill out a form in the Guidance Office if withdrawing to homeschool or transferring to another school corporation. If withdrawing to homeschool, the parent will need to provide the information regarding the program that the student will be enrolled in. The parents will enroll the student with the Indiana Department of Education as a student being homeschooled. Transcripts and educational records will be forwarded directly to the new school.



## **Student Code of Conduct**

### **Accessory**

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

### **Bullying (IC 20-33-8-0.2)**

(a) As used in this chapter, Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student’s person or property.
2. has a substantially detrimental effect on the targeted student’s physical or mental health
3. has the effect of substantially interfering with the targeted student’s academic performance
4. has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

(b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

1. Participating in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United State Constitution or Article (I), Section 31 of the Constitution of the State of Indiana, or both.
4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of (1) or more adults.
5. Participating in an activity undertaken at the prior written direction of the student’s parent.
6. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

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

### **Cheating/Plagiarism/Academic Dishonesty**

Students participating in any act of cheating will receive disciplinary action. This action may include, but is not limited to: receiving a “0” on the assignment + parent notification, receiving a “0” on the assignment + parent notification + After School Detention, receiving a “0” on the assignment + parent notification + ISS.

Examples of Cheating/Plagiarism/Academic Dishonesty (other examples may apply at discretion of principal)

- Use of unauthorized papers during a quiz or exam, looking at notes, books, cellphones, chromebooks or other materials during a quiz or exam
- Talking about the quiz or exam material during the quiz or exam, talking to a student who has not taken the quiz or exam about the material on the quiz or exam
- Copying the work or answers from work
- Paying someone to write a paper or do an assignment
- Buying or downloading a paper
- Copying any phrases, sentence or sentences verbatim from the reference source without using quotation marks and without providing a complete reference (author, date, source of material)
- Cutting and pasting portions of articles from the internet
- Stealing words directly from any source and presenting them as your own
- Use of artificial intelligence (AI) without properly citing the source

### **Confrontation**

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

### **Disruptive Behavior**

Disruptive behavior includes any action that disrupts or interferes with educational activities or the school environment or has the potential for such disruption. Disruptive behavior may be subject to removal from class, detention(s) and/or ISS. Students who have multiple code violations for disruptive behavior will be referred to an intervention team at the Middle School for review and possible implementation of a behavior plan to help improve student behavior.

### **Disciplinary Actions**

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

**Removal from Class or Activity:** Any KVMS staff member reserves the right to remove a student,

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

**Teacher Assigned Detention:** Detentions are held after-school, Monday, Tuesday and Thursday, from 2:10 PM until 2:45 PM. Students are expected to refrain from talking, to engage in educational activities during the entire time period, and to be picked up promptly at 2:45 PM in the front of the school building. Failure to follow procedures will result in additional consequences.

**Extended After School Detention (formerly Night School):** Students assigned to an After School Detention will be called from their last period class at about 2:00 PM, they are to go to their lockers, get materials for detention, as well as personal belongings and report to the office before the 2:05 bell rings. Students are responsible for bringing educational materials with them to detention - lockers and classrooms will not be accessible. Reading magazines, drawing/doodling, and other non-academic work is not acceptable. Dismissal time is 3:45 PM. Students will be dismissed through the front entrance of the school.

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

**In-School Suspension (ISS):** Students assigned to ISS are to report immediately to the Main Office on the morning of their assignment and wait to be escorted to the ISS room. Once in the ISS room, students are expected to work quietly and independently on their assigned work for the day. Any school work that is completed during ISS can be turned in for credit. There is to be no talking or sleeping (head down/eyes closed). Disruptions or failure to comply in ISS may result in further consequences as determined by administration.

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

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

**Restitution:** Students may be required to compensate another individual or the school corporation for the replacement/repair costs, plus labor, of any items that are stolen or damaged. Students may also be required to clean, repair, or otherwise volunteer time in the school as appropriate to the violation.

### **Disrespect**

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

### **Dress Code**

If a student has selected a manner of appearance that disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting. Any student whose appearance diminishes or detracts from the educational climate of the school will be removed from the school until the problem is corrected and/or disciplinary action has been taken. A student's appearance shall not be so extreme as to pose a safety hazard to him/herself or to others or interfere with the educational process. Indecent exposure will result in disciplinary action. A student's appearance shall also not be so extreme as to attract undue attention or cause a disturbance.

Students who are representing any of our schools at an official function or public event may be required to follow specific dress requirements in alignment with that function and responsibility. Usually, this applies to athletic teams, cheerleaders, bands, student government, and other such groups.

Specific guidelines for acceptable apparel include but are not limited to:

- Apparel must be reasonably clean and free of offensive odor;
- Apparel or items, which allude to drugs, alcohol, sex/suggestive phrases, the occult, gangs, weapons, or which are offensive to ethnic or racial groups are prohibited;
- Students, in general, should be covered from a conservative neckline to the mid-thigh in an outfit that has traditional sleeves
- Apparel or items which could cause damage to school furniture or property are prohibited including metal chains and jewelry with spikes
- No sagging, drop crotch/jogger, harem type pants are permitted. Pants are to be worn above the hip bones.
- Purses are not to be carried during the school day. All purses are to be kept in the student's locker.
- Coats are not to be worn or carried during normal school hours except with administrative approval.

- Backpacks/Gym Bags are to be placed in student lockers and not utilized during the school day, except with administrative approval. Backpack passes must be clearly displayed on that bag.
- For safety purposes students will wear appropriate footwear, designed to be worn outside the home in all circumstances unless instructed otherwise.
- Slippers, blankets, pillows, etc. are not permitted.
- Students may, at the discretion of the school leadership, be required to furnish and wear appropriate safety devices, such as a hair net, bathing cap, protective glasses, and hat, gloves, and apron, and should follow given instructions.

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

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

### **Drugs / Alcohol / Tobacco**

Kankakee Valley Middle School does not tolerate the use, possession, or selling of illegal drugs or look-alike items, marijuana, narcotics, controlled substances, tobacco, electronic/vapor cigarettes, non-alcoholic beer, alcoholic beverages, powdered alcohol or intoxicant of any kind, as well as drug apparatus or paraphernalia or vessels used to carry said substances. This includes items representing drugs and alcohol, including hemp-flavored lollipops. Students who appear to be under the influence of alcohol/drugs may be tested with a breathalyzer and/or urinalysis at school or school activity by an administrator or designee. Please see "Grounds for Suspension or Expulsion" for further detail.

### **Expulsion Procedures (IC 20-33-8-3, 20 U.S.C. 8001, 20 U.S.C. 8002)**

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

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

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

### **False Alarms**

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

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

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

### **Forgery/Falsification**

Falsifying a signature or any written communication from a parent/guardian, teacher, staff member, or physician constitutes forgery and may receive consequences up to and including suspension from school. Any forged or falsified notes from physicians will be turned over to the School Resource Officer for possible criminal charges.

### **Gang Activities**

The Board recognizes that the harm done by the presence and activities of gangs in public school exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

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

- A. **Definition:** For purposes of the policy, a "gang" is any group of two (2) or more persons whose purpose includes the commission of illegal acts or acts in violation of disciplinary rules of the Kankakee Valley School Corporation.
- B. **Prohibitions:** No student on or about school property or at any school activity shall:
  - 1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or a. 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 a. or affiliation in any gang or alleged gang.
  - 3. Engage in any act in furtherance of the interests of any gang (alleged or otherwise) or gang activity, including but not limited to:
    - a. Soliciting membership in, or affiliation with, any gang;
    - b. Soliciting any person to pay for protection, intimidating or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
    - c. Painting, writing or otherwise inscribing gang related graffiti, messages, symbols, or signs on school property;
    - d. Engaging in violence, extortion, or any other illegal act or other violation of school policy;
    - e. Soliciting or inciting any person to engage in physical violence against any other person.
- C. **Violation of Policy:** Students in violation of this policy shall be subject to the full range of disciplinary measures, including suspension and expulsion, in addition to applicable criminal and civil penalties.

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

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

- 1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);

2. Off school grounds at a school activity, function, or event; or  
[https://www.pltw.org/professional-development/training-schedules?program=%22PLTW+Gateway%22&course=\\*](https://www.pltw.org/professional-development/training-schedules?program=%22PLTW+Gateway%22&course=*)
3. Traveling to or from school or a school activity, function, or event; or  
 60 Using property or equipment provided by the school.

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

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use
  - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act, the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging a student to engage in such conduct. Prohibited conduct includes harassment, bullying, or hazing.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
7. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failure to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
11. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision. (All prescription medication must be turned into the nurse and the proper paperwork must be filled out.)
12. Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverages, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
14. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

15. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
16. Failing to completely and truthfully respond to questions from a staff member regarding school matters.
17. Engaging in an unlawful activity on or off school grounds in the unlawful activity may reasonably be considered to be an interference with school purposes or educational function, or the students' removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
18. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - A. Engaging in sexual behavior on school property;
  - B. Engaging in sexual harassment of a student or staff member;
  - C. Disobedience of administrative authority;
  - D. Willful absence or tardiness of students;
  - E. Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - F. Violation of the school corporation's acceptable use of technology policy or rules;
  - G. Violation of the school corporation's administration of medication policy or rules;
  - H. Possessing or using a laser pointer or similar device;
  - I. Students who threaten to harm self, others, or threaten to damage or destroy property may be subject to suspension and/or expulsion from KVSC.
19. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone to substantially interfere with school purposes or educational functions or to facilitate or engage in any unlawful activity.
20. Threatening a school employee verbally or physically.
21. Possessing, using, distributing purchasing or selling any tobacco, tobacco products, look-alike products (electronic/vapor cigarettes) and/or smoking paraphernalia or vessel used to carry such substance in any form on school property, including school buildings or grounds, on school transportation vehicles, at any school activity, or traveling to and from school.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or school personnel in a situation not related to a school purpose or educational function.
23. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
24. Possessing sexually related materials which include images displaying uncovered breasts, genitals or buttocks.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition or an inflammable substance.
27. Failing to comply with any student rule established by the building principal.

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

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

- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device.
- c. The penalty for possession of a firearm will be (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule
- 2. Possessing a deadly weapon (IC 35-41-1-8)**
- a. No student shall possess, handle or transmit any deadly weapon on school grounds.
  - b. The following devices are considered to be deadly weapons:
    - a weapon, taser, or electronic stun weapon, equipment, mace, chemical substance, or other material that, in the manner it is used, or could ordinarily be used, is readily capable of causing serious bodily injury.
    - an animal readily capable of causing serious bodily injury and used in commission, or attempted commission, or a crime.
  - c. The penalty for possession of a deadly weapon will be ten (10) days suspension from school and expulsion from school for a period of not more than one (1) calendar year.
  - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
- 3. Legal Settlement (IC 20-33-8-17)**
- A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

## Harassment

All persons associated with this school system, including students, are expected to conduct themselves at all times so as to provide an atmosphere free of harassment. Harassment will not be tolerated.

Harassment Based on Gender, Ethnicity, Religion, Disability, or Physical Attributes

Examples include, but not limited to:

- A. VERBAL: Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks toward a fellow student, staff member, or other person associated with the Corporation.
- B. NONVERBAL: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.
- C. PHYSICAL: Any intimidating, bullying or disparaging action towards a fellow student, staff member, or other person associated with the Corporation.

## Sexual Harassment

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

Examples include, but not limited to:

- A. VERBAL: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.
- B. NON-VERBAL: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.
- C. PHYSICAL: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual activity, with a fellow student, staff member, or other person associated with the Corporation.



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

### **Insubordination**

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

### **Locker Searches (IC 20-33-8-32)**

A student who uses a locker that is the property of the Kankakee Valley School Corporation is presumed to have no expectation of privacy in: that locker; or the locker's contents. In accordance with the rules of the governing body, a principal may search a student's locker and the locker's contents at any time. A law enforcement agency having jurisdiction over the geographic area or the School Resource Officer may at the request of the school principal; and in accordance with the rules of the governing body of the school corporation, assist a school administrator in searching a student's locker and the locker's contents. Searches may be conducted with or without student consent. Evidence found in the course of a search may be confiscated and/or turned over to the local law enforcement agency for possible criminal charges.

### **Out of Area**

For safety purposes, students are required to be in their assigned areas of the school only. This includes the academic areas and bathrooms in which the students are present based on their class schedule. Restricted areas include the parking lot, outside of the school building, any room or area of the school that is not supervised, or any area other than the destination specified on a hall pass. A student who arrives five (5) or more minutes late to class, without prior authorization, is also considered out of area. Depending on the severity of the violation and the amount of time spent out of area, disciplinary actions may include assignment to Night School, In-School Suspension, or Out-of-School Suspension.

### **Electronic Devices (ED)**

Please see the full policy, starting on page 9 of this handbook, regarding Personal Communication Devices. If a student is found with a ED in plain sight during school hours, the student's parents will be required to pick up ED at the end of the school day. If a student is found using their ED during the school day (texting, receiving/making a phone call), then the student may be assigned to Night School and/or required to pick up ED at the end of the school day.

### **Profanity**

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

### **Public Displays of Affection**

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

Disciplinary actions may include a warning, detention, assignment to Night School or In-School Suspension.

Engaging in sexual activity of any kind in our school building, on school grounds or school buses, or at any school-related activity can result in suspension and/or request for expulsion.

### **Search and Seizure**

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

### **Suspension Procedures (IC 20-33-8-18)**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
  - A. A written or oral statement of the charges;
  - B. If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - C. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. Out of school suspensions totaling ten days in a semester may result in a request for expulsion for not adhering to school rules and regulations.

### **Tardy to Class**

A tardy is being late to class without a valid excuse. (Please see Late Arrivals, page 17 for being late to school).

Tardies to class are as follows:

- 1st Tardy: Verbal and/or written warning
- 2nd Tardy: Verbal and/or written warning
- 3rd Tardy: Referral to after school detention after parent conference
- 4th Tardy: Referral to Assistant Principal with a recommendation for Night School
- 5th Tardy: Referral to Assistant Principal with a recommendation to assign a full day of In-School suspension. Also a conference with parent, teacher, counselor and Assistant Principal
- 6th and further tardies: recommendation for substantial disciplinary actions

### **Truancy**

Kankakee Valley Middle School operates as a closed-campus for all students. After arriving to school (whether by bus or personal vehicle), no student is permitted to leave the grounds during school hours.

A student is considered "truant" for each day, or part of a day, that the student is not present in the classroom without parent or school permission. "Habitual truant" is defined as the accumulation of four (4) trancies.

### **Truant from class**

- 1st occurrence: Notification of parents and assignment to Night School
- 2nd occurrence: 1 day of ISS
- 3rd occurrence: Substantial disciplinary action

### **Truant for entire school day**

- 1st occurrence: Notification of parents and assignment to (2) Night Schools for each day missed
- 2nd occurrence: 3 days of ISS and possible referral to the Jasper County Prosecuting Attorney
- 3rd occurrence: Substantial disciplinary action

KVMS Behavior Matrix				
The Behavior	1st occurrence	2nd occurrence	3rd occurrence	4th occurrence +
Late arrival (first period)	Warning	Warning and parent contact	After school detention	Night school/ISS
Tardy	Warning	Warning and parent notified by teacher	Teacher assigns after school detention, contacts parent	Referral to office, night school
Truancy	2 Night schools	3 ISS	OSS	
Inappropriate show of affection	Warning	Detention	Night	ISS
Violation of cafeteria rules	Clean up/Assign Seat/Warning	Lunch detention	Night school	ISS and student is assigned to eat in alternative location
Out of area	Night	ISS	OSS	
Minor classroom infraction	Teacher assigns after school detention, contacts parent	Teacher assigns after school detention, contacts parent	Office referral, Night school	
Major classroom infraction	Referral to office, Night school	ISS	ISS/OSS	
Insubordination	Detention	Night	ISS/OSS	
Misbehavior in ISS	OSS	OSS	OSS	
Failure to attend detention	Night school	ISS	OSS	
Profanity/Gestures(Mi nor)	Detention	Night	ISS	
Disruptive attire/accessories	Change	Detention	Night	

KVMS Behavior Matrix				
The Behavior	1st occurrence	2nd occurrence	3rd occurrence	4th occurrence +
Academic cheating/plagiarism	Zero, teacher contacts parent	Zero+ Night	Zero+ ISS	
Electronic Devices	Warning	Parent pick up	Night School	ISS/OSS
Fighting	5 OSS, possible recommendation for expulsion	10 OSS, recommendation for expulsion		
Accessory to fighting (filming, instigating, encouraging)	1 OSS	3 OSS	10 OSS, recommendation for expulsion	OSS/Expulsion
False threat (fire, bomb, shooting)	OSS/Law , possible recommendation for expulsion			
Theft	Restitution/Night	Restitution/ISS	Restitution/OSS	
Vandalism	Clean/restitution/ISS	Clean/restitution/OSS/Law	Law Enforcement	
Threat of staff member	OSS/possible recommendation for Expulsion			
Bus Misbehavior	Warning, driver calls parent (*driver has discretion to remove from bus for one day)	Off bus one day	Off bus three days	Possible removal from bus for semester or school year
Use/possession of tobacco/vape including paraphernalia associated with	1 OSS, 2 ISS	5 OSS	10 OSS, recommendation for expulsion	
Use/possession of alcohol/drugs	OSS/Expulsion			

## Appendix I

### Indiana Department of Education

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Center for School Improvement and Performance  
Office of Student Services  
State Attendance Officer  
Room 229, State House  
Telephone: 317/232-9132

#### Certificate of Incapacity

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

Student's Name \_\_\_\_\_  
(Last) (First) (Middle)

Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number (optional) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

School Kankakee Valley Middle School \_\_\_\_\_

Principal \_\_\_\_\_

Telephone Number (219) 987-8810

#### Part 1 (To Be Completed By The Physician)

Diagnosis or Description of the Condition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of the Condition (Check One): \_\_\_\_\_ permanent \_\_\_\_\_ temporary

Anticipated Date the Student May Return to School: \_\_\_\_\_, 20\_\_\_\_.

Date Student Should Return for Re-examination: \_\_\_\_\_, 20\_\_\_\_.

#### Part 2 (To Be Completed By The Physician)

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

\_\_\_\_\_ Regular Daily Attendance  
\_\_\_\_\_ Irregular Daily Attendance (please explain)  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Physician's Printed Name

\_\_\_\_\_  
Physician's Address

\_\_\_\_\_  
Telephone Number

## **Appendix II**

### **KVSC Homework Guidelines and Policy**

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

Definition:

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

Purpose/Appropriate Use of Homework

Practice  
Preparation  
Extension

Inappropriate Use of Homework

Punishment  
Excessive repetition/busy work  
To teach new material  
Homework assigned to students without adequate exposure to the topic, concept or skill

Quantity – The amount of homework issued by teachers to students is a frequent concern. KVSC believes:

The amount of homework a student is given should reflect:

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

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

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

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

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

Middle and high school students who turn in late assignments will receive credit as follows:

- 50% reduction off grade earned, if turned in within one week of due date- assignments not turned in within one week of due date will earn a grade of 0.
- Middle and high school faculty and administration reserve the right to administer appropriate disciplinary consequences for students who fail to turn assignments in on time.

**Questions concerns regarding the implementation of this policy should be addressed in the following manner:**

**STUDENT → → → TEACHER → → → PARENT → → → TEACHER → → → BUILDING ADMINISTRATOR**

## **STUDENTS**

- Record homework assignments
- Bring proper materials home
- Work on a proper environment
- Manage time appropriately
- Complete and check homework
- Store and return homework to school
- Turn in homework
- Ask for help if needed
- Provide feedback to teacher

## **TEACHERS**

- Establish & communicate specific classroom procedures that adheres to district policy
- Determine the nature & purpose of homework assignments
- Provide sufficient prior instruction
- Communicate with other teachers (homework load & timing)
- Assess / record homework
- Provide feedback to students and parents

**Increased  
Learning  
& Positive  
Work  
Habits**

## **PARENT**

- Display positive attitude towards homework and assignments
- Create proper home environment
- Provide resources
- Assist in time management
- Check homework for overall completion & accuracy
- Act as a homework "consultant"
- Hold child accountable for homework completion (or lack of)
- Provide feedback to teachers

## **DISTRICT ADMINISTRATION**

- Involve members of the KVSC educational community in the maintenance of a viable Homework policy
- Communicate district policy to stakeholders

## **BUILDING ADMINISTRATORS**

- Support & supervise appropriate implementation of homework policy

## **Appendix III**

### **Kankakee Valley School Corporation Network Acceptance Use Policy**

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

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

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

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

- I. Personal information such as addresses and telephone numbers will remain confidential when communicating on the system. Students will never reveal such information without permission from their teacher or other adult.
- II. Students will never make appointments to meet people that they have contacted on the system without district and parent permission.
- III. Students will notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
- IV. All Internet account holders are responsible to notify a system administrator or building administrator promptly upon discovery of any suspected security breach.

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

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

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

- a. to access, upload, download or distribute pornographic, obscene or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage or disable the property of another individual or organization;
- e. to access another individual's materials, information or files without permission; and
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing



procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

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

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

- The Kankakee Valley School Corporation is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate student's Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Kankakee Valley School Corporation makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

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

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

## **Appendix IV**

### **Kankakee Valley Schools Head Lice Policy**

**[Approved December 10, 2007]**

#### **Introduction**

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

#### **Roles and Responsibilities**

##### **The Parents' responsibilities are:**

- To learn about head lice infestation and management by reading the Department of Health's Head Lice Fact Sheet ([www.cdc.gov/NCIDOD/DPD/PARASITES/lice/factsht\\_head\\_lice.htm](http://www.cdc.gov/NCIDOD/DPD/PARASITES/lice/factsht_head_lice.htm))
- to regularly check their child's hair for head lice infestation;
- to treat their child's hair immediately if the child has head lice, using the advice in the Head Lice Fact Sheet;
- to inform the school and other close contacts if their child has a head lice infestation, and to confirm that treatment of their child's hair has commenced.
- to be aware of and follow the school's head lice management policy

##### **The School Nurse's role is:**

- to provide information, advice and education to parents and the school community about head lice management;
- to provide additional advice for families experiencing persistent head lice infestation;

##### **The School's responsibility is:**

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

#### **How Head Lice Information Is Disseminated**

The School takes the following steps to ensure that accurate up-to-date head lice treatment advice is provided to the school community:

##### **The Department of Health's Head Lice Fact Sheet:**

- is included in the student enrollment package;
- is displayed in the school office waiting area, with extra copies available for parents
- is sent home to the parents of a child with head lice, and to the parents of the other children in the same class, accompanied by an explanatory letter
- is regularly promoted in the school newsletter and through other appropriate channels

Other head lice education and management strategies:

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

#### **What Happens When A Child Is Found To Have Head Lice?**

The School undertakes the following steps to ensure that a clearly defined process is followed when a child is found to have head lice:

##### **Day 1:**

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

- A Letter to Parents of a Child Found to have Head Lice is sent home with the student at the end of the day. The Letter informs the parents that their child has head lice and advises them that, as required by the School Education Act 1999, the child must commence head lice treatment before returning to school.
- If available, translations of the Head Lice Fact Sheet are provided to non-English speaking parents. Alternately, where appropriate, parents are advised by telephone.
- Interpreter services such as a telephone interpreter service are used if required
- Parents of the other students in the class are sent an information letter on the same day, asking them to check their child's hair for head lice and advising them how to do this more effectively, using the Department of Health recommended hair conditioner method.

#### **Day 2:**

- Once treatment has commenced, the parents of the child with head lice should send the child back to school with the completed Confirmation of Treatment tear-off section of the Letter to Parents. Parents are reminded that treatment must be completed over the 10-day period, as recommended by the Department of Health.
- If the Confirmation of Treatment slip, or similar note, is not returned and the student is not able to confirm that treatment has commenced, then the class teacher informs the Head Lice Coordinator or delegate. The Coordinator contacts the parents to check that they have received the Letter to Parents and the Head Lice Fact Sheet.
- If the Letter to Parents and the Head Lice Fact Sheet have been received but no treatment has started, then the parents are asked if they are experiencing any difficulty. Appropriate assistance is offered if parents are experiencing difficulty, e.g. serious financial hardship, or literacy or language difficulty.
- If the parents have no particular difficulty, then they are reminded of their responsibility to the child and to the school community. The parents are advised that the child must not return to school until treatment has begun. Parents must return a note to school with the child, or phone the School Nurse, to confirm this.

#### **Day 3:**

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

#### **Day 4:**

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

#### **Day 5 – Ongoing:**

- Where a student continues to be absent from school without due reason, the matter will be dealt with in accordance with the school's Absenteeism Policy. Head Lice infestation is easily treated and is not a disease. Where all parent support and information has been provided, and there is no remaining barrier to treatment, failure to treat is not a valid reason for absence from school.

**In the last resort only** – where considered appropriate by the Principal and School Nurse, the family may be referred to the Department of Community Development, e.g. where a child is experiencing ongoing psychological distress, or if infected sores result from untreated head lice infestation and the sores remain untreated. Informing parents of this decision prior to referral is at the discretion of the Principal.

### **Additional Key Points:**

#### **Recommended treatments**

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

### **Checking Hair for Head Lice**

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

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

#### **Checking a student who is believed to have head lice:**

- In the case of an individual student, the School Nurse may examine a student's hair where there is reason to believe a student may have head lice, i.e. where eggs (nits) or crawling head lice have been sighted or where a child is scratching the head excessively.
- The School Nurse is aware that a 'dry' head check may be unreliable. If, on inspection, no signs of infestation are seen, the parent is nevertheless informed and is asked to check using hair conditioner. A Letter to Parents is sent home to inform parents.

#### **Exclusion of a student from school**

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

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

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

## **Appendix V**

### **Kankakee Valley Schools MRSA Policy**

#### **(Approved December 10, 2007)**

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

#### **Mode of Transmission**

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

1. The school nurse should take an active role in evaluating students who complain of painful skin lesions, including lesions that resemble a "bug bite," or other pustule skin lesion that appears to be infected. Any unusual skin lesion or other draining wound is potentially infectious to others and infection control measures are in place to prevent the spread of infection.
2. Transmission of MRSA infection among students and student athletes can have substantial public health impact. Therefore, surveillance for skin infections should be implemented by the school nurse; and/or director, coach or trainer of sports teams (especially those teams involved in contact sports) to expedite referral for medical evaluation. Coaches and/or athletic trainers will assess student athletes for any unusual skin lesions before practice or competition.
3. When MRSA infection is suspected, students and student athletes should be referred to their primary care provider for evaluation and treatment. Following the medical evaluation, the student or parent should be asked to provide verification of the healthcare provider's treatment plan. (Those infected with MRSA should follow their healthcare provider's treatment plan, including completing antibiotic therapy, if an antibiotic was prescribed.)
4. Ensure contact precautions when doing wound care. Ensure standard precautions if the potential for splashing exists.
5. Students or staff members, who are colonized or infected with MRSA, do not need to be routinely excluded from school.
6. Exclusion from school should be reserved for those with wound drainage that cannot be covered and contained with a clean, dry dressing taped on all 4 sides.
7. Individuals with open wounds should keep them covered with clean, dry bandages that are taped on all 4 sides.
8. Potentially contaminated surfaces should be cleaned with antibacterial solution such as diluted Liquid Lysol or household bleach diluted 1:100 (new solution every day).
9. Students and student athletes should avoid sharing personal items such as towels, wash cloths, clothing, or uniforms.
10. Avoid sharing balms, lubricants, and moisturizers.
11. Wash uniforms, clothes, towels and sheets with laundry detergent and hot water (minimum of 160 degrees), add a cup of bleach, if water is not 160 degrees, and dry in a hot dryer.
12. Any student or student athlete with active skin and soft tissue infections (MRSA) will not be allowed to participate in contact sports until wounds are completely healed or written notice is provided by the health care provider stating the student is not infected. (Bandages can become wet with perspiration and loosen/fall off).

**Appendix VI**  
**Kankakee Valley School Corporation**  
**Extra-Curricular Activities & Student Driver**  
**Drug Testing Program**  
**Adoption Date: December 22, 2008**  
**Amended: May 26, 2009**  
**Amended: October 9, 2017**  
**Amended: April 6, 2021**

**Effective Date: July 1, 2009**

**A Statement of Need and Purpose**

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

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

**SCOPE**

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

**PROGRAM IMPLEMENTATION**

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

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

- 1) All students, including student drivers, will be presented a copy of the Drug Testing Program provided within the student handbook, extra-curricular handbook and/or athletic handbook. A handbook consent form must be signed prior to any participation, including driving, to and from

school academics. Signing the consent form indicates that they are aware of all requirements of the Drug Testing Program.

- 2) When a random drug test is administered and a student whose number is selected is absent, the student will be tested the next test date.
- 3) If a positive result is confirmed by the lab, the coach/sponsor or supervisor of the activity will be immediately notified. The parents and/or guardian will also be notified by phone and a letter.

### **NON-PUNITIVE NATURE OF POLICY**

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

### **PENALTIES**

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

#### **First Offense**

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

**Student drivers**, first offense, shall have their driving privileges suspended for 30 school days including all school functions. If there are not 30 days left in a school year, then the participation will carry over to the next school years' activities.

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

#### **Second Offense**

Suspension from 50% of the first scheduled contests. The suspension will be assessed by the Athletic Director. The suspension may carry over from one season to another and, if out of season, for the next event season in which the participant will perform. If a student athlete has an existing violation and joins another sport, he/she has to finish the entire season in order for credit to be given. The athlete will be required to practice during

the suspension period. If there are not 50% of the activities left in a school year, then the participation will carry over to the next school years' activities.

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

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

### **Third Offenses**

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

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

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

### **EXCEPTIONS**

Students that meet the legal age requirement to smoke tobacco, who test positive for tobacco, will not be subjected to any penalties of this policy, however, the **Athletic Code's Year Round Rules** will still be enforced regardless of the student's age.

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

### **BANNED SUBSTANCES**

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

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



## **TESTING PROCEDURES**

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

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

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

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

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

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

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extra-curricular activities" and driving privileges for 365 days. This will be reported to the parent/guardian. A diluted test result will be assumed to be positive.

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

The specimens will then be tested on-site or be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also, testing may be done for "performance enhancing" drugs such as steroids.

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

## **CHAIN OF CUSTODY**

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

The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. Calling four or five students at a time allows the collections to be carried out efficiently and will reduce the loss of classroom instructional time. Athletes may be tested after school.

Before the student specimen is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. A student on prescription medication or over the counter medication may notify the administrator that he/she is taking a prescription medication. Such medication should be noted on the form.

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

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

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

### **TEST RESULTS**

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

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

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

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

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

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

### **FINANCIAL RESPONSIBILITY**

Under this policy, Kankakee Valley School Corporation will pay for all initial random drug tests.

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

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

### **CONFIDENTIALITY**

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

### **OTHER RULES**

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

### **CERTIFYING LAB RESPONSIBILITIES**

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

- a. The Certifying Lab determines if any discrepancies have occurred in the Chain of Custody.
- b. Depending on the substances found the Certifying Lab and/or the school principal or designee will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian may be asked to obtain a letter from the prescribing physician or other documentation within five working days that documents the medications the student is prescribed.
- d. Failure to provide such requested information will be considered a positive result.
- e. The Certifying Lab will then determine if any of the prescribed medications resulted in the positive drug screen.
- f. Finally, the Certifying Lab, based on the information, will certify the drug test results as positive or negative and report the same to the school authorities.

- (1) For example, a drug screen positive for codeine may be ruled negative by the Certifying Lab when he receives a letter from treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction. Student taking medication containing codeine shall inform the drug testing company prior to the test.
  - (2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication the test will be considered "positive."
- g. The Certifying Lab may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Lab feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay then a negative result may be reported.
- h. The Certifying Lab will complete the final review on the drug testing custody and control form and return the appropriate copy to school authorities in a confidential manner.

### **PICK-UP PROCESS**

The school authorities are responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody adhered to and the form properly annotated.

### **CONSENT FORM**

It is mandatory that each student who participates in any of the extra-curricular activities listed below *or* drives to or from school signs and returns a "consent form(s)" prior to participation in any activity. This consent form may be located in the Extra-Curricular or Student Athlete Handbook. Failure to comply will result in non-participation and/or denial of a student driving privileges to and from school's academic program.

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

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

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

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

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

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

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

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

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

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

**Decline Notice**

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

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

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

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

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

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

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

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

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

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

**Rescind of Permission**

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

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

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

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

**Substance Abuse Programs  
In Alphabetical Order**

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

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

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

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

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

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New Beginning Counseling

793 Juniper Rd

Valparaiso, IN 46385

Teen Substance Abuse

Phone: 219-303-2343

Cost: Initial Evaluation: \$75.00 Individual Counseling Sessions: \$70.00 Group Counseling prices vary depending on the Group. Exit Interview: \$70.00.\*

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Choices

607 E Lincolnway

Valparaiso, IN 46383

Drug and alcohol individual and group therapy

Phone: 219-548-8727

[www.choicescounselingservices.com](http://www.choicescounselingservices.com)

Cost: Unknown

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Awakenings Counseling Center

7853 Taft Street

Merrillville, IN 46410

Drug and alcohol individual and group therapy

Phone: 219-791-9083

Cost: Unknown

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Northwest Indiana Treatment Center, Inc.

8500 Broadway, Suite H

Merrillville, IN 46410

[indiana@methadonetreatmentcenter.com](mailto:indiana@methadonetreatmentcenter.com)

Phone: 219-769-7710

Cost: Unknown

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Northwest Indiana Treatment Center, Inc.

8500 Broadway, Suite H

Merrillville, IN 46410

[indiana@methadonetreatmentcenter.com](mailto:indiana@methadonetreatmentcenter.com)

Phone: 219-769-7710

Cost: Unknown

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\* Costs may not be current.



## **Kankakee Valley Drug Testing Program**

### **Student Information**

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

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

This policy applies to all Kankakee Valley School Corporation students in grades 6-12 who wish to participate in extra-curricular activities. It also applies to students who wish to drive to and from school academics.

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

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

## **Appendix VII**

### **Special Education and Section 504**

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

The law defines person with a disability as anyone who:

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

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the Kankakee Valley Middle School building principal at (219) 987-8810.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the Kankakee Valley Middle School building principal at (219) 987-8810.

## Appendix VIII

### Dating Violence / Domestic Violence Resources

<b>National</b>	<ul style="list-style-type: none"> <li>• Love is Respect: National Teen Dating Abuse Hotline: 1-866-331-9474 <a href="http://www.loveisrespect.org">www.loveisrespect.org</a></li> <li>• Choose Respect: The Centers for Disease Control and Prevention's Teen Dating Violence Prevention Initiative: <a href="http://www.cdc.gov/chooserespect">www.cdc.gov/chooserespect</a></li> <li>• Break the Cycle: <a href="http://www.breakthecycle.org">www.breakthecycle.org</a></li> <li>• That's Not Cool: <a href="http://www.thatshotcool.com">www.thatshotcool.com</a></li> <li>• National Domestic Violence Hotline: 1-800-799-SAFE (7233)</li> <li>• National Sexual Assault Hotline: 1-800-656-HOPE</li> <li>• National Teen Dating Violence and Abuse Helpline: 1-866-331-9474</li> </ul>
<b>State</b>	<ul style="list-style-type: none"> <li>• Indiana Coalition Against Domestic Violence: 317- 917-3685 <a href="http://www.icadyinc.org">www.icadyinc.org</a></li> <li>• Indiana Coalition Against Sexual Assault: 317-423-0233 <a href="http://www.incasa.org">www.incasa.org</a></li> <li>• Indiana Domestic Violence Hotline: 1-800-332-7385</li> </ul>
<b>Local Community</b>	<ul style="list-style-type: none"> <li>• Rural Crisis Center – Rensselaer: Domestic violence counseling and support: 219-866-8281 or 1-800-933-0374</li> <li>• Wabash Valley Hospital Mental Health Center: 219-866-4194 <a href="http://www.wvhmhc.org">www.wvhmhc.org</a></li> <li>• Community Partners Family Network: Free, voluntary support services for families in Jasper County 1-800-897-0007</li> <li>• Jasper County Department of Child Services: 219-866-4186 Indiana Child Abuse and Neglect Hotline: 1-800-800-5556</li> <li>• Indiana Child Abuse and Neglect Hotline: 1-800-800-5556</li> </ul>
<b>School</b>	<ul style="list-style-type: none"> <li>• Miss Melcher, School Counselor 219-987-8810 ext. 3134</li> <li>• Mrs. Stonecipher, School Counselor 219-987-8810 ext. 3135</li> <li>• Mrs. Deardorff, School Nurse 219-987-8810 ext. 3120</li> </ul>

# Kankakee Valley School Corporation

## Pre-Planned Absence Form

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

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

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

Reason for Absence (please check one):

- ☐ Medical: Student has a medical/dental appointment or other pre-planned medical situation. Doctor note will be provided.
- ☐ Family Event: Funerals, military events, or religious holidays. Up to 5 days excused.
- ☐ Family Vacations: Family vacations may be excused (up to 5 days per school year). Students will be marked excused absent for a maximum of 5 school days per year duration of the vacations. After the 5 days, students will be marked unexcused.
- ☐ Educational Trip: To be exempt and marked present, a plan must be made prior to departure for how the trip is educational and how the student will report on what they learned during the trip. The plan also must include information about when and how missed classwork or assignments will be completed and turned in and must be approved by the Principal.

*Approval for vacation/educational trip requests will be evaluated by the following standards: previous attendance records, previous requests, academic performance and the educational value of the activity. Trips should be limited to one each school year and normally not exceed five school days in length. Trips which include days of mid-term/final examinations, achievement testing and State Testing will not be approved. Although the absence may be deemed an exempt absence, it does count against perfect attendance and/or final exam exemptions.*

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

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

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

.....

**The absences for this trip will be:**

☐ Excused      ☐ Unexcused      ☐ Exempt (Present)

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

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

**Teacher Signature Required:**

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

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

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

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**Exempt, Excused & Unexcused Family Trips**

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

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

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

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

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