

Vision KVIS: *Enlightening Minds for Brighter Futures*

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

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

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

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

Fifth Grade: CogAT Testing (2nd Semester)

Fourth-Fifth Grade: ILEARN Checkpoints

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

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

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

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

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

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

days.

5. A Pre-Planned Absence Form must be submitted to the Principal at least two (2) days before the start of a planned absence. Approval for vacation/educational trip requests will be evaluated by the following standards: previous attendance records, previous requests, academic performance and the educational value of the activity. Trips should be limited to one each year and normally not exceed five school days in length. Trips which include days of mid-term/final examinations, achievement testing and State Testing will not be approved. Although the absence may be deemed an excused absence, it does count against perfect attendance.
6. A student has one day to make up work for each day he or she has been absent.
7. Any student absent during the school day may not participate in extracurricular activities that day, unless arrangements for the absence were made through the principal's office.
8. Tardiness. Students who come to the classroom after 8:40 am and are not on a "late" bus are considered tardy. Excessive tardiness could require after-school detention to make up time. Parents must sign tardy students in at the school office.
9. Missing the bus may be considered an unexcused absence.
10. Excessive tardiness and/or absences must be reported to appropriate agencies by school officials. Students may receive a lunch or after school detention for excessive unexcused absences or tardies.
11. Attendance Awards may be given to students at the end of each quarter, semester and the end of the school year. In order to qualify, a student must be present the full time for the entire day each day during the semester or the school year.
12. Unexcused absences are reported to the State of Indiana.
13. Attendance letters may be sent after 4, 8, 10, 12, 16, and 18 days of absence.
14. Please see the **Kankakee Valley School Corporation Attendance Policy** for more information.

Behavior Reports will inform parents about their child's behavior at school. A well-behaved child surrounded by other well-behaved children will learn more. A behavior report is sent home with students who break school rules. Parents need to sign and return the form. Each report has a specific consequence and will start over at the beginning of each 9 weeks grading period.

A detention center will be available on Tuesday & Thursday afternoons from 3:35 p.m. to 4:30p.m. The detention will be used to complete school work or develop a specific behavioral contract. Parents are expected to sign the student out of an afternoon detention. Parents are responsible for the child's transportation.

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

Bicycles Students are not allowed to ride bicycles to school. Considering the roadways and the traffic, there is no safe way for students to ride a bicycle to our school.

Birthdays With teacher permission, a single, commercially wrapped food