

KOKOMO HIGH SCHOOL



THE LENS - STUDENT HANDBOOK 2023-2024

LENS IS BOARD APPROVED

The Kokomo School Corporation Board of School Trustees adopted the 2023-2024 edition of The Lens on the 8th day of May 2023.

***Board of School Trustees of the
Kokomo School Corporation***

Lewis Hall
School Board President

David Emry
School Board Vice President

Lisa Ellison
School Board Secretary

Charley Hinkle
School Board Member

Nicole Mundy
School Board Member

Karen Sosbe
School Board Member

Issac White
School Board Member

Administration

Dr. Mike Sargent
Superintendent

Mr. Carlton Mable
Assistant Superintendent

Dr. Teni Helmberger
Director of Secondary Education

Mrs. Angela Blessing
Principal

TABLE OF CONTENTS

CHAPTER 1 GENERAL INFORMATION 4

CHAPTER 2 CURRICULUM 24

CHAPTER 3 SCHOLASTIC ACHIEVEMENT 37

CHAPTER 4 EXTRACURRICULAR ACTIVITIES 38

CHAPTER 5 ATHLETIC INFORMATION 39

CHAPTER 6 ATTENDANCE, DISCIPLINE, ENROLLMENT, AND WITHDRAWAL..... 42

CHAPTER 7 BEHAVIOR 51

CHAPTER 8 STUDENT PARTICIPATION AND MEMBERSHIP CODE FOR EXTRACURRICULAR ACTIVITIES 55

TO ALL KOKOMO HIGH SCHOOL STUDENTS

Welcome to Kokomo High School!

You have become a Kokomo Wildkat. You belong to one of the most respected schools in the entire nation. Few can aspire to the status you have attained simply by attending this school. You have available to you one of the broadest course offerings of any school. In addition, you have available to you one of the widest-reaching extracurricular programs anywhere.

The mission of Kokomo High School is to enable our students to become lifelong learners as the result of a safe and positive learning environment. Each student is challenged in a culture of excellence and achievement, which enables students to develop thinking and learning skills to achieve personal growth and maximum potential.

The real strength of any school is the people who make up the school. The teachers, the counselors, the staff, and the administrators of Kokomo High School are committed to making you as prepared as possible for life. High school is an important stepping stone to the future. You are embarking on a lifelong journey of learning and personal growth, and we are committed to making that journey as successful as possible. As a Kokomo Wildkat, you have a distinct advantage over other students by having a choice in directing your educational experience. Kokomo High School offers several different academies, each with its own unique focus, to allow you to receive a high school diploma geared specifically toward your strengths and interests.

STEM Academy students experience a core curriculum integrated with Science, Technology, Engineering, and Mathematics principles. The STEM Academy focuses on an interdisciplinary curriculum that embeds 21st-century skills by bringing real-world problems into the classroom for the students to solve. Courses connect concepts taught in the classroom to the students' community or careers. Students apply collaboration, creativity, and critical thinking to solve the problem while communicating the information to an audience.

The K-TECH Academy focuses on personalized learning with the integration of technology and project-based learning that expands and enriches the curriculum. By connecting the students' learning to purposeful, real-world skills such as collaboration, small group activities, and digitally rich innovative opportunities, students are more involved in the learning community. K-TECH students will gain a deeper understanding of being part of our ever-evolving global economy and society.

The International Baccalaureate Academy offers an academically challenging curriculum infused with international connectedness that prepares graduates for university-level work. Students embrace relationships between traditional subjects and the real world as they strive to become critical and reflective thinkers. The IB Academy aims to develop inquiring, knowledgeable, and caring young people who help create a better and more peaceful world through intercultural understanding and respect.

Our STEM-T Academy applies the same principles as our STEM Academy while providing an accommodated learning environment for our students with special educational needs.

Your high school is only as good as you are willing to make it. You are encouraged to become involved in every aspect of life at Kokomo High School. We wish you every possible success during the coming year and stand ready to assist you in any way possible.



CHAPTER 1

GENERAL INFORMATION

SCHOOL PRIDE

School pride is something that every Kokomo High School student should exhibit throughout the high school year. This feeling of pride in the school comes when students support their school by eagerly participating in classes, extracurricular activities, and athletic events. You will become a part of the KHS pride as you complete your duties as an interested student scholastically, athletically, and in extracurricular activities.

ADMINISTRATION OFFICES

The Main Office staff can answer questions pertaining to curriculum, student records, activities, and adult staff.

Main Office	Phone: 455-8040 (Ext. 19000)
Attendance Office	Phone: 455-8040 (Ext. 19321)
Athletic Office	Phone: 455-8053 (Ext. 19338)
Bookstore Office	Phone: 455-8022 (Ext. 19575)
Counselors' Office	Phone: 455-8040 (Ext. 19303)
Kokomo Area Career Center	Phone: 455-8021 (Ext. 29375)

ADMINISTRATION STAFF

Mrs. Angela Blessing	Kokomo High School Principal
Ms. Lori Magnuson	IB Academy Vice Principal
Mr. John Pinson	K-TECH Academy Vice Principal
Mr. Jason Spear	STEM Academy Vice Principal
Brittany Troyer	Coordinator of College and Career Preparation
Mr. Michael Susong	Vice Principal of Student Support
Mrs. Cheryl Dowden	Curriculum Supervisor of Social Studies
Mrs. Jill Hickey	Curriculum Supervisor of World Languages
Mr. Nick Sale	Athletic Director
Mr. John Peckinpaugh	Assistant Athletic Director

STUDENT ADDRESS AND TELEPHONE NUMBER

Any change in email address, home address or telephone number should be reported via the PowerSchool App immediately by a parent/guardian. This is essential in case the school must contact the parent/guardian for any reason. It is the student's responsibility to see that his/her address and telephone number are correct.

ASSISTANCE TO STUDENTS

Parents/Guardians are to call the Main Office to make an appointment with a teacher. The office will contact the academy vice principal to set up an appointment or conference. Students also may make arrangements directly with the teacher for a conference.

ATTENDANCE AND PARTICIPATION IN ACTIVITIES

A student will not be allowed to participate in an extracurricular activity if he/she has had an unexcused absence or is suspended on the day of the activity. The administrative staff will handle individual situations and appeals.

BOOKSTORE

The bookstore is located in Room 107. Students rent the books used in high school. Students should place their names in all rented books immediately (in ink).

Bookstore policies:

1. In any class where textbooks or other materials are required, each student must have these materials. These may be purchased, rented, or provided on a fee basis.
2. A fee to cover the cost of books and other supplemental materials will include all such requirements for the course. This fee does not include personal items such as paper, pencils, and folders. Students will be given a receipt for any fee paid to the bookstore.
3. Students and/or their parent/guardian are responsible for materials issued to them and will be required to pay for lost or unreasonably damaged items.
4. Lost or stolen rental books or materials should be reported as soon as possible to the bookstore. Items found should be returned to the bookstore so they can be returned to the proper individual.
5. In the case of lost rental books, a second book cannot be rented until the lost book is paid for. If the book is later located after it has been paid for, the money will be refunded. The amount will be dependent upon the condition of the book and the length of time used.
7. A student withdrawing from school for any reason must clear all bookstore obligations before the withdrawal procedure is complete.
8. Rental fees are billed to the parent/guardian through a mailed statement sent to the student's home each semester. Fees can also be viewed and paid in the Parent Portal of PowerSchool. All fees should be paid in full prior to the last student day of the school year they are assessed. Failure to do so can result in additional collection fees.
9. It is the parent's/guardian's responsibility to provide the school with updated address/contact information for billing purposes.
10. If the family's financial status has changed, please fill out a Free or Reduced I-Price Lunch/Textbook Application to see if the student would qualify for assistance. The Free and Reduced-Price Lunch Applications are available in the Main Office.
11. In the event unpaid textbook fees are referred to an attorney for collection, a \$25 fee will be imposed and added to the past due balance. If litigation then becomes necessary to recover the unpaid balance(s), the parent/guardian also will be required to pay KSC collection expenses, including court costs and reasonable attorney fees.

BUILDING MAINTENANCE AND CUSTODIAL SERVICE

Kokomo High School is well maintained. Students should make every effort to keep the school that way. An excellent maintenance crew is responsible for buildings and grounds. Students are to give the custodial staff the same courtesy and cooperation as they do the educational staff.

CAFETERIA

At Kokomo High School, we strive to provide an array of food options with a safe dining experience. We have several student lunch lines so students have a variety. Students are to throw away all the food that they do not eat. Waste containers are in the aisles for convenience. School conduct is to be followed at all times during lunch. Skipping in lines is very unfair and is not permitted. The cafeteria staff is to be always treated in a respectful and courteous manner. If an individual cannot respect this request, then his/her dining experience will be one of seclusion for a period of time determined by an administrator.

Open Lunch

Open lunch or having the option to leave the building during lunch, is a privilege and not a right for our juniors and seniors at Kokomo High School. The student must have a driver's license and an Open Lunch Application on file, and the student must be approved by administrators to participate.

Applications will be accepted in May and December. All students with the open lunch privilege at KHS are required to include their names in the drug testing pool. The eligibility for open lunch will be based on the student's GPA, credit requirements, discipline, and overall attendance. Students must attend study hall until 11:20 AM. They are also to scan in and out for lunch at Door 1 and must leave the building. Students are not allowed to be late from lunch. Failure to return to school on time will result in the loss of the open lunch privilege.

School Lunch Policy

The Kokomo School Corporation Food Services Department makes affordable, healthy, and nutritious breakfasts and lunches available for all students. It is the responsibility of a student's parent/guardian to provide meals by supplying food from home, by sending money to school so that the school may supply a meal, by applying for meal assistance through the free and reduced-price meal programs. While we strongly discourage meal charges, we understand that an occasional emergency makes it necessary to charge. The following rules will apply:

- A student may charge up to \$25.00 to his/her meal account. A la carte items may not be charged. Once the \$25.00 charge limit has been reached, an alternate meal may be provided to the student. The parent/guardian of the student will receive an automated phone call and/or email explaining that the student has reached his/her charge limit. If cash is provided, a student may continue to purchase regular student meals or a la carte items. An individual may charge only to his/her own account.
- Two collection/warning letters will be sent to the home of a student before accounts will be turned over to the school corporation attorney. After the account has been turned over to the attorney, payment arrangements and collections shall occur only through the attorney's office.

Kokomo Schools offers the option of paying online for student lunches. Parents/Guardians can go to the corporation website (kokomoschools.com) to access this online payment system available for lunch payments. Another option is EZ School Pay found at <https://www.ezschoolpay.com/Login.aspx>.

Create an account by registering with your email and contact info. Then, under "my students" add your student by entering his/her ID# and last name. After doing so, you can check their balance, transaction history, and make payments. You may find your student's ID# on your PowerSchool Parent Portal or requesting the number from your school's office staff.

For online payments of \$50 or more, there is no transaction fee for parents/guardians. Please understand that this is simply another option for payment for student lunches; this is not mandatory.

If the family's financial status has changed, please fill out a Free and Reduced-Price Lunch Application to see if the student would qualify for assistance. The Free and Reduced-Price Lunch Applications are available in the Main Office.

CLASS JEWELRY

In the winter, students may order class jewelry. This jewelry consists of class rings, pendants, bracelets, pins, tie clasps, etc. The purchase of these items is an individual student choice.

COMMENCEMENT

The presentation of diplomas, the speeches by outstanding seniors, and the playing of appropriate music make commencement the most meaningful night in the seniors' school year. Seniors with 39 credits are eligible to participate in commencement exercises. A total of 40 credits is required for a diploma. Students with 39 credits and no more than one (1) missing required class credit.

COMMENCEMENT CELEBRATORY GUIDELINES

The following celebratory attire will be provided to qualifying graduates to be worn at graduation. No other medals, pins, cords, sashes, or other methods of recognition will be worn outside of the robe at graduation.

- *Honor Graduates – Cord/Bronze Plaque*
 - *Summa Cum Laude – Triple red/white/blue cord*
Worn at Senior Scholar Recognition Evening and graduation ceremonies. GPA of 4.0+.
 - *Magna Cum Laude – Double gold/silver cord*
Worn at Senior Scholar Recognition Evening and graduation ceremonies. GPA of 3.8-3.99.
 - *Cum Laude – Single silver cord*
Worn at Senior Scholar Recognition Evening and graduation ceremonies. GPA of 3.7-3.79.
- *Indiana Academic Honors Diploma – Medal*
Worn at Senior Scholar Recognition Evening and graduation ceremonies.
- *Indiana Academic Technical Honors Diploma – Medal*
Worn at Senior Scholar Recognition Evening and graduation ceremonies.
- *Alternative Education Graduate – Medal*
Worn at graduation. An “M” medal represents a graduate of Simon Youth Academy at McKinley Alternative School, and a “T” medal represents a graduate of the Twilight Alternative Program.
- *International Baccalaureate Certificate Candidate – Sash*
Worn at Senior Scholar Recognition Evening and graduation ceremonies. An International Baccalaureate (IB) sash is provided for a student who is a certificate candidate in Diploma Programme or Career Programme.
- *Bronze Plaque Honor Graduate*
Distinction provided to any student who has a GPA greater than, or equal to, 3.7 on a 4-point scale with no semester grade below a B- at the end of the first semester of the senior year. Student’s name will appear on the KHS Bronze Honor Plaque at the high school.
- *National Honor Society – Gold Cord*
Worn at Senior Scholar Recognition Evening and graduation ceremonies by National Honor Society members.

STUDENT/PARENT SCHOOL DEVICE RESPONSIBILITY

All students attending Kokomo Schools will receive a mobile device for educational use while enrolled at Kokomo High School. Students are responsible for their school-issued device at all times. All students who utilize district-owned devices are required to adhere to the following student device guidelines.

Students are responsible for the proper maintenance and care of their device. This proper use includes:

1. Keeping the device free of writing, stickers, scratches, and cracks.
2. Maintaining the battery, ensuring the device is fully charged at the start of the school day.
3. Always keeping the device with the student or in a secure location.
4. Bringing the device to all classes or securely storing it, when necessary.
5. Keeping food and drink away from the device.
6. Understanding that forgetting to bring the device to school will not excuse a student from any class assignment or deadline.
7. Understanding that repeatedly forgetting to bring the device to school may result in the temporary loss of privileges.
8. Reporting malfunctioning, damaged, or lost devices to the building media clerk immediately.
9. Understanding that intentionally damaging, abusing, and/or misusing the device (or another student's device) will result in disciplinary action and possible loss of device privileges.

Students and their families are responsible for the entire cost of repairs (or device replacement) for intentional, repeated, or neglectful damage of the student's device or another student's device, or if the device is lost or stolen.

The student and/or parent/guardian will be held financially responsible for replacement and/or repair of a school-issued device if Kokomo School Corporation deems the damage to be the fault of the student or parent/guardian and is not covered under warranty. Items not covered under warranty include, but are not limited to, loss or theft of the device, missing keys, device infected with biohazardous material, device taken apart or self-repaired, complete submersion in liquid (e.g., pool or bathtub), and any damages arising from lightning, flooding, tornadoes, earthquakes, or hurricanes.

Students will receive one loaner device per year for accidental damage. If accidental damage occurs additional times throughout the school year, the student will not receive another device and must wait for his/her device to be repaired. Students will not receive a loaner for intentionally damaging, abusing, or misusing their devices.

Within book fees, students are billed for a charger during each device replacement year. Students in grades 9-12 are responsible for their chargers during the summer months and are required to bring their chargers back to school at the start of each year. If a student loses or damages a charger, a new charger must be purchased at the KSC Bookstore housed at Kokomo High School. Families may purchase a new charger in person or call 765- 455-8022 to pay over the phone with a debit or credit card. The replacement charger will be delivered to the student's school.

Additional protection for a student's device is the responsibility of the students and parent/guardian. Parents/Guardians may choose to add device coverage to a homeowner's/renter's insurance policy or visit the third-party website at www.worthavegroup.com for additional insurance options. Detailed instructions for purchasing third-party insurance can be found by visiting the enrollment page at www.kokomoschools.com.

COUNSELORS' OFFICES

Counselors provide the following services: scheduling, post-high school education information, and counseling in social, vocational, and personal matters. These services are provided by appointment and in emergency situations as the need arises. Counselor student assignments by academy and alphabet are available in the Counseling Office.

Coordinator of College and Career Preparation	Counselors
Brittany Troyer	Brittanie Davis Stacy Henderson Amy Roe (Graduation Facilitator) Kathleen Sloan MaKayla Willson

DANCES (SCHOOL-SPONSORED)

Kokomo High School strives to provide a positive social atmosphere at scheduled dances that are held throughout the year. To promote an appropriate environment for students to enjoy themselves, both dress code guidelines and dance conduct guidelines are enforced. To purchase dance tickets, students must agree to abide by the student dance agreement that is listed below.

General Guidelines

Student guests may be permitted to attend all dances provided they attend high school or are under 21 years of age, and they read and submit a signed student dance agreement form, along with a guest information sheet when tickets are

purchased. This must occur no later than one week in advance of the dance. Students and guests are expected to follow all rules as outlined in the student handbook of Kokomo High School.

- Tickets must be purchased in advance, or students will not be admitted to the dance. (Tickets will not be sold at the door.) A student's name must be on the dance list to check in and be admitted, and students MUST have their student IDs to be granted entry.
- District policy states that all guests must be under 21 years of age, and middle school students may not attend high school dances.
- Kokomo High School guests must complete the student dance agreement form (contract) and are required to abide by all school rules and the terms of the contract.
- Pre-approved guests must arrive at the dance and leave with their Kokomo High School host student. The administration reserves the right to refuse guests the privilege to enter the dance for any reason.
- Kokomo High School students and their parent/guardian are responsible for a guest's behavior. If there is a problem with a guest, the KHS student will lose the privilege to bring a guest to any future KHS dances.
- All guests must be prepared to present their high school ID or their driver's license to be admitted to the dance.
- Any student on suspension may not participate in school dances (or other school activities).
- All dances will conclude no later than midnight. Students will not be admitted after 9:30 p.m.
- If a student exits the building, he/she will not be re-admitted.
- Students removed from the dance or denied entry into the dance will not be given refunds.
- Any vehicle, including limousines, can be searched at any time. Passengers will be held responsible and will be given consequences for any illegal substance in the vehicle. Parents/Guardians will be notified.

Dance Guidelines

The purpose of the dance guidelines is to support the KHS mission/vision through a statement of modesty, message, and safety. Students not complying with dress or conduct expectations may not be permitted to participate in the dance event. These conduct expectations apply on and off the dance floor.

Dance Expectations

Dancing must be appropriate and in good taste. "Face to face and leave some space." Suggestive dancing, which is provocative and sexual in nature, will not be accepted and may result in a student's removal from the dance.

Dance Procedures for Infractions

Once school officials determine that there has been a violation of the dance behavior expectations, dress standards, or conduct guidelines, the following steps will be taken:

- Student/guest will be asked to leave the event.
- Parent/guardian contact will be attempted to the fullest level.
- Documentation of student conduct will be noted in the discipline record.
- Refunds for admission will not be given.

Kokomo High School Prom Eligibility Policy

Prom is a school tradition that provides many social benefits for students and their families. A celebration provides many memories. The purpose of prom is to celebrate a successful and productive academic effort. Given this purpose of prom, there may be situations or occasions that do not fulfill this tradition of celebration. Attendance at prom comes with the fulfillment of criteria. Freshmen are not permitted to attend prom. Prom is for juniors and seniors at Kokomo High School or Simon Youth Academy at McKinley Alternative School. *Sophomores may only attend if invited by a junior or senior.* Students in the Twilight Alternative Program are not permitted to attend prom.

DEPARTMENT OF SOCIAL AND STUDENT SERVICES

Kokomo School Corporation Department of Social and Student Services officials focus on a student's ability to achieve academic, personal, and social growth. The entire educational team includes services provided by social workers, nurses, attendance officers, and school security officers. The Social and Student Services staff works closely with administrators, teachers, and other support staff to help a child develop his/her individual potential – socially, emotionally, and intellectually. The Department of Social and Student Services serves all students in preschool through 12th grade. In-service training is provided throughout the school year to administrators, teachers, and support staff on relevant issues to better serve at-risk families.

The Department of Social and Student Services provides clinical counseling services – individual, family, group, and crisis intervention services – to students, staff, and family members. These services address the needs of students who experience low self-esteem, lack of self-confidence, inability to cope with family or social problems, anger management problems, or difficulty dealing with stresses and adjustment of loss issues such as divorce, abandonment, death, and natural disasters. The school social worker's primary objective is the early identification and prevention of difficulties that interfere with school adjustment and achievement by students.

Referrals for counseling services can be received from parents/guardians, the school staff, and community agencies. All counseling services require a parent's/guardian's written consent and are available at no cost to the family. Confidentiality is maintained in all counseling sessions per the National Association of Social Workers' standards and guidelines. If a child is being seen for counseling at a community counseling/mental health agency, Kokomo School Corporation will not duplicate counseling services. Due to the close relationship between attendance and academic success, both the clinical staff and the social service providers monitor attendance by providing attendance incentives, investigating truancy, informing parents/guardians of their child's absences and social service needs, and facilitating educational neglect charges for chronic absenteeism.

Nursing services are available at all school buildings at various times of the day. In cases where a child's health might be jeopardized, parents/guardians are requested to advise the school nurse about required prescription drugs. In addition, school nurses should be advised about the special medical needs of children. Any medication given at school must be in the original container issued by the pharmacy, and parent/guardian permission must be presented each time medication is dispensed at school. Speech pathologists conduct hearing screening for grade 10 with parent/guardian permission.

Students are to report to class before going to the Nurse's Office or the health clinic. After consulting with the nurse, students will be sent back to class or dismissed from school.

If a student is injured at school (except in emergency situations), parents/guardians have the responsibility to determine if their child should receive medical attention, including athletic injuries. This includes athletic injuries. The cost of medical care for students is the responsibility of parents/guardians. Kokomo School Corporation does not provide insurance for students. Parents/Guardians are responsible for providing this coverage for students.

A trained Crisis Response Team provides intense crisis response counseling services to students, teachers, and families personally affected by the trauma of a death of a school staff member or a student, or a community event that impacts or disrupts the learning environment of students and staff during the school day.

The Department of Social and Student Services also provides services such as community referrals and support for families to help resolve personal needs such as health-related issues, clothing, or housing.

The school security officers assist the building principal in ensuring that a safe learning environment is established and maintained in the school building. The school security officer also will be available to provide training for students, staff, and the community, as requested, regarding prevention and intervention services that benefit students and the school community. Officers help in the areas of attendance; supervision of hallways, cafeteria, and parking lots; and extracurricular activities. The officer often is called upon as a resource person and provides valuable insight to students in related curricular areas. In situations in which an unlawful act is committed, a police officer may take direct action to investigate, lawfully

detain, or lawfully arrest the person responsible for the act. The principal will be informed, and the parents/guardians will be notified as soon as possible.

At the request of the school administrators, a police officer may interview students in the presence of the principal or designee. When the interview is of an investigative nature concerning a criminal offense that may result in a prosecution, the parent/guardian must be present. Students who violate both school policy and criminal law may be disciplined according to school discipline rules and the Indiana Juvenile or Criminal Code.

If parent/guardian have questions concerning social services, health services, attendance, and/or the Kokomo School Corporation School Safety and Security Program, please contact Cynthia Evans, the Director of Social and Student Services, at 765-455-8000.

ELEVATOR

A student with a handicap or injury who is unable to use the stairway will have the opportunity to use the elevator. The student will need to report to the Nurse's Office to be evaluated. The nurse will then contact the bookstore, which will issue the elevator key to the student. When the use of the elevator is no longer needed, the student shall return the key to the bookstore. Students who fail to return their elevator key will be charged a \$10 replacement fee.

EMERGENCY PLANS

Emergency Protection Plan

A repeated beep on the intercom system is the signal to begin the Emergency Protection Plan. All students are to proceed to the Emergency Protection Plan location in an orderly fashion. The Emergency Protection Plan location for each class is posted near the door. The teacher will lead students to the location. Teachers are required to carry their class rosters to the Emergency Protection Plan area. If the room location is in the tunnel, students are to stand against the wall. If assigned to a classroom, lecture room, cafeteria, or media center, students are to sit on the floor with backs to any glass and cover faces; whenever possible, students are to sit beneath a table or desk. These serious drills are designed to give protection in the event of threatening weather or other emergencies. Students will remain under a teacher's direct supervision at all times. One drill per semester is required by state law. Flashlights and an emergency power generator are available in case of an electrical power failure.

Fire Drills

The principal must conduct monthly fire drills during the school year. State law requires these fire drills. Directions for leaving the building during a fire drill are posted by the door. Students are to follow the directions in the room and go quickly and quietly to the designated exit. All students and staff are to proceed from their designated exit to the sidewalks and across the driveway in a quiet and orderly manner.

Man-made/Lockdown Drills

The principal must conduct a man-made/lockdown drill once each semester. Directions for procedures during this drill are given to teachers, substitute teachers, and other staff members. All students and staff are expected to follow the directives given to them during this drill.

NOTIFICATION OF RIGHTS UNDER FERPA AND INTENT TO RELEASE STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act, 20 USC, Section 1232g (FERPA), affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. The rights with respect to the student's educational records are described below.

Parents/Guardians and eligible students have the right to inspect and review the student's educational records within 45 days of the day Kokomo School Corporation receives a request for access. Parents/Guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

Parents/Guardians and eligible students have the right to request the amendment of the student's educational records that the parent/guardian or eligible student believes are inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Kokomo School Corporation decides not to amend the record as requested by the parent/guardian or eligible student, Kokomo School Corporation will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

Parents/Guardians and eligible students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Kokomo School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Kokomo School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

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

Upon request, Kokomo School Corporation discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. When FERPA authorizes disclosure to a person or entity without consent, education records will be disclosed and forwarded upon request without notice to the parent/guardian or eligible student.

Within FERPA requirements, Kokomo School Corporation must list the categories (below) that are considered "directory information" for each student attending the schools within the corporation. This means that this designated "directory information" may be disclosed without written consent from parents/guardians and eligible students unless a parent/guardian and/or eligible student have advised (in writing) Kokomo Schools officials to the contrary. The primary purpose of "directory information" is to allow Kokomo Schools officials to include information from the student's educational records in school publications. Examples include, but are not limited to:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, also can be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks; media; colleges; civic or school-related organizations; and federal, state, and local government agencies. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA), to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 USC § 7908) and 10 USC § 503(c).]

If you do not want Kokomo School Corporation to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Kokomo School Corporation in writing within 15 days of the start of the school year. Kokomo School Corporation has designated the following information as directory information:

- Student's name, address, telephone listing, email address, and date and place of birth.
- Student's major field of study.
- Student's photograph.
- Student's grade level and dates of attendance.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Degrees, honors, and awards received.
- The most recent educational agency or institution attended.
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems, but only if the identifier cannot be used to gain access to educational records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- Student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to educational records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

In addition to requesting complete nondisclosure, a parent/guardian may also limit the types of information disclosed by notifying Kokomo School Corporation within the established timeline of the specific type(s) of information prohibited from disclosure.

Further, in addition to requesting complete nondisclosure to all qualified outside organizations, a parent/guardian may notify Kokomo School Corporation of a specific qualified organization(s) for which the directory information is prohibited from disclosure [20 USC 1232g(a)(5)(B)].

Parents/Guardians and eligible students have the right to file a complaint with the US Department of Education concerning alleged failures by Kokomo School Corporation to comply with the requirements of FERPA. The office that administers FERPA is Family Policy Compliance Office, US Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

FINAL FLING

The Final Fling is the last social activity for graduating seniors. The parents/guardians of the graduating class sponsor the Final Fling. It is the decision of the parents/guardians of each graduating class whether there will be one. The Final Fling is held immediately following graduation.

FUNDRAISING

All fundraising activities must be approved by the administration. Fundraising monies collected by students, including students who drop out of an activity, belong to the activity and not individual students.

STUDENT-ORGANIZED ASSEMBLY AND/OR MEETING

A student's right to free speech and assembly as guaranteed by the First Amendment will be honored, provided that such activity does not disrupt the educational process.

Student Rights

1. Students may be permitted to organize a student assembly and/or meeting on school property within the limitations applicable to all groups under Indiana Law, City of Kokomo Ordinances, or Kokomo School Corporation Board of School Trustees Policy and with the approval of the building principal or designee.

2. Students shall have the right to gather informally, provided that such activity does not disrupt the educational process, cause disorder, or invade the rights of others.

Procedures

1. Students shall have the right to assemble or conduct a meeting to discuss any topic if the following conditions are met:
 - a. Students have approval from the building principal or designee.
 - b. Students' formal assembly and/or meeting does not violate an ordinance or law.
 - c. Student conduct at the assembly and/or meeting is in an orderly and peaceful manner.
 - d. Students will assume full responsibility for their actions as individuals or group members.
 - e. Students meet all relevant school regulations and policies.
2. All formal student assemblies and/or meetings shall be scheduled with the school's Main Office.

Students who assemble and/or meet in violation of this policy or who create a disruption may be subject to disciplinary policy or procedure.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member (one person per pass). Students in the hall without a pass are subject to detention. KACC students are not to be in the main building area during their break time. No students will be allowed out of class for the first ten minutes or the last ten minutes of class.

ID CARDS – STUDENT AND LUNCH

Each student must wear a KHS student identification card. This card shall be visible to the staff. This card is used for verifying student identity at the bookstore, cafeteria, media center, bus, and extracurricular activities. The cost to replace a lost ID is \$5.00 for the ID and \$1.00 for the lanyard.

LOCKERS

All lockers made available for student use on school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and career center classrooms, performing arts center, and band and art classrooms, are the property of Kokomo School Corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are for personal use and are not to be shared with other students.

A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in (1) that locker or (2) the locker's contents [IC 20-33-8-32(d)]. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may (1) at the request of the school principal; and (2) in accordance with rules of the governing body of the school corporation, assist a school administrator in searching a student's locker and the locker's contents. The lockers are not to be used to store items that cause, or can reasonably be foreseen to cause, an interference with school purposes or which are forbidden by state law or school rules [IC 20-33-8-4].

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, including, but not limited to: (1) eliminating fire or other hazards; (2) maintaining sanitary conditions; (3) attempting to locate lost or stolen materials; and (4) preventing the use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. All inspections of student lockers shall be conducted by the principal, or a member of the administrative staff designated in writing by the principal.

At the beginning of each school year, students are assigned a locker. Each locker has a combination that should be memorized and kept secret. Lockers are not to be left unlocked. The school is not responsible for contents placed in corporation lockers. Valuables are not to be left in a locker, and lockers are not to be shared with other students. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed and destroyed without notice.

LOST AND FOUND

Students who misplace personal items should check with Student Services to see if they have been turned in. Misplaced laptops and chargers should be returned to the Tech Den, and misplaced textbooks should be returned to the bookstore. Check the Student Services Office for small items such as jewelry, cell phones, purses, and wallets. Large items such as backpacks and jackets will be stored in the lost and found area, located in the storage room next to the auditorium. Inquiries should be made promptly. Unclaimed articles are disposed of or recycled after a reasonable length of time by donation to a local charitable organization.

MEDIA CENTER

An important and useful area at KHS is the Media Center or Library. The center contains printed and audio-visual materials such as books and magazines. These materials are available to students and teachers and may be used in the area provided or checked out. Equipment for using these materials also is available in the Media Center. Students have access to several online databases through the KHS Media Center web page, which is available through the Kokomo School Corporation website.

Students are responsible for the care and return of materials they use from the Media Center. Each item is dated with the date the item is due, and this serves as notice to the student to return the item. Notices for overdue items will be sent to the student the first day the item is overdue. The cost of lost items is determined by the actual cost to the Media Center. Parent/Guardian will be notified by letter if a student fails to clear his/her obligation to the Media Center within a nine-week grading period.

MESSAGES AND DELIVERIES FOR STUDENTS

Messages

Students are requested to remind parents/guardians that they should not call the student at school except in cases of emergency. Students will not be called to the phone, nor will messages be taken, except in cases of extreme emergency. Students are requested to inform their employers that this condition exists and that employers should not expect messages to be delivered.

Students leaving school early should remind parents/guardians to call into the Attendance Office before 11:00 am for a pass out. No passes will be delivered to students during lunch. No passes will be delivered to students after 1:50 pm.

Deliveries

No restaurant food deliveries are permitted at Kokomo High School without completion of the Parental Authorization for Food Delivery form. If a student forgets his/her lunch, it must be delivered by a parent/guardian and left at the main door drop off. The student will be notified at lunchtime to come down and pick up his/her lunch. Likewise, flowers and/or gifts cannot be delivered to students; local florists know this policy.

NURSE'S OFFICE – HEALTH CLINIC

The Nurse's Office is located in the health clinic. Students are to report to class before going to the health clinic. After consulting with the nurse, students will be sent back to class or dismissed from school. The nurse will complete the procedure in either case.

Medications should be given at home whenever possible; however, administration of medication at school is sometimes necessary. The intent of the following guidelines is the effective administration of medications given at school for students who require them.

Over-The-Counter Medications

1. Medications must be taken directly to the Nurse's Office upon arrival at school. The medication must be in the original container, labeled, and accompanied by a parent/guardian note.
2. The parent/guardian note must include the name of the medication, the exact dosage, the time of administration, and the parent's/guardian's signature.
3. Due to the possibility of children developing Reye's syndrome, aspirin and medications containing aspirin will not be administered to children under 19 years of age without parent/guardian permission and a doctor's note.

Please note that no over-the-counter (OTC) medication will be given if the expiration date has passed. Examples of OTC medications include, but are not limited to, cough drops, Tylenol, Advil, and Benadryl.

Prescription Medications

1. Medications should be taken directly to the Nurse's Office upon arrival at school.
2. The medication must be in the original pharmacy container.
3. A note from the doctor and the parent/guardian is required prior to the administration of the medication. The prescription label will serve as a note from the doctor if the following information is specified: the student's name, doctor's name, medication name, dosage, the number of doses per day, and the date ordered.
4. If the medication is to be terminated, a written note from the parent/guardian requesting discontinuation is required. A parent/guardian may call the school to request termination; however, a written note must be sent the following school day.

Return of Medications Brought to School for Administration

This section does not apply to medication possessed by a student for self-administration pursuant to IC 20-33-8-13.

1. Medication that is possessed by the school for administration during school hours or at school functions for a student may be released to: (a) the student's parent/guardian; or (b) an individual who is: (1) at least eighteen (18) years of age and (2) designated in writing by the student's parent/guardian to receive the medication [IC 20-34-3-18].
2. The school may send home medication that is possessed by the school for administration during school hours or at school functions with a student if the student's parent/guardian provides written permission for the student to receive the medication.

Immunization Requirements

Indiana law requires all children to be completely immunized against childhood diseases. It is the parent's/guardian's responsibility to provide proof of immunization with acceptable documentation. This must be documented on a doctor's or Health Department form. Preschool or regular school records are acceptable for documentation. All dates of vaccination, including month, day, and year, must be on the form. Records must be received within 20 school days of enrollment.

In addition, Indiana law provides that no student will be permitted to attend school beyond the 20th day of school after enrollment without either: (1) a current written immunization record on file with the school; or (2) providing a statement

from a physician that the required immunizations have been delayed by extreme circumstances and that a schedule for immunization has been established; or (3) religious objection or medical objection (Form H86A).

Students who remain unvaccinated will not be excluded from school.

The Board of School Trustees has affirmed it will enforce the immunization laws.

Indiana 2023-2024 Required and Recommended School Immunizations

Grade	Required	Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A
K-5th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
6th-11th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
12th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

HepB: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP: 4 doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio*: 3 doses of Polio are acceptable for all grade levels if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose.

*For students in grades K-12, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 on or after the 16th birthday only need 1 dose of MCV4.

Hepatitis A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12.

COVID-19: COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. *Review required after FDA full approval.*

PERSONAL DEVICES

Digital Responsibility

Students should be aware that anything that is sent electronically, including pictures and videos, could easily be spread to many of their peers and/or posted on the Internet. Before students hit "send," they should think about the following: "Is this something I really want to share? How would I feel if I was the one receiving this message? Who will see it? How would my loved ones feel about seeing the post/text/video/picture that I send?" The inappropriate use of electronic communication may cause a disruption to the learning environment, which is a violation of school rules. This may result in disciplinary action.

Electronic Devices

Students may use electronic devices (cell phones, computers, and other communication devices) before and after school, during lunch, and during passing periods, provided that such use is in a safe, respectful, and responsible manner. Personal electronic devices are not to be used during instructional time unless approval has been given. Use of these devices outside of the classroom in common areas is permitted, provided it does not interfere with a school purpose or disrupt the learning environment. Others should not be able to hear the volume on devices.

The use of headphones/speakers in hallways is prohibited. Electronic recording devices are not to be used in a manner that is inappropriate or in a situation not related to a school purpose or educational function. Using electronic devices to take pictures and record audio or video without permission could result in disciplinary action.

Teachers have the authority to regulate the use of electronic devices within their classrooms. If a teacher chooses to allow communication and/or music devices, the teacher will provide a written policy that all students in the classroom will follow. At any time, a teacher or staff member may request electronic devices to be turned off and put away. School personnel may take electronic devices from students who violate these guidelines and deliver them to Student Services. An administrator or

designee may meet with the student and contact a parent/guardian. The parent/guardian must pick up devices delivered to Student Services by a school administrator/teacher.

School officials recommend that students avoid bringing expensive devices to school to prevent loss, damage, or theft. School officials are not responsible for recovering lost or stolen property.

The student who possesses a cellular telephone or ECD/iPod, radio, and other mp3/CD player is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs/iPods, radios, and other mp3/CD players brought onto its property and will not spend instructional time investigating theft/loss.

Photography, filming, videotaping, or audiotaping of students and/or school personnel is forbidden without prior consent of the individuals photographed or recorded at non-public events. Failure to comply with this policy may result in disciplinary action and the electronic device being confiscated and returned only to a parent/guardian.

Important Notice to Students and Parents/Guardians Regarding Cell Phone Content and Display

Child abuse/neglect law requires school personnel to report to proper authorities whenever a reason exists to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statute.

Child Exploitation: A Class D felony under IC 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 disseminate or 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. Sexual conduct is defined at IC 35-42-4-4(a).

Child Pornography: A Class D felony under IC 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 whom the person knows is less than 16 years of age or who appears less than age 16. Sexual conduct is defined at IC 35-42-4-4(a).

The Indiana Sex Offender Registration Statute at IC 1-8-8-7 and the Sex Offender Registry Offense Statute at IC 35-42-4-11 require persons convicted of, or adjudicated as a juvenile delinquent for, violating the Child Exploitation Statute at IC 35-42-4-4(b) to register as a sex offender.

Communication Devices / Recording Devices / Video or Photo Devices

Parents/Guardians allowing students to carry electronic devices to school imply permission to the school to have access to all information on the device if confiscated for disciplinary or investigative purposes. Information contained on devices is subject to inspection.

Hoverboards

The use and/or possession of hoverboards, Segways, IO Hawks, Skywalkers, and similar devices that use lithium-ion batteries are prohibited on school grounds.

Unmanned Aircraft Systems (i.e., Drones)

Students are prohibited from possessing, operating, or using unmanned aerial devices (i.e., drones) on or over the campus or at school-sponsored events, unless approved by the administration in advance.

PESTICIDE APPLICATION NOTICE

Pesticides may be applied periodically throughout the school year to external and/or internal areas of Kokomo School Corporation buildings and grounds. If you wish to be given notice of such pesticide applications, please notify the office of the Director of Operations at 765-455-8000. An updated notification list will be created from these contacts.

If you are on the updated notification list, you will be contacted, as required, concerning any pesticide applications at least 48 hours prior to the application process.

Pesticide applications will not happen when children or staff members are in the area that is to be sprayed. Every effort will be made to complete these applications on weekends or during school vacations.

SAFETY/SECURITY OFFICERS

Officers help in the areas of attendance; supervision of hallways, cafeteria, and parking lots; and extracurricular activities. The officer is called upon as a resource person and provides valuable insight to students in related curricular areas. In situations in which an unlawful act is committed, a police officer may take direct action to investigate, lawfully detain, or lawfully arrest the person responsible for the act. The principal will be informed, and parents/guardians will be notified as soon as possible.

At the request of the school administrators, a police officer may interview students in the presence of the principal or designee. When the interview is of an investigative nature concerning a criminal offense that may result in prosecution, the parent/guardian must be present.

Students who violate both school policy and criminal law may be disciplined according to school discipline rules and the Indiana Juvenile or Criminal Code.

SCHOOL BUSES – STUDENT INFORMATION

Transportation is a service and a privilege provided by the Board of School Trustees and must not be abused. Abuse may result in disciplinary action which may include removal of the student's busing privileges. The bus driver is in charge, and students must follow his/her instructions [IC 20-27-10-2]. Eligible student(s) must submit a signed rider eligibility card to the driver. No "guest" or unauthorized riders are allowed at any time.

Eligible students will be picked up (am) and dropped off (pm) only at a point in the area designated by school corporation officials. Students shall not be picked up or dropped off other than at school and the point established by the school corporation. Students are to be at the bus stop on time. In consideration of other students, the driver is not expected to wait for late students.

When approaching or leaving the bus stop, students must walk on the left side, facing oncoming traffic, where there are no sidewalks. Care should be taken if the morning or evening light is bad, or if weather conditions reduce visibility or create other hazards.

While waiting to board the bus, students should remain on the sidewalk, where available, as far away from traffic as possible until the bus has stopped. Students are not to walk or stand on another person's property. Students are not to crowd and push while boarding or unloading the bus.

When it is necessary to cross a highway to use the bus, the driver shall instruct the students to wait for his/her signal before crossing and shall not proceed until students have safely crossed in front of the bus.

Students should be seated as soon as the bus is boarded. Students may talk while riding the bus, but loud and boisterous talking is detrimental to safety and must not take place. Music may be played and controlled by the driver only. Students are not to eat food or drink beverages on the bus.

Students are not to tamper with emergency doors or to put hands or heads out of open windows. Windows are not to be opened or closed by students. No objects of any kind are to be thrown out of the bus; nor are objects to be thrown inside the bus. Proper care of the bus interior is the responsibility of all who use it.

Rules of conduct, which are disseminated in each school, apply while being transported. Each student is responsible for his/her conduct. Improper conduct, or the failure to identify oneself to the driver when asked, may result in the loss of the bus riding privilege.

The bus operator is instructed to drop students off at the same point each day. As the bus nears the stop, students are to remain seated until the bus has come to a complete stop. Students should be extremely watchful for moving traffic while leaving the bus, using all precautions even though the bus arm is out, and the flashers are operating. The bus will not move until each student has reached a safe position.

Students may transport small lap-size instruments and other items pertaining to curricular activities. Safety considerations require that large musical instruments such as a baritone, tenor sax, bass drum, sousaphone, and cello are not transported on the bus. Special displays and projects of unusually large size are not acceptable. Animals are not permitted.

In case of an accident, traffic delay, or mechanical problem, students are to remain on the bus and follow the driver's instructions.

Video equipment may be used on any permanent bus at any time to monitor student behavior and driver performance. Video cameras and tapes will be installed and removed by a mechanic, as directed by the transportation supervisor. Videotapes will be considered an educational record and viewed only as permitted by state and federal law. Tapes will be erased by the transportation supervisor when their use is no longer deemed necessary.

SAFE POLICY AND SHOCAP

In accordance with School Administrators for Effective Public Operation Leading to Improved Children and Youth Service (SAFE POLICY) and Serious Habitual Offender Comprehensive Action Program (SHOCAP), information related to student data will be entered into the QUEST database for students who are on court-ordered probation. In addition, designated school personnel may enter information into the QUEST database for students suspended or expelled from school or students arrested for actions related to school incidents.

An order from the Howard Circuit Court permits people/agencies to use the QUEST database to share information intended to coordinate services for a particular individual or family. People currently designated to share information contained in the QUEST database include people representing schools, probation, Howard Circuit Court, the Kokomo Police Department, the Prosecutor's Office, and Child Protective Services.

SIGNS

Signs must be approved by an administrator before they may be posted. Signs are not to be attached to paneled or vinyl walls. Signs advertising meetings, projects, and special activities are to be posted on the bulletin board in the foyer area or in glass-covered cases.

SPECIAL EDUCATION SERVICES

Section 504 of the Rehabilitation Act of 1973

Kokomo School Corporation complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and is committed to eliminating discrimination based on disabilities in any program or activity. Toward that end, the programs and activities of Kokomo School Corporation are specifically prohibited from denying a qualified individual with disabilities the opportunity to participate in or benefit from any aid, benefit, or service that is equal to those afforded others. The school

corporation is required to provide a free appropriate public education to every student through reasonable accommodations and program modifications.

According to Section 504, an individual with a disability is one who:

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

A copy of the Notice of Parent/Student Rights related to Section 504 will be made available upon request. Any questions related to discrimination based on disability may be discussed with the appropriate vice principal or with the Director of Secondary Programs and Special Education at 765-455-8000.

Special Education

The Individuals with Disabilities Education Act of 2004 (IDEA) is a federal law that guarantees a free appropriate public education to all students with disabilities. Article 7 regulates the implementation of special education programs provided by public schools in Indiana. Students with disabilities can receive services from age three through the school year when the student turns 22 years of age. These services may include therapy, specialized instruction, or special support in the general education setting. Students who are eligible to receive services are entitled to an Individual Education Program (IEP).

Parents/Guardians or school personnel may initiate an educational evaluation if it is suspected that a student has a disability. Within ten days of a parental/guardian request made to licensed school personnel, the school must provide the parent/guardian with a written notice articulating the school's evaluation plan. A meeting will be scheduled to review the testing results within 50 school days of the parent/guardian giving consent to testing. Eligibility for services will be determined in that meeting by a Case Conference Committee made up of the parent/guardian and appropriate school personnel.

A student is found eligible for special education if it is determined that a disability adversely affects educational performance defined in academic and/or functional realms. A Case Conference Committee will then develop an IEP to identify student needs, goals, services, and placement. The IEP is designed to give each student the greatest opportunity to learn and support each student in finding success in the least restrictive environment. This means that all students are entitled to opportunities provided through accessing the general education curriculum to the greatest extent possible. A full continuum of service and placement options will be considered based on student needs. This may include specialized instruction, therapies, accommodations, and modifications to the curriculum. The program plan will be reviewed and revised at least annually.

For more information regarding special education laws, procedural safeguards, and other helpful documents, visit the Indiana Department of Education website at <https://www.in.gov/doe/students/special-education/laws-and-resources/>

If you are concerned that your child may have academic or functional difficulties that make school success difficult, please contact the Director of Secondary Programs and Special Education at 765-455-8000. A copy of Procedural Safeguards will be provided upon request.

STUDENT APPEARANCE – POLICY STATEMENT

Dress and grooming should be clean and not unkempt. Unkempt is defined as uncared for, neglected, disheveled, or messy. If a style of dress or grooming constitutes an interference with school purposes or an educational function, or if the style constitutes a threat to the safety or health of self and others, this style will not be permitted in school.

Below is a clarification concerning clothing, jewelry, and hairstyles, but it is not limited to the following:

1. Shoes must be worn at all times. Special purpose shoes that may pose a safety hazard, such as “Wheelys” and “Heelys,” are not permitted at school. For the safety of students, we recommend that students wear sturdy closed-toe shoes rather than “flip-flop”-type sandals.

2. Jackets, coats, hats, and other headgear are not to be worn in school by students without prior administrative approval. This includes head coverings such as scarves, hoods, bandanas, and nonprescription glasses.
3. Clothing should fit properly, so students should not wear undersized clothing; saggy pants; pajama pants; shorts, skirts, or dresses shorter than three inches from the knee; pajama pants; tops that do not cover the shoulders, chest, and back; see-through tops; or slippers. Shirts should be long enough, and pants should be high enough, not to show one's stomach. Spaghetti straps, halter tops, bare shoulders, bare backs, and low necklines are not appropriate for school. Pants should be worn at or above the hipbone and cover all underwear. Pants and shorts should not have holes more than three inches above the knee.
4. Clothing or accessories which draw negative attention to the individual are not permitted. Students should not wear clothing items that advertise or promote actions or products that are illegal or against school rules. This includes, but is not limited to, the mention of alcohol, tobacco, and other controlled substances, obscenities, and cartoons or captions of a sexual nature.
5. While attending school functions or school activities, students are expected to not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, accessories, or other items deemed to be evidence of membership or affiliation with a gang. Symbols or slogans which may be considered racist or ethnically derogatory are not to be worn to school or school events.

Students attending Kokomo Area Career Center

Dress should represent the professional standards as expected in the career area. These standards will be specified by the KACC instructor. Certain program labs require wearing a KACC uniform or work shirt. The uniforms are required to be worn during class and then kept in the classroom unless purchased by the student. If a student loses a uniform from the Career Center, he/she will be responsible for the replacement costs. In addition, students are to follow the Kokomo School Corporation Board policy on dress and student appearance.

STUDENT ASSISTANTS

Students wishing to be assistants must complete the form for the student assistant position through their counselors at the beginning of the semester.

STUDENT AUTOMOBILES AND PARKING

Student parking at Kokomo High School is located at the north end of the west lot. Seniors may park in the south end of the west lot behind staff parking. Kokomo Area Career Center students park in the north lot. Reminder to student drivers: Every student driver must purchase and display a KHS parking tag and have a drug testing waiver form on file.

1. The speed limit on school grounds is 15 mph. Any unsafe starts or "burn-outs" in or around the campus are prohibited and may result in loss of the driving privilege.
2. Cars must be parked within marked lanes in student lots only.
3. The parking lot and student cars are not to be visited during school hours. Students are not to sit in their cars during the school day. Students are to lock their cars upon arriving at school (morning or lunch) and come directly into the building.
4. School buses always have the right-of-way at KHS.
5. The school is not responsible for the theft of contents or damage to vehicles parked in school parking lots.
6. Cars parked in spaces reserved for staff will result in disciplinary action to include suspension of parking privileges on school grounds.
7. Remember . . . driving to Kokomo High School is a privilege – not a right. Failure to operate a vehicle in a common-sense manner may result in the loss of driving privileges.

STUDENT PARKING AND BUILDING ACCESS FOR STUDENTS ATTENDING KOKOMO AREA CAREER CENTER

Students from area schools are the only ones using the Career Center parking lots during the school day (7:30 am - 2:20 pm). These parking lots are adjacent to the tennis courts and football stadium. Students from Kokomo High School will park only in Kokomo High School parking lots. The outside doors at the Career Center are available only to area high school students or adult visitors associated with the Career Center. Students from Kokomo High School must enter and exit through doors at Kokomo High School.

STUDENT TEACHERS AND SUBSTITUTE TEACHERS

Students are expected to give student teachers and substitute teachers the same courtesy and cooperation as are given to the regular teachers.

VISITORS

We invite parents/guardians and/or citizens of the school corporation to visit schools. Since schools are a place of learning, the following stipulations are established concerning visits:

1. Any visitor shall inform the Principal's Office of his/her presence upon arrival and departure at the school. He/She will be asked to sign in and pick up a visitor badge.
2. Parents/Guardians or citizens who desire to observe a particular classroom while school is in session shall obtain approval for such visits in advance from the principal, vice principal, or central office administrator. In the event the principal is not available, the principal shall designate a vice principal to determine the approval for such visits. Before approving any visit, the principal or designee shall confer with the teacher whose class is to be visited at least 24 hours before the requested visit, to determine whether and when a visit may be appropriate, the length of the visit, and any other issues or concerns of the teacher. Time limitations may be established so that class disruptions and distractions are kept to a minimum.
3. Teachers shall not take instructional time to discuss class events, procedures, or individual matters with visitors. A separate time is recommended to be arranged with the teacher to discuss the visitor's classroom observations.
4. Building principals are authorized to refuse entry to schools to persons who do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds. Building principals or designees are authorized to request the assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of district policy including, but not limited to, trespassing on school grounds, damaging school property, loitering, and any other disruptive activity.

YEARBOOK PICTURE POLICY

For a student to have his/her picture in the yearbook, he/she must have it taken by the school-contracted photographers. The yearbook staff uses contracted photographers to guarantee quality and uniformity of head size and background. Portraits are taken at the beginning of the school year during the school day. If absent, the student may have his/her photo taken during a picture retake day. Seniors and underclassmen are not charged a sitting fee, and students are not required to order any prints.

CHAPTER 2

CURRICULUM

CURRICULUM FOR KOKOMO HIGH SCHOOL		
INDIANA CORE 40 DIPLOMA		
English/Language Arts	8 Credits	Includes a balance of literature, composition, and speech
Mathematics	6 Credits	Algebra I, Geometry, Algebra II (Analytical Algebra II) OR Integrated I, Integrated II, Integrated III, AND ensure students complete six credits in grades 9-12*
Science	6 Credits	2 credits Biology, 2 credits Chemistry, Physics, or Integrated Chemistry-Physics, 2 credits any Core 40 Science course
Social Studies	6 Credits	2 credits US History, 1 credit US Government, 1 credit Economics, 2 credits World History/Civilization or Geography/History of the World
Directed Electives	5 Credits	World Languages, Fine Arts, Career and Technical Education
Physical Education	2 Credits	1 credit PE I, 1 credit PE II
Health and Wellness	1 Credit	Students may earn health and wellness credit from the health education area of study or alternate options
Electives	6 Credits	All students are strongly encouraged to complete a College and Career pathway by selecting electives in a deliberate manner
TOTAL	40 Credits	

DIPLOMAS

*Students must take a math or quantitative reasoning course each year in high school, regardless of credit completion.

Core 40 with Technical Honors (minimum 47 credits)

- Complete all requirements for Core 40
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 - Pathway designated industry-based certification or credential
 - Pathway dual credits from the lists of priority courses resulting in 6 transcript college credits.
- Earn a grade of “C” or better in courses that count toward the diploma.
- Have a cumulative GPA of 3.0 (“B”) or better.
- Complete one of the following:
 - Any one of the first six options of the Core 40 with Academic Honors
 - Earn the following scores or higher on Work Keys: Workplace Documents Level 6, Applied Mathematics Level 6, and Graphic Literacy Level 5
 - Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75
 - Earn the following minimum score(s) on Compass: Writing 70, Reading 80, Algebra 66

Core 40 with Academic Honors (minimum 47 credits)

- Complete all requirements for Core 40
- Core 40 Math credits: 2 additional
- Core 40 World Language credits: 6 credits in one language or 4 credits each in two languages
- Core 40 Fine Arts credits: 2 credits
- Earn a grade of “C” or better in courses that will count toward the diploma.

- Have a cumulative GPA of 3.0 (“B”) or better.
- Complete one of the following:
 - Earn 4 credits in 2 or more AP courses and take corresponding AP exams.
 - Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - Earn two of the following:
 - A minimum of 3 verifiable transcribed college credits from the approved dual credit list
 - 2 credits in AP courses and take corresponding AP exams.
 - 2 credits in IB standard level courses and take corresponding IB exams.
 - Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence-based reading and writing section.
 - Earn an ACT composite score of 26 or higher and complete the written section.
 - Earn 4 credits in IB courses and take corresponding IB exams.

Students in the graduating class of 2023 must satisfy at least one option from each of the three boxes in order to graduate.

GRADUATION REQUIREMENTS	GRADUATION PATHWAY OPTIONS
1) High School Diploma (Students must complete the course requirements of <u>one</u> of the following.)	<ul style="list-style-type: none"> • Core 40 designation; OR • Academic Honors designation; OR • Technical Honors designation; OR • General designation.
2) Employability Skills (Students must complete <u>at least one</u> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> of the following: <ul style="list-style-type: none"> • Project-Based Learning Experience; OR • Service-Based Learning Experience; OR • Work-Based Learning Experience.
3) Postsecondary-Ready Competencies (Students must complete <u>at least one</u> of the following.)	<ul style="list-style-type: none"> • Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors Diploma; OR • ACT: College-ready benchmark; OR • SAT: College-ready benchmark; OR • ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR • State- and Industry-recognized Credential or Certification; OR • Federally Recognized Apprenticeship; OR • Career-Technical Education Concentrator: Must earn a “C” average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR • AP/IB/Dual Credit/Cambridge International courses or CLEP Exams: Must earn a “C” <u>average</u> or higher in at least three courses; OR • Locally Created Pathway that meets the framework from and earns the approval of the State Board of Education.

High Ability Options

These options provide students the opportunity to extend their academic preparation with challenging honors courses, including *Grade 9: English 9 Honors; Algebra 2 Honors; Biology 1 Honors; World History Honors; IB Middle Years Program Courses; Grades 10-12: English 10 Honors; Geometry Honors; IB Middle Years Program Courses*

The Advanced Placement (AP) Program

The AP program provides rich course material, classroom discussions, and demanding assignments typical of the content mastery and critical thinking skills expected of college students. Students who take an AP course are expected to take the corresponding AP exam if the exam is funded through local, state, or federal agencies. If fulfilling the dual credit criteria for the Academic Honors Diploma, students must take the corresponding AP exam to meet state requirements. AP courses include: *English Language/Composition; English Literature/Composition; Human Geography; European History; World History; US History; US Government; Economics; Psychology; Calculus AB; Calculus BC; Statistics; Computer Science; Biology; Chemistry; Environmental Science; Physics; Physics C; Spanish Language and Culture; Spanish Language and Literature; German Language and Culture; French Language and Culture; Studio Art; and Music Theory.*

Advanced Placement and International Baccalaureate Diploma Programme Weighted Grade Policy

Kokomo High School weights Advanced Placement (AP), International Baccalaureate Diploma Programme (DP), and dual credit courses which count toward the Indiana College Core (ICC) by adding an additional 1.0 points to the grade earned in an AP, DP, or dual credit ICC course on the 4-point scale. Students must take the corresponding AP or DP exam or earn the dual credit to earn the weighted grade. Students who do not take the corresponding exams are responsible for the fees associated with those exams.

ACADEMIC HONESTY

Cheating and plagiarism compromise the integrity and character of students and do not align with the mission and philosophy of Kokomo High School. Academic dishonesty occurs when a student engages in any behavior or uses any unauthorized device (including, but not limited to, cell phones, calculators, and other electronic devices) which gives the student an unfair advantage or represents another person's work as his/her own. Examples of these behaviors include, but are not limited to, plagiarism, talking during assessments, using cheat sheets (paper or electronic), looking at or copying another student's work, and/or relaying information to students in other classes about specific information covered in that class. Should an incident of cheating occur, teachers will hold a conference with the student, contact the parent/guardian, and provide the academy vice principal with the written documentation. The academy vice principal will begin the Academic Review Panel.

Procedure for Alleged Violations

An alleged violation of this policy shall be reported first to the principal or designee, vice principal, or Director of College and Career Readiness, and then is to be followed by an investigation. If the student is found to be in violation, the principal or designee may provide an alternative assignment or assessment. Such an alternative assignment or assessment may be provided only after the principal or designee has made an investigation and has determined that such student has violated this policy. No decision shall be made by the principal or designee without an informal hearing between the principal or designee and the student. At the informal hearing, the student shall be entitled to:

1. A written or oral statement of the charges against the student.
2. If the student denies the charges, a summary of the evidence against the student; and
3. An opportunity to explain his/her conduct.

The principal or designee shall present the charges and proposed consequences to the Academic Review Panel established by the principal. The panel should include at least a parent, a student, a counselor, a teacher, and a vice principal/curriculum supervisor. This panel will recommend to the principal or designee an appropriate consequence based on this policy. The student, his/her parent/guardian, or a representative of the student may request to address this panel before it makes a recommendation to the principal. The final decision rests with the principal.

ACADEMIC HONOR CODE

Two core values of the United States are the concepts of equal opportunity and fair play. In matters of law, business, and academics, no individual should be allowed an unfair advantage over another. We have an obligation to teach our citizens

that the route to success is paved with self-discipline, hard work, and personal integrity. To fulfill that duty and reinforce the positive standards taught at home, Kokomo High School requires all students to adhere to the letter and spirit of its Academic Honor Code.

Responsibilities

School will:

- Investigate all Academic Honor Code violations in a timely and confidential manner.
- Cultivate a culture of academic honesty.

Teachers will:

- Conduct a discussion of the Academic Honor Code with all students.
- Indicate clearly when collaborative work is permitted.
- Provide a secure testing site to the best of the teacher's ability.

Student will:

- Submit his/her own work.
- Ask for help when unsure about academic honesty.
- Keep assignments, tests, and details of assessments to himself/herself.
- Report any suspected Academic Honor Code violations to a staff member.

Parent/guardian will:

- Support their child and faculty in adhering to the Academic Honor Code

AUDIT

A student may, with permission of the academy vice principal and principal, audit a KHS course or college course when the purpose for auditing is an appropriate educational goal and enrollment capacity allows for an additional student. Students taking college courses outside of KHS are responsible for all course tuition, fees, and books. No credit will be given for an audit. A "Permit to Audit" form must be signed and filed in the Counseling Office. All regular class attendance and participation procedures must be followed. Students must carry five classes in addition to the audit to remain eligible for extracurricular activities. The audit decision must be made by May 1 prior to the school year or immediately upon enrollment, whichever is later.

CREDIT RECOVERY PROGRAM (PLATO) AND REPEATING A CLASS

Kokomo High School's Credit Recovery Program is designed as an academic intervention opportunity for students who meet certain qualifications. The following procedures are applied.

Students may, with approval from the Kokomo High School academy vice principal, repeat a course in the classroom. Students who earn a "B-" or lower in a class may opt to retake the class virtually.

Students wishing to retake a course virtually should be aware that:

- The student's grade gaps cannot have been caused by truancy.
- Recovery of the credit should be recommended by the former teacher, department specialist, counselor, or administrator.
- Credit recovery is a "last try."
- Students will be recovering a maximum letter grade of "B" only.
- Retaking of classes is subject to review or approval by the principal or academy vice principal.

The following will apply to any student retaking a course, either in the classroom or virtually:

- Credit will be awarded one time.

- The first/lower grade will be reverted to an “R” (repeated) on the transcript.
- Only the higher grade will be used to calculate GPA.
- Classes taken virtually will not have the designation of “honors.”
- AP or DP courses must be retaken in the classroom as an AP or DP class in order for an “R” to be placed on the transcript after a higher grade is earned.
- A regular course may be used as a substitute for an honors class. For example, if a student takes English 9 Honors and receives an F, the student may take English 9 instead of repeating English 9 Honors. In this instance, English 9 Honors will have an “R” as the grade, and only the regular English 9 grade will factor into the GPA.

Special circumstances will be reviewed/approved by an administrator on a case-by-case basis.

*KHS Credit Recovery Program is not to be used for acceleration of credits or to circumvent taking a regular class beyond the above-stated qualifying conditions.

DEPARTMENTAL ACHIEVEMENT AWARDS

Achievement awards are made to students at the close of the spring semester by various departments. The awards may include monetary scholarship gifts and other types of recognition. The criteria for the awards are available from the guidance department.

SAT® (provided by College Board)

Indiana will use the SAT® (provided by College Board) to fulfill requirements listed in Indiana Code 20-32-5.1-7(d) for high school accountability. Students may also use scores to fulfill some high school graduation requirements. The SAT assesses high school Mathematics, Reading, and Writing standards in grade 11. The SAT is administered in the spring of each school year.

FINAL SEMESTER EXAMINATIONS

Final examinations will be given only on the scheduled dates. In case of illness or extreme family emergency (excused absence), the examination may be made up after the scheduled date. Arrangements to take a final exam after the scheduled date must be approved by the Coordinator of College and Career Preparation. In no case will a final examination be given prior to the established scheduled date.

GRADE CARDS

Grade cards will be available on PowerSchool on Friday the week following the end of each grading period.

Grades rank as follows:

A – Excellent	B – Good	C – Average	D – Below Average
P – Pass	F – Failure	AD – Audit	IN – Incomplete

The school’s official grade reporting record is the teacher’s gradebook. When any question occurs, this gradebook is considered for verification.

GRADE POINT AVERAGE (GPA)

The GPA is determined by dividing the total grade points by the total number of credits attempted. GPA will be on a 4.0 scale.

Letter Grade	Standard Course (Regular Weight)	DP and AP (Full Weight)
A	4.0	5.0
A-	3.667	4.667
B+	3.333	4.333
B	3.0	4.0
B-	2.667	3.667
C+	2.333	3.333
C	2.0	3.0
C-	1.667	2.667
D+	1.333	2.333
D	1.0	2.0
D-	0.667	1.667
F	0	0

International Baccalaureate Middle Years Program Grade Scale			
Grade Scale	IB Grade Band	Grade Point Value	Letter Grade
93% - 100%	28 – 32	4.0	A
90% - 92%	26 – 27	3.667	A-
87% - 89%	24 – 25	3.333	B+
83% - 86%	21 – 23	3.0	B
80% - 82%	19 – 20	2.667	B-
77% - 79%	18	2.333	C+
73% - 76%	16 – 17	2.0	C
70% - 72%	15	1.667	C-
67% - 69%	14	1.333	D+
63% - 66%	11 – 13	1.0	D
60% - 62%	10	0.667	D-
59% or below	9 or below	0	F

GRADUATION INFORMATION

Seniors who attend the eighth semester are required to carry a full schedule, periods 1 through 7. Exceptions must have administrative approval prior to the seventh semester.

A student planning to complete graduation requirements in summer school or by correspondence course would receive the diploma when these requirements are completed.

A transfer student must meet the Kokomo High School senior subject load requirement by carrying a full schedule (seven periods) and passing four subjects in order to qualify for a Kokomo High School diploma.

HIGH SCHOOL DIPLOMAS

Kokomo High School offers students the opportunity to earn any type of state diploma approved by the State Board.

Core 40 Diploma

The completion of Core 40 course and credit requirements is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

Graduation with Less Than a Core 40 Diploma

To graduate with less than a Core 40 Diploma, the following opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.
- The student's Graduation Plan (including a four-year course plan) is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the student's parent/guardian determines the student will receive greater educational benefits by completing the general curriculum, the student is required to complete the course and credit requirements for a general diploma, and the career/academic sequence the student will pursue is determined at this meeting.

Students with Disabilities

Kokomo High School strongly encourages the case conference committee to maintain high expectations for students with disabilities, opting out of the Core 40 Diploma only after assistive technology and other supports and services have been implemented in a Core 40 course of study.

The student's individualized education program must identify the type of diploma the student will seek and courses that allow the student to progress toward the diploma in a timely manner. Per HEA 1219, a school may not require a student with a disability to complete additional credits that exceed the state's credit requirement in order to receive a diploma unless the additional local requirements are required as part of the student's IEP.

Please contact the Coordinator of College and Career Preparation or the counselor with any questions regarding diplomas.

HOMEWORK POLICY

Students must be provided an opportunity to make up classwork for all excused absences without academic penalty. It is primarily the responsibility of the student to make necessary arrangements with his/her teacher to complete missed work in a reasonable amount of time. A student who is suspended will be allowed to make up work for full credit during that period of suspension and will submit such work on or before the first day following the end of the suspension.

INDEPENDENT STUDY

If a student wishes to pursue an independent study of a course, a certified teacher must be available to supervise and certify the student's work.

Work-Based Learning

Kokomo High School students assigned to job shadowing, practicums, or internships may leave school as assigned to their course schedules or upon approval from KHS and KACC administration. KHS students still must follow procedures established for entering and exiting the KHS campus.

SCHEDULE CHANGES

Students are encouraged to invest quality time in planning their schedules for the coming school year. Such planning should consist of a consultation with parents/guardians, school personnel, fellow students, college personnel, and anyone who might provide insight in helping students make wise decisions in planning their academic programs.

The administration and counseling staff of Kokomo High School allow ample time for the student and parent/guardian to make a firm decision regarding the student's program plan for the following year. Each student is given the time from the initial scheduling meeting until May 1 to make revisions to the schedule as desired.

After May 1, changes in a student's schedule will be made for either semester only for the following reasons:

- Errors made by the school in developing the schedule.
- The school's need to balance class sizes.
- Medical reasons with documentation
- Change in program placement for students with learning disabilities, such as adjustments in or assignments to special services or resource classes.
- Requests to take specific courses to qualify for the Academic Honors Diploma or Core 40 Diploma
- Failure of a course required for graduation.
- Failure of a prerequisite, i.e., anything that would prevent a student from going on to a requisite course as published in the Program of Studies
- Failure of a course required for entrance into post-secondary education.
- Adding a course required for college (with documentation from the college)
- Adding a seventh course to replace a study hall.
- A student has failed with a teacher previously in a course, and he/she is assigned the same teacher for the same course.
- Requesting to attend the full year rather than being a mid-year graduate.
- Adding a class to continue the sequence of a year-long course.
- Adding a required course in lieu of an elective class.

The rationale for adhering to only the above-stated reasons for a schedule change is: (a) maintaining the academic rigor of the student's schedule; (b) the expectation that the parent/guardian and student carefully studied the Program of Studies in choosing the best curricular preparation; (c) the imbalance that occurs in the elective departments' enrollments; and (d) the fact that staffing decisions are based upon student course selections, and course changes can affect this balance.

Occasionally, individual situations arise that can be reviewed by school personnel to determine whether a schedule change is needed or can be granted. These situations will be considered with feedback from the student, teacher, parent/guardian, and counselor. The respective academy vice principal will base the decision on whether to allow a change or withdrawal on this information.

SCHOOL MEMBERSHIP

For the purposes of school attendance and accountability, the residence of a student shall be the legal settlement of the student's parent/guardian. In the case where a student has been accepted into a program housed in a school building other than the school of legal settlement, the new placement school will be considered the student's school of service. Upon enrollment, the parent/guardian will be asked to provide proof of residency.

Students with Indiana residency outside of Kokomo School Corporation may request to attend Kokomo School Corporation free of tuition charge. A student who moves outside of the KSC district after the semester starts may request to complete the school year. In both cases, a transfer request must be completed and submitted to the building principal and the Director

of Secondary Education and Special Programs for approval or denial. The principal may approve or deny the request based on IC 20-26-11-32. If approved, the transfer is good only for the current school year.

A student who:

- has been expelled or excluded from another school corporation.
- withdraws from a school corporation to avoid expulsion; or
- has been excluded, and/or is required to separate for disciplinary reasons, from a nonpublic school or a school in a state other than Indiana by the administrative authority of the school.

may not enroll in Kokomo School Corporation unless:

- he/she informs Kokomo High School officials of the expulsion, separation, or withdrawal to avoid expulsion or separation.
- Kokomo High School officials consent to the enrollment; and
- the student agrees to the terms and conditions of enrollment established by Kokomo High School officials.

Enrollment of New Students

Students enrolling for the first time must be accompanied by a parent/guardian at the time of enrollment. This gives an opportunity to explain school procedures relative to fees, bookstore, attendance, medication, transportation, releasing of student records, and other items. A complete record of immunization is required in order to enroll [IC 20-34-3-1].

Protection of Student Records

Kokomo School Corporation complies with FERPA, which protects student information. Should a student face the unfortunate situation of having to leave KSC, once notification has been received that the student is withdrawing from KSC and has been officially enrolled in another district, KSC will send records promptly to the receiving school corporation as required in IC 20-33-2-10 (d). The parent/guardian will be notified if the request originates from a school corporation outside of KSC.

Attendance

A very high positive correlation exists between school attendance and achievement. School attendance is a mutual responsibility of the individual student and parent/guardian. Parent/guardian are required to monitor their children's attendance to confirm that attendance is regular [IC 20-33-2-27,28,44]. For students' safety, parent/guardian are to inform the school within the first 30 minutes after the start of school any day when their children are absent.

For policies and procedures governing absences, tardiness, cutting class, and truancy, see the Kokomo School Corporation Student Handbook.

Attendance for Students Attending Kokomo Area Career Center

KACC staff members will maintain attendance records for each student. Home schools will be notified of any excessive absenteeism and/or violations of attendance policies. Excessive attendance issues may lead to the removal of the student from KACC courses. Students marked with unexcused absences may not be allowed to make up work on these dates. Work-Based Learning students who quit, or who are dismissed from their job without the coordinator's approval, may be removed from the program. All scheduled release time will be spent with the program coordinator/instructor at any time a worksite training agreement is not in full effect. Any Work-Based Learning student absent from the related class for reasons other than a medical appointment will not be allowed to work on that specific day. Release time will be taken away for violation of this rule.

Withdrawing from Class

Any student withdrawing from a class after the start of the semester will need administrator approval. A "WF" will be placed on the student's transcript/permanent record and factored into the student's GPA.

Withdrawing from School

The parent/guardian should notify the school as soon as it is known that a student wishes to withdraw from public school. Whether or not a student may withdraw from school is subject to the provisions of IC 20-33-2-28.5. This law applies to an individual who attends or last attended a public school, is at least sixteen (16) years of age but less than eighteen (18) years of age and has not completed graduation requirements. Such a student is one who wishes to withdraw from school before graduation, fails to return at the beginning of a semester, and/or stops attending school during a semester. This does not include students who officially have transferred to another school.

Such an individual may withdraw from school only if all the following conditions are met: (1) an exit interview is conducted; (2) the individual's parent/guardian consents to the withdrawal; and (3) the school principal approves of the withdrawal.

During the exit interview, the school principal shall provide to the student and the student's parent/guardian a copy of statistics compiled by the Department of Education concerning the likely consequences of life without a high school diploma. The school principal shall advise the student and the student's parent/guardian that the student's withdrawal from school may prevent the student from receiving, or result in the revocation of, the student's employment certificate, driver's license, or learner's permit.

The law requires that the following must be in written form: (1) an individual's request to withdraw from school; (2) parent's/guardian's consent to a withdrawal; and (3) a principal's consent to a withdrawal.

If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent/guardian may appeal the denial of consent to the governing body of the public school that the individual last attended.

If such an individual (1) has not received consent to withdraw from school under this section; and (2) fails to return to school at the beginning of a semester or during the semester, the principal of the school that the individual last attended shall deliver by certified mail or personal delivery to the Bureau of Child Labor a record of the individual's failure to return to school, so that the Bureau of Child Labor can revoke any employment certificate issued to the individual and will not issue any additional employment certificates to the individual. Under the law, the individual shall be considered a dropout.

During the same time period that a school principal delivers the record to the Bureau of Child Labor, the principal shall deliver by certified mail or personal delivery to the Bureau of Motor Vehicles a record of the individual's failure to return to school, so that the Bureau of Motor Vehicles can revoke any driver's license or learner's permit issued to the individual and will not issue any additional driver's licenses or learner's permits to the individual before the individual is at least eighteen (18) years of age.

If (1) a principal has delivered the records to either or both the Bureaus of Child Labor and Motor Vehicles; and (2) the school subsequently gives consent to the individual to withdraw from school, then the principal of the school shall send a notice of withdrawal to the Bureau of Child Labor and the Bureau of Motor Vehicles by certified mail or personal delivery, and the individual shall no longer be considered a dropout.

Re-Enrollment in School

A student who has been withdrawn for attendance, health, or disciplinary reasons must have a conference with a school administrator prior to the beginning of a semester. The conference will involve a review of the reason or reasons for the

withdrawal. [A principal may require that a student who is at least sixteen (16) years of age and wishes to re-enroll after an expulsion attend an alternative school or alternative educational program. – IC 20-33-8-24]

Withdrawals, Terminations, and Transfers

If a student graduates after the first semester or withdraws from Kokomo High School during the school year, the student will be withdrawn from the Kokomo Area Career Center. The KACC director and the bookstore are to be notified of the date of any withdrawal by the KHS counselor. It will be the withdrawing student's responsibility to make sure that all rented textbooks are returned to the Kokomo High School bookstore.

Students enrolled in a Kokomo Area Career Center program who transfer from one participating school district to another participating school district may remain at KACC at the participating district's discretion. Students who transfer into a participating school district and are interested in a Kokomo Area Career Center program may be enrolled if space is available in the desired program and enrollment is approved by the KACC director.

STUDENT TRANSCRIPTS

Scoir is used by KHS for transcript requests, college and career exploration, letters of recommendation, and communication. Students are expected to check their Scoir account regularly. For information on accessing Scoir, students should visit the KHS Counseling Canvas page.

School officials recommend that students submit their transcript requests at least a week in advance. Current students needing a transcript for a college application should log onto their Scoir account and fill out the transcript request online. This process automatically sends an official copy of the transcript to prospective colleges and universities. Counselors are available by appointment to assist with scholarship and transcript requests. If a college or university requests a mailed copy of a student's transcript, notify the counselor in person or via email. The Kokomo High School Counseling Office will mail an official signed and sealed transcript copy. For a transcript to be official, it MUST remain in an official sealed school envelope until delivered to the requesting organization.

STUDY HALL

All students are encouraged to take seven classes. In some cases, students may elect a study hall in place of a seventh class. The study hall teacher shall have a complete seating chart and an alphabetical list of all students with their seat numbers. No student is to be permanently removed from study hall for a special assignment without a clearance form being completed by the Coordinator of College and Career Preparation.

Students are to use the study hall for a work period. Thus, students are expected to:

1. Be in their seats when the period begins.
2. Refrain from visiting.
3. Begin work at once.
4. Bring enough work, daily, to keep busy all period.

SUMMER SCHOOL

Enrollment in summer school must be accomplished with the counselors. Regular attendance is imperative since students are asked to do the work in 18 to 20 school days; normally, this work requires 18 weeks of class to accomplish. Information about summer school classes and enrollment criteria is announced during the school year but is subject to change depending on minimum enrollment requirements. Students may not enroll after the third day of any summer school term.

ENROLLMENT

Kokomo School Corporation asks parent/guardian to communicate the education programs best suited for their students through the Parent Choice Application process. Kokomo School Corporation publicizes the Parent Choice Application process,

and applications are considered. A second opportunity for parent/guardian to apply for the Virtual Program is during Kokomo School Corporation enrollment three weeks before starting the school year. Parents/Guardians also may apply for the Virtual Program by the first weekday in December for consideration of enrollment for the second semester.

Parent/guardian whose students are new to Kokomo School Corporation may apply for consideration for the Virtual Program upon enrolling into Kokomo School Corporation. Out-of-district parent/guardian may request a transfer into the Kokomo School Corporation Virtual Program by completing the Out-of-District Transfer Form.

TRANSFER

Parent/guardian may request a transfer from in-person learning to the Virtual Program or from the Virtual Program to in-person learning by following the transfer request process. Parent/guardian may contact their school's Main Office to begin the transfer request process. Parent/guardian must notify the school of the transfer request by September 1 after the start of the school year, or by February 1 of the second semester.

Out-of-district parent/guardian who request a transfer to an in-person school must complete the Out-of-District Transfer Form by September 1 after the start of the school year, or by February 1 of the second semester. If approved, parent/guardian must provide transportation to and from school.

TERMS OF VIRTUAL PROGRAM

Kokomo School Corporation strongly believes in creating options for all students, including the Virtual Program. The Virtual Program's terms enable students to engage in the curriculum while allowing staff members to collaborate with families to ensure students make academic progress within a virtual environment.

DEVICES AND ACCESS

Kokomo School Corporation provides an electronic device for all virtual students. Students may use a personal device if approved by the school administration and the Technology Department. Students must have access to the Internet to participate in the Virtual Program. Families that qualify may request a Kokomo School Corporation Wi-Fi hot spot. Parents/Guardians will be required to sign and follow the guidelines to use a Kokomo School Corporation Wi-Fi hot spot.

WORK COMPLETION

Students are required to follow the teacher-identified submission process of all work completed within the Virtual Program. Parent/guardian are requested to check student academic progress regularly through Power School. The administration will review academic progress each grading period. Students who do not demonstrate academic progress may be transferred to an in-person program to better meet the student's educational needs.

LEARNING SUPPORT

The Kokomo School Corporation Virtual Program is a synchronous learning environment where teachers provide direct instruction and academic support. Teachers have identified office hours to provide additional support to students.

SYNCHRONOUS LEARNING REQUIREMENTS

Students are expected to log in on time for their synchronous classes. Students are to be logged in at their scheduled times with the camera on unless prior approval has been given by the teacher, school counselor, or administration. Virtual Program students will follow the "eLearning" schedule when Kokomo School Corporation declares an "eLearning" day.

ORIENTATION

Students and/or parent/guardian will attend the school's Virtual Program orientation with their school-approved device. The orientation will provide students and parent/guardian with the Virtual Program's expectations, guidelines, and protocols, including learning how to access a synchronous class, the learning management system, textbooks, class resources, and parent/guardian access to monitor the student's academic progress.

EXPECTATIONS OF CONTINUED VIRTUAL PROGRAM ENROLLMENT

Kokomo School Corporation is confident that a personal approach to virtual learning will help students stay connected while allowing a more flexible learning environment for families. Strong parental/guardian involvement is extremely important to a child's academic success. The Virtual Program provides parent/guardian with a learning option that meets their student's overall health and learning needs. To create a successful virtual learning environment, continuous enrollment within the Virtual Program includes the following expectations:

- **Virtual Learning Review**: When necessary, parent/guardian will participate in a Virtual Learning Review to discuss the **Virtual Program Guidelines**. At this review, the administrator will determine if the Virtual Program is the student's best educational placement for continued enrollment in the Virtual Program. Parent/guardian may request a transfer to an in-person program before September 1 for the first semester or before February 1 for the second semester.
- **Attendance and Academic Progress**: The principal or designee will review each student's academic progress throughout each quarter for continued enrollment in the Virtual Program. This assessment will include each student's attendance and academic progress.
- **Learning Engagement within the Virtual Program**: Each quarter, the principal or designee will review the **Virtual Program Guidelines** to ensure students are meeting all Virtual Program requirements, are engaged in the learning environment, and are making academic progress while enrolled in the Virtual Program.

Attendance: All students enrolled in the Virtual Program will follow the Kokomo School Corporation attendance policy. All students enrolled for the entire school year must attend 180 instructional days each school year unless the parent/guardian has communicated the student's absence from school. The daily amount of expected instruction time is six (6) hours for 6th grade through 12th grade, and three (3) hours for Alternative School students.

Proof of participation in online learning opportunities will be reviewed regularly for each student. School personnel will review a student's time spent in online learning opportunities. The Kokomo School Corporation Virtual Program is a synchronous learning experience for students. Students are expected to log in, on time, with the camera on, for their synchronous classes. Students who are not logged in at their scheduled times while on camera will not be counted as present unless an alternative time schedule has been approved by the teacher, school counselor, or administration.

Excused Absence: If a student is absent, the parent/guardian is to notify the school within 30 minutes of the start of school on the day of the absence. If the school is not notified on the day of the absence, promptly upon attending school the next day, the parent/guardian is to contact the school indicating the date(s) of the absence and the reason for the absence.

Unexcused Absence: A student who is willfully absent from school without parent/guardian or school consent or knowledge will be considered truant (unexcused). Students in synchronous classes will be required to have their cameras on to be counted present. Students must be visible to their teachers.

School administrators may use administrative discretion in disciplinary consequences for excessive absences, including, but not limited to, in-school suspension, out-of-school suspension, attendance contracts, change in placement, or expulsion from school.

Testing Attendance: Kokomo School Corporation must follow the rules and regulations set by the Indiana Department of Education (IDOE). According to the IDOE, all students are required to participate in state testing. Being part of the Kokomo School Corporation Virtual Program means that some travel for testing locations may be required. Specific testing dates and locations will be published no later than two weeks before the testing window. A parent/guardian may request transportation to and from school for required state testing by completing the Transportation Form no later than two weeks before the testing window. Kokomo School Corporation officials cannot guarantee that a student’s assigned teacher will be the test proctor.

For students enrolled in high school courses, additional testing may be required to meet Indiana Graduation Pathways. Electing a virtual learning option in high school or enrolling in virtual high school courses does not exempt the students from meeting Indiana graduation requirements.

According to state law, student refusal to attend assigned state testing days or any scheduled makeup testing session will be reported as an unexcused absence and subject to habitual truancy laws.

CHAPTER 3

SCHOLASTIC ACHIEVEMENT

COMMENCEMENT

Commencement exercises will include those students who have successfully completed requirements for graduation as certified by the high school principal. Those students who are within one (1) credit of meeting graduation requirements may participate in commencement exercises with administrator approval. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

Students who have been expelled or are under the parameters of a waiver to expulsion may be denied the opportunity to participate in commencement ceremonies.

HONOR GRADUATES

Honor Graduates are recognized through a special listing in the commencement program, special recognition during the commencement ceremony, the presentation of an honor cord at Senior Scholar Recognition Evening, and the placement of their names on the Honor Plaque. Outstanding graduates meeting the following criteria are designated Honor Graduates:

1. Meet all graduation requirements
2. An overall GPA of 3.7 with no grade below a “B-“ in credit courses at the end of the seventh semester
 - Summa Cum Laude – 4.0+ – triple red/white/blue cord
 - Magna Cum Laude – 3.8-3.99 – double gold/silver cord
 - Cum Laude – 3.7-3.79 – single silver cord
3. Attend both semesters of the senior year.

HONOR ROLL (HIGH AND REGULAR)

Students who achieve honor roll status are worthy of recognition. Students are eligible for honor roll when the following criteria are met:

- **High Honor Roll:** Students must earn a minimum of six (6) grades and make all “A”s
- **Regular Honor Roll:** Students must earn a minimum of six (6) grades, including at least four (4) “A”s and no grade below a “B”. Students must have more “A”s than “B”s.

Students qualifying for honor roll status will be recognized at the end of each grading period. A semester honor roll based on semester grades will be published at the end of each semester.

SCHOLARSHIPS

Scholarship information is available on the school's website via Google Sheets and will be posted on the school's Canvas and Scoir pages. The School Messenger service also is used to inform students and parents/guardians of potential scholarships. Students are expected to check their school email and their Scoir and Canvas accounts regularly for scholarship information. Students are responsible for securing relevant scholarships and meeting all school and donor deadlines.

CHAPTER 4

EXTRACURRICULAR ACTIVITIES

Kokomo High School provides the opportunity for a variety of extracurricular activities. We suggest that each student seek membership in an organization or special interest activity. Being involved is recommended to students as the best way to quickly feel a part of the ever-growing Wildkat tradition. Faculty members are encouraged to support the extracurricular program by serving on committees or as extracurricular activity sponsors.

A student may not be president of more than two (2) organizations in extracurricular activities during a school year. Students are required to maintain the minimum participation standards, as outlined in Chapter 8.

During the school year, several bulletins are distributed announcing activities at KHS. To help ensure accurate communication and to meet deadlines, students are encouraged to obtain additional information about any student activity, organization, or election early in the school year. Students should contact the sponsor.

Kokomo High School competes in various intramural and league competitions sponsored by the Division of Student Activities of the Indiana Association of School Principals. Teams representing the grade levels are selected during the school year.

ENTERING CONTESTS

A school group, class, or organization may not enter any contest without prior approval of the high school principal or designee. Requests to enter such contests must be made in writing at least two weeks prior to the date of the contest. Overnight and out-of-state trips require a recommendation from the school administration and approval by the Board of School Trustees. Requests for this type of trip should be made to the school administration at least 30 days in advance of the trip.

SPECIAL INTEREST CLUBS

School clubs and organizations may be formed by interested groups of students provided:

1. Initial student interest exists.
2. Sponsors are available.
3. Parent/Guardian permission is provided.
4. A minimum membership of twelve (12) is established, and attendance requirements have been outlined.
5. The Organization Board approves the club or activity.

Please see the KHS website for a list of available clubs and extracurricular activities for students. Information about forming clubs, organizations, or activities may be obtained from the office of the vice principal.

STUDENT COUNCIL

The Student Council is an open meeting council of elected students. The officers are president, vice president, secretary, and treasurer. Officers must be juniors and seniors and are elected at the end of the previous year. The president and vice

president must have been Student Council members the previous year. Any student is welcome to attend the meetings. Activities of the Student Council include helping organize social activities, planning charitable drives, and serving as a student voice to the administration. The Student Council strives to serve the wishes and needs of the students. All students are welcome to get involved with activities of interest to them. Students are also encouraged to bring ideas for new activities or improvement of existing ones to the attention of the Student Council.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs) – KOKOMO AREA CAREER CENTER

Students at KACC will have an opportunity to join and participate in youth organizations or clubs such as Skills USA and HOSA. These organizations may include dues and activities that occur during class and other times. Students may participate in regional, state, and national competitions. A student who represents Kokomo Area Career Center is expected to exemplify high standards for participation.

CHAPTER 5

ATHLETIC INFORMATION

Kokomo High School always has been known for its outstanding athletic program. All students are encouraged to join any of the numerous sports offered at KHS.

A student should choose a sport he/she enjoys and one in which he/she feels qualified. Once a sport is chosen, the student is encouraged to continue in this sport throughout his/her high school years. Athletes are not permitted to drop one sport in favor of another unless it is approved by the athletic director.

ACADEMIC ATHLETE AWARDS

Male and female athletes who earn a Varsity “K” in their senior year and have the highest GPAs in the senior class will receive plaques presented by the Athletic Department.

AGE

Students’ chronological ages permit participation under their grade classification. All dates of birth are based on the official cumulative record of Kokomo School Corporation. This rule is based on IHSAA guidelines. A student who is or shall be twenty (20) years of age prior to, or on the scheduled date of, the IHSAA State Finals in a sport shall be ineligible for interscholastic athletic competition in that sport. A student who is nineteen (19) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for interscholastic athletic competition in that sport.

ATHLETIC AWARDS

The ONLY athletic awards that an athlete may receive for school participation are the awards presented by the school, NCC, and IHSAA. No KHS coach or staff member may give an award to a KHS athlete without prior approval of the athletic director and principal. Athletic awards are to be worn only by the recipient of the award.

ATTENDANCE AT ATHLETIC PRACTICES AND GAMES

Students in grades 9, 10, 11, or 12 who are members of any athletic team are requested to personally contact or telephone any one of the following school officials (in advance) to report the date and time that they will be absent from a particular practice or game:

1. Head coach
2. Assistant coaches
3. Attendance Office

Absences will be counted as being unexcused upon violation of the above policy. Absences will be excused, provided they are caused by medical or appropriate personal reasons.

BOYS' ATHLETIC AWARDS (VARSITY AND RESERVE)

The Varsity "K" is awarded to varsity team members as recommended by the coach and approved by the athletic director and principal. An athletic certificate is awarded to an athlete for subsequent letters.

BOYS' ATHLETICS

Any KHS boy who meets the eligibility requirements may participate in the boys' athletic program. The following sports are offered for boys:

Fall – Cross Country, Football, Soccer, Tennis

Winter – Basketball, Swimming, Wrestling

Spring – Baseball, Golf, Track, Unified Track

CERTIFICATION DATES

Certification dates are established by the Kokomo High School Athletic Department and submitted to the IHSAA for approval. These dates, which normally follow the end of the nine-week grading period by one week, officially document when a student-athlete becomes academically eligible or ineligible at Kokomo High School.

GIRLS' ATHLETIC AWARDS (VARSITY AND RESERVE)

A Blue Script "K" is awarded to varsity team members as recommended by the coach and approved by the athletic director and principal. An athletic certificate is awarded to an athlete for subsequent letters.

GIRLS' ATHLETICS

Any KHS girl who meets the eligibility requirements may participate in the girls' athletic program. The following sports are offered for girls:

Fall – Cross Country, Golf, Soccer, Volleyball

Winter – Basketball, Swimming, Wrestling

Spring – Softball, Tennis, Track, Unified Track

HONOR ATHLETE RING

This is the highest award that can be earned by a KHS athlete. This inscribed Wildkat ring is presented to an athlete earning seven or more Varsity "K"s. Six of these letters must be earned at KHS. In addition to these two requirements, the athlete must have the recommendation of the coaching staff and the approval of the athletic director and principal. This is a senior award and will be presented in the spring. A special plaque will be inscribed with names of the athletes winning this award. "Athlete," as used in the description of the Honor Athlete Award, is interpreted to mean the recipient of the award must have been a certified contestant under IHSAA rules.

"K" JACKET

The "K" jacket is awarded to an athlete who earns three Varsity "K"s in athletics. Only one jacket is awarded to any one boy or girl. A jacket is awarded to a manager or trainer when he/she earns three Manager or Trainer "K"s. A Manager or Trainer "K" does not combine with an Athletic "K" for a letter jacket. The student-athlete will be responsible for the cost of the jacket.

REDSHIRT POLICY

No student in Kokomo School Corporation shall be retained in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

REQUIRED FORMS

Before the student's first practice and/or tryouts for any interscholastic contest, he/she shall have on file in the principal's or designee's office each school year the following forms: (a) IHSAA Physical; (b) Emergency Medical and Contact Information; and (c) Parent/Athlete Concussion and Sudden Cardiac Arrest.

SCHOLAR-ATHLETE AWARD

Criteria for the Scholar-Athlete award:

1. The recipient must be a senior boy or girl.
2. The senior must have a minimum 3.33 GPA on a 4-point scale at the end of the seventh semester.
3. The senior athlete must be a varsity letter winner in one or more sports. One varsity letter must be earned during his/her senior year.
4. School and community activities, as well as leadership characteristics, also will be considered.

Scholar-athletes will receive a plaque presented by the Athletic Department.

SCHOLASTIC ELIGIBILITY

To be eligible scholastically, contestants must have passing grades in five classes at the end of the previous grading period. Semester grades shall take precedence only at the end of a semester in terms of IHSAA eligibility. Chronic absenteeism may also result in a student being declared ineligible. In addition, the athlete must be certified eligible by the principal and must meet Kokomo School Corporation's academic eligibility policy. The high school and the Athletic Department enforce school policy by requiring all athletes to carry a full schedule. All ninth-grade students are declared eligible for athletic participation during the first grading period of the school year.

SPORTS SEASON

The sports season is defined as that period of time, beginning with the first official day of practice and ending with the day of the state finals for that sport. These dates are established by the IHSAA.

SPORTSMANSHIP

American Heritage Dictionary defines sportsmanship as "the conduct and attitude of participants in sports, especially when considered commendable as in fair play, courtesy, and grace in losing."

Participating and representing Kokomo High School in interscholastic competition is a privilege. The student-athlete who represents Kokomo High School is expected to exhibit the highest standards of good sportsmanship. Legitimate expectations of the student-athlete include:

1. Gain an understanding and appreciation of the rules.
2. Exercise representative behavior at all times
3. Recognize and appreciate skilled performances regardless of affiliation.
4. Exhibit respect for the officials
5. Display respect openly for opponents at all times.
6. Display pride in your actions.

STATE CHAMPIONSHIP AND RUNNER-UP AWARDS

A student-athlete who wins an individual state championship or is a member of a state champion or state runner-up team will receive a state ring. The Athletic Department will cover the cost of these awards.

STUDENT MANAGER OR TRAINER

A Varsity Manager or Trainer "K" is won for satisfactory service to a varsity team. A Student Manager or Trainer jacket is awarded to the boy or girl who wins three Varsity Manager "K"s or three Varsity Trainer "K"s. Only one jacket is awarded to any one person. Student managers and trainers who earn seven (7) or more Manager or Trainer "K"s are awarded an honor watch. This is a senior award and will be announced during the spring. Manager or Trainer "K"s do not combine with Athletic "K"s for jackets or rings.

TRANSFER STUDENTS

One major letter may be transferred from any other high school after having earned a letter at Kokomo High School.

VARSITY AWARDS

The following criteria were established by the Athletic Awards Committee and approved by the Board of School Trustees. This will be used by coaches to recommend a student-athlete for a varsity award:

1. The student-athlete must be a contributing member of the varsity team by participating in at least 50% of the varsity contests and/or have the recommendation of the head coach.
2. Attendance, attitude, and ability to communicate with team members and coaches shall be considered by coaches when making recommendations for a varsity award.
3. The student-athlete must observe training rules.
4. A senior who has participated for three years and has been a contributing member of a varsity team may receive special consideration for a varsity award with the head coach's recommendation.
5. Any athlete who is suspended for more than 25% of a season is not eligible to receive a varsity award.
6. The student-athlete must be academically eligible, and a member of the team in good standing at the end of the season, to be recommended for a varsity award.
7. Student-athletes who are injured during the season and who, in the judgment of the head coach, would have contributed to the varsity team will be eligible for a varsity award. The student-athlete, if physically able, should continue to attend practices.
8. IHSAA tournament success and NCC championships will allow a coach to recommend additional athletes for a varsity award.
9. All athletic awards are presented by the KHS Athletic Department with the approval of the Athletic Director and Principal. All awards will conform to the IHSAA By-Laws and Articles of Incorporation (Rule VI).
10. Coaches must present to their student-athletes the criteria for earning a varsity award at the first practice.

CHAPTER 6

ATTENDANCE, DISCIPLINE, ENROLLMENT, AND WITHDRAWAL POLICIES AND PROCEDURES GOVERNING ABSENCES, TARDIES, CUTTING CLASS, AND TRUANCY

Education is one of the most valuable undertakings in our country. Formal schooling is not only very desirable but also essential for the preservation of American society. The State of Indiana places education at the top of its priorities. Accordingly, it is incumbent upon Kokomo High School to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved. The dialogue between the teacher and the students in a classroom environment can never be effectively duplicated. A positive correlation exists between formal

learning and school attendance. This policy's purpose is to encourage academic effort by discouraging unacceptable absenteeism, which includes a lack of effort. Therefore, the following attendance policies are enforced at Kokomo High School.

These policies and procedures governing absences, tardiness, cutting class, and truancy are established to ensure a clear understanding of the importance of good school attendance.

School attendance is the mutual responsibility of the individual student and parent/guardian. Parent/guardian are required to monitor their children's attendance to confirm that attendance is regular [IC 20-33-2-27,28,44].

Excused Absences

A student's absence will be considered excused if (1) contact is made by phone by the parent/guardian and (2) an excused absence criterion is met. Notes will be accepted in cases where there is no telephone and prior arrangements have been made by the parent/guardian. Notes from the parent/guardian will be required when absences become a concern.

Students must be provided an opportunity to make up classwork for all excused absences without academic penalty. It is primarily the responsibility of the student to make necessary arrangements with his/her teacher to complete missed work in a reasonable amount of time. A student who is suspended will be allowed to make up work for full credit during that period of suspension and will submit such work on or before the first day following the end of the suspension.

The first ten (10) absences must be covered by phone calls, notes, and/or doctors' statements to be considered excused. A doctor's statement will be required following a student's absence of three (3) consecutive days. If a parent/guardian does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate signed by an Indiana physician within six (6) days after it is requested.

Extenuating Absences

Extenuating absences include:

1. Death or serious illness in the family.
2. Special requests:
 - a. Post-high school exploration (juniors and seniors only) – A written request five (5) days in advance, signed by a counselor and parent/guardian prior to visitation, is required. No visitation will take place after April 30 or be allowed for more than two (2) days. Such visits are not to be taken immediately before or after fall break, winter break, or spring break.
 - b. Religious holidays.
 - c. School-sanctioned events.
 - d. Medical/Dental appointments – Students are urged to make dental and doctor appointments for times other than during the school day. When this is not possible, parents/guardians may make arrangements with the Attendance Office in advance of the time for leaving school. A student should always ask the doctor's or dentist's office for a slip verifying the appointment. This is for the student's benefit, so the office can keep records accurate concerning absences.
 - e. Personal and/or family counseling.
 - f. Election workers who provide proper required documentation (pupil recorded as in attendance) [IC 20-33-2-15].
 - g. Service as a page in the Indiana General Assembly (pupil recorded as in attendance) [IC 20-33-2-14].
 - h. Student issued a subpoena to appear in court as a witness (pupil recorded as in attendance) [IC 20-33-2-16].
 - i. Special family requests – A parent/guardian will write a note one (1) week before the event, giving the reason for absence, date(s) of requested excused absence, and the date of return to school. No special family requests will be granted during the week immediately before or after fall break, winter break, spring

break, or during the last week of school in either semester. Special family requests are subject to administrative approval.

- j. All other absences that are protected by Indiana State Statute [IC 20-33-2-19].

Unexcused Absences

A student who is willfully absent from school without parent/guardian or school consent or knowledge will be considered truant (unexcused). Any additional absences following ten (10) absences which may have been previously covered by a phone call, note, and/or doctor's statement will be unexcused unless covered by a doctor's statement. All unexcused absences will be communicated to parents/guardians daily.

Attendance Policy for Excessive Absences

To achieve a higher attendance rate at KHS, an absence due to no parent/guardian call-in or doctor's note on file in the Attendance Office will result in the following actions:

1. Students with 5-9 unexcused absences will be referred to the attendance officer to monitor.
2. Students with 10 unexcused absences will be entered into QUEST and referred to the Howard County Probation Office to investigate the case.
3. Students with 15 unexcused absences will be referred to the Howard County Probation Office with a signed affidavit from the attendance officer to investigate the case.
4. Students with 25 unexcused absences will be referred to the Howard County Prosecutor's Office with a second affidavit signed by the attendance officer for the parent/guardian to appear in court when all other efforts have failed.

School administrators may use administrative discretion in disciplinary consequences for excessive absences, including, but not limited to, in-school suspension, out-of-school suspension, attendance contracts, change in placement, or expulsion from school.

Motor Vehicle Habitual Truancy Law

The following regulations will be enforced regarding suspension of a student's driving privileges due to suspension, expulsion, withdrawal from school, or habitual truancy:

1. In accordance with IC 20-33-2-11(a), each governing body shall establish and include as part of the written copy of its rules and standards "a definition of a student who is designated as a habitual truant." The Bureau of Motor Vehicles will be notified of habitual truants by the school.
2. The term "suspension" is an out-of-school suspension as defined in IC 20-33-8-7.
3. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
 - a. Is a habitual truant under IC 20-33-2-11. ("Habitual truant" is defined by the Kokomo School Corporation as a student who has ten (10) or more days of unexcused absences in one year.)
 - b. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
 - c. Is under an expulsion from school due to misconduct under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
 - d. Is considered a dropout under IC 20-33-2-28.5.
4. At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, or the student's parent/guardian, that the student's failure to attend an exit interview under IC 20-33-2-28.5 will result in the revocation or denial of the student's (1) driver's license or learner's permit; and (2) employment certificate.
5. If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion, or has withdrawn from school described in Section 1, IC 9-24-2 [paragraph 3(4)], the Bureau of Motor Vehicles shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following:

- a. The person becomes eighteen (18) years of age.
- b. One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer.
- c. The suspension or expulsion is reversed after the person has had a hearing under IC 20-33-8.

Juvenile Code Definition of Truancy

A child commits a delinquent act if, before becoming eighteen (18) years of age, the child violates IC 20-33-2-11 concerning compulsory school attendance.

- A. A “habitual truant” is defined as a student who has ten (10) or more days of unexcused absences or being absent without a parental/guardian request filed with the school in one year.
- B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to IC 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by School Board policy cannot be issued an operator’s license or learner’s permit until the age of 18 years, or until the student’s attendance record has improved, as determined by the principal upon review of the student’s record at least once per school year.
- C. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification when warranted. These procedures will be developed by the superintendent or designee.
- D. The student’s principal is required to report to the Indiana Bureau of Motor Vehicles the student’s status as a habitual truant.
- E. The student, upon initial designation of being a habitual truant, is entitled to the same statutory procedure as a student who is being expelled.

Legal Reference: IC 20-33-2-11

Tardies

A student is tardy to class anytime he/she enters the classroom after the tardy bell. Anytime a student is in attendance, he/she should be marked tardy and not unexcused. Students must have a Hero tardy pass printed before being allowed admittance to class. Hero passes may be printed at the security desk at door 1 and door 11.

Any student arriving at school any time after 7:45 a.m. must report immediately to the Attendance Office.

DISCIPLINE

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

1. **Removal from Class or Activity – Teacher**
 - a. A high school teacher may remove a student from the teacher’s class or activity for a period of up to five (5) school days [not to exceed 5 days] if the student is assigned regular or additional work to be completed in another school setting.
 - b. If a teacher removes a student from class under Section a above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student’s parent/guardian to determine an appropriate behavior plan for the student. If the parent/guardian does not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
 - c. Subject to limitations applicable to students governed by special education requirements under federal law, a student may be removed from a class under the supervision of an individual (and not returned to that class

pending a parent/guardian conference and development of a behavior plan) when the student is an imminent threat to the health or safety of the supervising staff member or other individuals in the supervised class.

2. Suspension from School – Principal

A school principal or designee may deny a student the right to attend school and/or take part in any school function for a period of up to ten (10) school days [not to exceed 10 days].

3. Expulsion

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 period is listed under the Grounds for Suspension and Expulsion.

GROUND FORS SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in Section A below 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
3. Traveling to or from school or a school activity, function, or event.

A student who violates a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators, intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations, and the severity of the violation. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrances or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or school property.
 - d. Preventing, or attempting to prevent by physical act, the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner which interferes with the ability of any teacher or any other person to conduct or participate in an educational function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or the threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conducts includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether the present ability to commit the act exists.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage to property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind; or paraphernalia used in connection with these listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or an event.
 - a. Exception to Rule 11: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be completed by a physician and must include the following information:
 - i. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - ii. The nature of the disease or medical condition, which requires the student to engage in the emergency administration of the prescribed medication.
 - iii. The student has been instructed to self-administer and how to administer the prescribed medication.
 - iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, and any type of look-alike products or other related products or devices associated with tobacco or nicotine use or an electronic nicotine delivery system.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to respond to questions completely and truthfully from a staff member regarding school-related matters, including potential violations of the student conduct rules or State or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including but limited to: cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

22. Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video, or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated, and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property
 - b. engaging in sexual harassment of a student or staff member
 - c. disobeying administrative authority
 - d. willful absence or tardiness
 - e. engaging in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity.
 - f. violating the school corporation's acceptable use of technology policy or rules
 - g. violating the school corporation's administration of medication policy or rules
 - h. possessing or using a laser pointer or similar device
28. Possessing or using an electronic device (e.g., cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or an educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is consistent with this rule may have the device confiscated by school administrators. Such a device will be returned to the parent/guardian.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-alike device, in a situation not related to a school purpose or educational function, or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
30. Any student conduct rules the principal establishes and gives notice to students and parent/guardian.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data, cellular devices, or computer software that is accessed through any computer, any computer system, and/or any computer network also is prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, including electronically or digitally, physical acts, aggression, or any other similar 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:
 - a. places the targeted student in reasonable fear of harm to the targeted student's person or property.
 - b. has a substantially detrimental effect on the targeted student's physical or mental health.
 - c. has the effect of substantially interfering with the targeted student's academic performance, or
 - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent/guardian who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct, including bullying. A student or parent/guardian also may report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parent/guardian of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
5. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law, based upon their reasonable belief. Such determination should be made as soon as possible, and once this determination is made the report should be made immediately to law enforcement.
6. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
7. A violation of this rule prohibiting bullying may result in appropriate disciplinary action or sanction, including suspension and/or expulsion.
8. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
10. Educational outreach and training will be provided to school personnel, parent/guardian, and students concerning the identification, prevention, and intervention in bullying.
11. All schools in the corporation are encouraged to engage students, staff, and parent/guardian in meaningful discussions about the negative aspects of bullying. The parent/guardian involvement may be through parent organizations already in place in each school.
12. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle, or transmit any firearm or destructive device on school property.
 - a. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or readily may be converted to expel a projectile by means of an explosion.
 - b. For purposes of this rule, a destructive device is:
 1. an explosive, incendiary, or over-pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to any item described above.

2. a type of weapon that readily may be converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 3. a combination of parts designed or intended for use in the conversion of a device into a destructive device.
2. A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or similar device.
 3. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent or designee may reduce the length of the expulsion if the circumstances warrant such reduction.
 4. The superintendent or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing a Deadly Weapon

1. No student shall possess, handle, or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule, as defined in IC 35-31.5-2-86:
 - a. a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime, or
 - c. a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days' suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent or designee shall notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

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

F. Legal Settlement

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

LEGAL REFERENCES: IC 20-33-8 IC 35-31.5-2-86 IC 35-47.5-2-4 IC 35-47-1-5

SUSPENSION PROCEDURE

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

1. A meeting will be conducted 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 against the student
 - b. if the student denies the charges, a summary of the evidence against the student, and
 - c. an opportunity to explain his/her conduct.

2. The meeting shall precede the suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will be conducted as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent/guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, a description of the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURE

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 counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events leading to the expulsion.
2. An expulsion will not take place until the student and the student's parent/guardian are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting 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/guardian will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the expulsion meeting.
5. If an expulsion meeting is conducted, 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 parent/guardian.

The student or parent/guardian has no right to appeal an expulsion decision to the School Board, as the School Board has voted not to hear student expulsion appeals.

LEGAL REFERENCES: IC 20-33-8-18 IC 20-33-8-19

CHAPTER 7

BEHAVIOR

APPROPRIATE CONDUCT

Kokomo School Corporation forbids speech or conduct by students, staff, employees, or visitors that ridicules or personally demeans another person. Specific speech or conduct relates to accepted community values, including respect for another person's race, sex, religion, national origin, handicap, and/or economic status. Any student or staff member who engages in inappropriate conduct will be subject to disciplinary action. Any person who feels he/she has experienced ridicule or degradation to the above values should contact a school administrator for procedures for filing a complaint.

KACC Appropriate Conduct

The first contact for any discipline referral is KACC administration. Home school officials will be notified and involved at the level of necessity, as determined by the director or assistant director. Any student suspended from his/her home high school

also will be suspended from KACC during the same time period. Students suspended from KACC may likewise be suspended from their home school.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each school year because students bring articles to school that are hazardous to others' safety or interfere with school purposes. Such items include, but are not limited to bean shooters, hacky sacks, Frisbees, handcuffs, hard balls, jam boxes, lighters, portable radios/recorders, skateboards, slingshots, toy guns, water pistols, laser pointers, hoverboards, and unmanned aircraft systems. These items, if brought to school, will be impounded. If any item listed above is necessary for a school assignment, prior arrangements must be made with an administrator. Possession of firecrackers, smoke bombs, stink bombs, or other comparable items is grounds for suspension from school.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

Kokomo School Corporation adopts this policy pursuant to state law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students; demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity; to educate corporation students, employees, and parents/guardians about criminal gangs and criminal gang activity; and to comply with state and federal laws and regulations.

The corporation prohibits criminal gang activity and similar destructive or illegal group behavior on corporation property, on buses owned by the corporation or used to transport corporation students, and at school-sponsored functions. The corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

1. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
 - a. either: 1. promotes, sponsors, or assists in, or 2. participates in, or
 - b. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery [IC 35-42-2-1].
2. "Criminal gang activity," as used in this policy, means to:
 - a. actively participate in a criminal gang
 - b. knowingly or intentionally commit an act:
 1. with the intent to benefit, promote, or further the interests of a criminal gang.
 2. for the purpose of increasing the person's own standing or position within a criminal gang
 - c. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang.
 - d. threaten another person because the other person:
 1. refuses to join a criminal gang.
 2. has withdrawn from a criminal gang.
 3. wishes to withdraw from a criminal gang.

Procedures for Reporting and Investigating Suspected Criminal Gang Activity

All corporation employees shall report any incidence of suspected criminal gang activity to the principal or Director of Social and Student Services and/or designee. Students and parents/guardians may choose to report an incident of criminal gang activity to the principal. The principal and the Director of Social and Student Services may take appropriate action including providing appropriate intervention services to maintain a safe and secure school environment.

A corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any corporation employee, parent/guardian, or student who in good faith participates in any

judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

The school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity as well as each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly, but no later than two instructional days after the report of the alleged incident. The principal may appoint additional staff, and the principal or designee may request law enforcement to assist in the investigation for the safety of the administration, corporation staff, or students. The investigation shall be completed, and written findings prepared by the principal or designee as soon as possible, but no later than five instructional days after the date of the report of the alleged incident.

The principal or designee shall submit the report to the Director of Social and Student Services within 10 instructional days of completing the investigation. The superintendent shall report the results of each investigation to the Board.

The superintendent is authorized to issue guidelines to define the range of ways in which corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts, while other acts may be so serious, or involve individuals outside the school, that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on corporation property, or while riding on corporation buses or buses used to transport corporation students, or at school-sponsored events, or when they are found to have engaged in retaliatory conduct toward a corporation employee or another student who reported an incident of criminal gang activity, in accordance with the severity of the offense while considering both the developmental age of the student offender and the student's history of inappropriate behavior. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity, enhance school climate, enlist parent/guardian cooperation and involvement, or take other appropriate action). The principal shall inform the parents/guardians of all students involved in alleged incidents as provided below and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents/guardians of the students who are parties to any investigation with information about the investigation, in accordance with federal and state laws and regulations. This information includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed, or services were provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

Annual Reporting of Investigations to the State

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Director of Social and Student Services before May 1 each year.

The superintendent and/or designee shall submit a written report to the Indiana Department of Education, on forms developed by the Indiana Department of Education, on the date determined each year by the Indiana Department of Education, outlining the activities undertaken as part of the corporation's compliance with IC 20-26-18. This report shall

include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire corporation in the past year, disaggregated by race, ethnicity, age, and gender.

Establishment of Education Programs

In its efforts to address criminal gang activity, the Board establishes the following educational programs:

1. an evidence-based educational criminal gang awareness program for students, corporation employees, and parents/guardians; and
2. a corporation employee development program to provide training to corporation employees in the implementation of this policy.

Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Gang Activity

The superintendent shall provide information about the supports and services available for students who are “at-risk” for and/or suspected of participating in criminal gang activity and their families, including:

1. gang awareness education for students and faculty/personnel that, at a minimum, shows potential for effectiveness based on research, while revising and updating regularly to reflect trends in gang and gang-like activity; and
2. referral to community organizations and civic groups that offer related programs or counseling.

Recommendations Concerning Criminal Gang Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding

The superintendent shall seek federal funding to implement criminal gang prevention and intervention services and programs, including the following:

1. training for staff and teachers on criminal gang prevention and intervention resources, and
2. integration of available school resource officer programs.

Publication of the Policy

The superintendent shall ensure that this policy is posted on the corporation’s Internet website and annually disseminate this policy to all parents/guardians who have children enrolled in a school within the corporation. This may be done through the distribution of student handbooks. The Director of Social and Student Services shall ensure that notice of the corporation’s policy appears in the student handbooks and all other corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the corporation.

HERO

At Kokomo High School, we believe in Positive Behavioral Interventions and Supports (PBIS) as a school-wide structure to curtail negative behaviors from occurring while praising consistent daily conduct of those students who focus on the WILDKAT WAY. Kokomo High School has partnered with Hero as a program that tracks the great things that students do at school and stresses the importance of students being in class on time and ready to learn. In addition, detailed reports are given, and parents/guardians are notified when teachers give students positive points. Parents/Guardians also are made aware when their child is late for class.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Kokomo School Corporation is committed to a school environment free from sexual harassment and will not tolerate its practice.

No employee, volunteer, or student of the school corporation shall sexually harass another employee, prospective employee, student, or volunteer through conduct or communications which constitute sexual harassment.

Any student or staff member who engages in sexual harassment will be subject to disciplinary action. Any person experiencing such harassment should contact a school administrator for procedures for filing a complaint.

SIGN-OUT REGISTER AND PERMIT TO LEAVE PROCEDURE

The Sign-Out Register will be maintained at the security desk at door 1 for the purpose of students signing out of the building or students signing back into the building. Students are not to leave the building during the school day without receiving a "Permit to Leave School Grounds" pass and then signing the register at door 1. This procedure ensures that school officials are meeting the responsibility for absolute student accountability. The procedure for leaving the building during the school day applies to all students. A corporation nurse or one of the principals will issue a "Permit to Leave School Grounds" pass, which the student will present to the security desk before signing the Sign-Out Register. When returning to the building, the student must sign in at the security desk. The student will present the "Permit to Leave School Grounds" pass to the security desk and will receive an "Admit to Class" pass and resume his/her regular schedule.

STUDENT RELATIONSHIPS

Normal affectionate student relationships are expected at KHS. An overt show of affection is out of place and, in most instances, offensive to others.

CHAPTER 8

STUDENT PARTICIPATION AND MEMBERSHIP CODE FOR EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege. A student representing Kokomo High School is expected to exemplify standards consistent with good citizenship, proper academic performance, and pride in representing his/her school.

All students who represent Kokomo High School in extracurricular activities are expected to exhibit the highest standards of personal behavior and maintain academic accountability. Therefore, every student shall conscientiously fulfill all the expectations established for membership and participation in any extracurricular activity. Students participating in extracurricular activities are representatives of Kokomo High School and serve as role models at school and in the community at all times. Students who cannot accept this challenge and this responsibility should not become involved with KHS extracurricular activities. The School Board, administration, sponsors, coaches, and faculty at KHS hold a legitimate school interest and expectation that students will follow the Participation and Membership Code at all times, including the time when they are away from school and not involved in school activities.

A student shall not practice or participate in Kokomo High School's extracurricular activities until the extracurricular agreement has been completed, signed, and returned to the school.

"Extracurricular" is defined as all school activities other than regular classroom activity, including, but not limited to, the following:

1. Co-curricular activities, including participation or membership in those activities which are an extension of and outside the normal school day for which academic credit or grades are earned. Examples of co-curricular activities include band, Skills USA, choir, and debate.
2. Athletic teams and events, including participation, membership, or attendance in all athletics, including all team members, student managers, and student spectators. Examples of athletic teams include football, track, volleyball, softball, basketball, and baseball.

3. All other school activities, including participation or membership in all school-sponsored clubs and organizations for which no academic credit or grades are earned. Examples of other school activities include cheerleading, Spanish Club, National Honor Society, class officers, intramurals, commencement, and award programs.

In order to participate (except as a spectator) in any extracurricular activity, a student must have earned five passing grades at the end of the previous grading period. Semester grades shall take precedence only after the end of a semester. Chronic absenteeism also may result in being declared academically ineligible. School officials, the sponsor, or the coach may adopt other rules and regulations that do not conflict with this code.

After the first grading period, students must have passed a minimum of five classes at the end of the grading period. A student who did not pass five classes **at the end of** the previous grading period is declared academically ineligible the following grading period.

Students declared academically ineligible after the fourth grading period may become eligible if summer school classes are successfully passed and the total of summer school grades and second-semester grades equals five passing semester grades.

A student declared academically ineligible may not participate in the actual activity or sport but may practice with the approval of the student's parent/guardian and the activity sponsor or coach, provided that the student participates in a tutoring program approved by the principal or designee. The student is not permitted to participate in any school-sponsored activity but may begin practice 10 consecutive days prior to the next certification date (grade card distribution day) if the student is passing five classes at that time.

VIOLATIONS

A student who violates any of the following rules may be restricted from participation and/or practice in any or all extracurricular activities for a period not exceeding 365 days. This restriction may extend into the following school year.

1. Knowingly possessing, using, transmitting, selling, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage (including all beer and wine substitutes with any alcoholic content), or intoxicant of any kind in or out of school, on or off school premises. Use of a drug authorized by a licensed physician is not a violation of this code.
2. Firing, displaying, or threatening the use of firearms, explosives, or other weapons in or out of school, on or off school premises, for any unlawful purpose.
3. Setting fire to, or deliberately causing damage to, property in or out of school, on or off school premises.
4. Stealing or knowingly possessing stolen property in or out of school, on or off school premises.
5. Using of abusive language and/or vulgar, indecent language or gestures which cause or can reasonably be foreseen as likely to cause a disruption or interference with an extracurricular activity.
6. Engaging in any unlawful activity in or out of school, on or off school premises.
7. Altering computer files on hard drives, networks, or personal disks of others.
8. Intentionally causing or attempting to cause physical injury, or intentionally behaving in such a way as could reasonably cause physical injury, to any persons in or out of school, and on or off school premises. Self-defense or reasonable action undertaken on the belief that it was necessary to protect some other person does not; however, constitute a violation of this provision.
9. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, and any type of look-alike products or other related products or devices associated with tobacco or nicotine use or an electronic nicotine delivery system.
10. Failing to comply with directions or rules of coaches or sponsors of any extracurricular activity.
11. Refusing to identify himself/herself to any teacher, member of the administrative staff, or other authorized person immediately before, during, or after school or at school-sponsored events. If an identification card has been issued to a student, it shall be produced if requested.

A violation of Rules 1, 2, 3, or 4 shall result in a mandatory minimum restriction of 25% of the current season or the very next season, whichever comes first; in addition to disciplinary actions based upon the circumstances of the offense. For students not involved in an extracurricular activity, a 30-day suspension of all school activities will be mandatory, including, but not limited to, driving to school, prom, spring formal, athletic events, and music events. A second violation of Rules 1, 2, 3, or 4 during the same school year shall result in a restriction of 365 days, which may extend into the next school year. Any portion of a restriction not served in a particular season carries over to the next season in which the student participates.

Understand that all seasons are not the same number of days in length. The seasons for athletes will be based on the state final dates established by the IHSAA. Seasons for students involved in activities other than athletics will be based on the dates established by the IHSAA for football, boys' basketball, and boys' track. The summer season for athletes and non-athletes is defined as the period of time between the end of IHSAA boys' track season and the start of IHSAA football season.

In the event a student is restricted from a co-curricular activity outside the regular school day, that student's grade will be based solely on his/her classroom participation.

A student who has been restricted for more than 25% of the season is not eligible for awards (such as certificates, letters, blankets, jackets, trophies, and ribbons) from the activity or sport in which the student has been restricted.

PROCEDURE FOR ALLEGED VIOLATIONS

An alleged violation of this code shall be reported first to the principal, designee, vice principal, or athletic director, and then is to be followed by an investigation. If, after the investigation, the student is found to be in violation of the code, the principal or designee may restrict the student from participation in any extracurricular activity for up to 10 school days, pending a recommendation from the Activities Review Panel (ARP). No decision shall be made by the principal or designee without a conference between the principal or designee and the student. At the conference, the student shall be entitled to:

1. a written or oral statement of the charges against the student
2. if the student denies the charges, a summary of the evidence against the student, and
3. an opportunity to explain his/her conduct.

Once the meeting has taken place, the principal or designee may elect to send the infraction to the ARP established by the principal or designee based on evidence of the violation. The panel should include a parent/guardian, a student, a coach, a sponsor, a counselor or a teacher, and one administrator. The discipline assigned by the ARP shall be for only extracurricular activities. All other discipline must be assigned by the principal or designee. This panel will recommend to the principal or designee an appropriate restriction based on this code. The student, his/her parent/guardian, or a representative of the student may request to address this panel before it makes a recommendation to the principal. The final decision rests with the principal.

PROCEDURE FOR PARTICIPATION BY STUDENTS UNDER "WAIVER OF EXPULSION"

In the event that a student is placed on a "waiver of expulsion" for a violation of any rules, except as stated above for violation of Rules 1, 2, 3, 4, or 6, the principal or designee will refer the student to the Activities Review Panel and a determination will be made for extracurricular activity eligibility. Note: IHSAA rules require the athlete to pass five (5) classes in the semester prior to eligibility.

SELF-REFERRAL BY STUDENTS PARTICIPATING IN ACTIVITIES

Students participating in activities may take advantage of a self-referral procedure to seek information, guidance, counseling, and assessment regarding student use of tobacco, alcohol, and other drugs. The rationale of self-referral is to provide assistance for those who are seriously seeking help.

1. Referral is allowed one time in a student's four-year career at KHS (grades 9-12).
2. Referral must be by the student, a member of the immediate family, teacher, sponsor, or coach.
3. Referral must happen previous to any in-season violation of the code.

4. Referral cannot be used by students as a method to avoid consequences.
5. Referral must be made to the athletic director, a guidance counselor, vice principal, or principal.

DRUG TESTING POLICY

A student in grades 9 through 12 and his/her parent/guardian must sign a drug testing waiver form for the student to be eligible to drive a car to school, participate in athletics, have the privilege of open lunch, attend dances, or participate in school-sponsored extracurricular activities. All of these activities require that students are at their best and chemical-free in order to provide a safe environment not only for themselves, but also for other students who potentially could be affected.

Testing may occur on any day of the week, Monday through Saturday. Each student will be assigned a number, and that number will be placed in the random drawing. Students will be tested as they are drawn randomly from one large pool of those agreeing to be tested.

If a student shows signs of being at risk, the principal may call the student's parent/guardian and ask that he/she be tested. At-risk factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. A parent/guardian may request testing of his/her child.

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.

A urine specimen or saliva test will be given on site and will involve supervision by an administrative team member and/or the school nurse. The administrator or designee will escort the student to be tested to the testing site.

Each student will remain under school supervision until he/she has produced an adequate specimen. If the student cannot produce a specimen when taken to the testing area, he/she may return to class and return to the testing area when he/she is able to provide the specimen. If the student is unable to produce a specimen by the end of the school day, he/she will be required to report to the Principal's Office, where he/she will be given an informal hearing to discuss any medical and/or other reasons he/she was unable to provide a specimen. Any reasons given by the student will be considered by the principal before determining whether the student may continue in the activities/privileges referred to earlier. In addition, parent/guardian will be telephoned and informed of the situation prior to the informal hearing. The parent/guardian will be given the choice of attending the hearing or discussing the matter over the telephone prior to the hearing. If the principal is unable to reach the parent/guardian prior to the hearing and has made every effort to do so, the informal hearing may proceed. If it is found that the student is uncooperative in the testing procedure, he/she may become ineligible and must be tested at a later date prior to reinstatement for eligibility.

All specimens registering below 90.5° or above 99.8° Fahrenheit will be invalid. A heat strip on each specimen bottle indicates the validity of the urine sample by temperature. If the sample is invalid, another sample must be given by the student. If it is proven that tampering or cheating has occurred during the testing, the student will become ineligible for all the activities/privileges previously listed for the remainder of the school year. This will be reported to parent/guardian. Urine specimens that are found to be diluted will be judged invalid, and the student will be re-tested as soon as possible.

Immediately after the specimen or test is taken, the student may return to class with an admit slip/pass with the time he/she left the testing area. The nurse, athletic director, or vice principal must time and sign the pass.

CHAIN OF CUSTODY

1. The administrator or designee will be responsible for escorting the student to the test site. The student should bring all materials to the test site and should not be allowed to go to his/her locker before going to the testing area. All students drawn from the pool should not be brought to the testing site simultaneously. Athletes may be tested after school, including during the time they have practice.

2. Once at the testing area, the student must sign in and, as soon as called by a school official, provide a urine specimen.
3. The school official will give each student being tested a specimen bottle. At that time, the student will sign a verification form indicating the bottle is untainted. The student will enter the restroom provided. A female school official will supervise the entrance for the girls' restroom, and a male administrator will supervise the entrance for the boys' restroom. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed with the student by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The commode will contain a dye, so the water cannot be used to dilute the sample. The faucets in the restroom stalls will be shut off.
4. The bottle will remain in the student's possession until a seal is placed upon the bottle by the nurse or administrator. The student and the school official will sign that the specimen has been sealed. The seal may be broken or opened only by the lab official testing the specimen.
5. 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 tested again as soon as possible. The student will remain eligible until testing positive.
6. The specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal.

POSITIVE TEST RESULTS AND APPEAL

In the event a student tests positive, he/she, along with the parent/guardian, will communicate with the administrator and/or the athletic director. During this communication, positive test result will be reported to the student and the parent/guardian. The student and parent/guardian also will be told that a restriction from driving to school, participation in athletics, and open lunch could be recommended to the Activities Review Panel (ARP). To maintain anonymity, the student's number, not name, will be used when reported to the ARP. The student or his/her parent/guardian may appeal by requesting that the urine sample be tested again by the lab at a cost to the student or his/her parent/guardian (if the student tests positive again). The student will be tested at the end of the restriction from activities. Multiple positive results from testing are indicative of continued substance use and will mean that the student will be referred for professional evaluation paid by the parent/guardian. The student will not be allowed to return to the restricted program(s) until professional evaluation and treatments are completed.

TEST RESULT REPORTING PROCEDURE

This program seeks to provide needed help for students who test positive. The school also will administer discipline in accordance with School Board policy. The safety factor will be the primary reason for restricting students from participating in activities.

In this program, the principal will notify the administrator or athletic director that a student has tested positive, and the administrator will notify the parent/guardian and the student (in person). The administrator of this program will provide the parent/guardian with the names of agencies that can be of help to the child. The administrator will notify the student of any disciplinary action determined. Information on a positive test result will be shared only on a "need-to-know" basis. The result of a drug test that returns negative will be kept confidential to protect the identity of all students being tested. The vice principal or athletic director, the parent/guardian, and the student will be the only persons aware of the name of the student who tested positive.

STUDENT REPORTING PROCEDURE

If a student desires to anonymously report the personally observed use of drugs or other chemical substances by another student, it is recommended that the following procedure be used:

1. The student may go to any guidance counselor with the concern.

2. If a guidance counselor is contacted, the counselor will contact a vice principal or athletic director with the reported information concerning the personally observed use of drugs or any chemical by another student.
3. The vice principal or athletic director will contact the student's parent/guardian with the information that was observed personally by the student. The vice principal or athletic director will recommend to the parent/guardian that the student be tested through the Kokomo School Corporation Drug Testing Program. The school will request a copy of the test results and, if the tests are positive, counseling agencies will be recommended to help the student and parent/guardian with treatment alternatives.