



**KOKOMO  
SCHOOL  
CORPORATION  
STUDENT  
HANDBOOK  
2023-2024**

# Kokomo School Corporation Student Handbook 2023-2024

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## **PREFACE TO STUDENTS AND PARENTS**

This handbook is designed to introduce students and parents to the many opportunities within the Kokomo School Corporation. This overview highlights options, activities, practices, procedures, policies, curriculum, assessments, awards, athletics, and other information for the programs utilized by our school corporation. The information contained within this handbook, and additional references, are available on the Kokomo School Corporation website at [www.kokomoschools.com](http://www.kokomoschools.com). Please refer to this handbook and website as needed. If you do not find answers to your questions, please call your school, and you will be directed to someone who can assist you.

All Kokomo School Corporation schools operate under rules, regulations, procedures, and policies established by the Board of School Trustees and by directives from Indiana Department of Education officials. However, each school may have some general administrative procedures that provide for differences in various areas of the corporation.

Knowledge and understanding of this handbook information are important in assuring that all students in our school community become passionate learners who are prepared for success in school and beyond.



# **KOKOMO SCHOOL CORPORATION**

*Creating a Better World Through Education*

**KOKOMO SCHOOL CORPORATION  
ADMINISTRATIVE SERVICE CENTER**

**P.O. Box 2188**

**1500 S. Washington Street**

**Kokomo, IN 46904-2188**

**PHONE: (765) 455-8000**

# WELCOME from the Board of School Trustees

With pride, the Board of School Trustees for the Kokomo School Corporation welcomes families to the 2023-2024 school year. The district has transformed itself and now provides educational programs that appeal to just about everyone. At Kokomo Schools, truly no child will be left behind.

Students and parents can select an educational learning style that meets individual student needs. The International Baccalaureate (IB) program is offered at Sycamore and Lafayette Park elementary schools, the IB Middle Years Program (MYP) (grades 6 – 10) at Central Middle International School and Kokomo High School, and the IB Diploma Program (DP) (grades 11 – 12) at Kokomo High School. Not only do students study global-mindedness and community service in these classes; but also, they have the opportunity to study abroad in England and Spain. The Integrated Arts School at Wallace Elementary remains immensely popular and draws students from throughout central Indiana. The Integrated Arts program continues at Central. One-to-one technology is available at all Kokomo Schools. Bon Air Elementary, Bon Air Career Middle School, and Pettit Park Elementary are designated Transformation Zones. STEM (Science, Technology, Engineering, and Mathematics) initiatives have been developed for Boulevard Elementary, Elwood Haynes Elementary, Maple Crest Elementary and State-Certified Maple Crest STEM Middle School. For some students, the traditional neighborhood school remains an option.

Students with special needs, gifted and talented students, students with alternative learning styles, and students with career and scheduling issues are served through a reorganized special education program, KEY gifted and talented programs at Sycamore and Maple Crest elementary schools and Central Middle School, McKinley Alternative School, and the Twilight School at Kokomo High School. In addition to Head Start, preschool programs are available this school year at Bon Air, Boulevard, Elwood Haynes, Lafayette Park, Pettit Park, and Sycamore schools.

Support services for students also have improved. Transportation now can track each bus at precise times for student pick-up and drop-off. The Kokomo School Corporation was the first in Indiana to have Wi-Fi on buses. Students traveling to and from school, or out of town for field trips and extracurricular activities, can use their electronic devices for homework. Facility upgrades at Bon Air, Central, Maple Crest, Pettit Park, Sycamore, and Kokomo High School have improved educational opportunities, and many additional improvements are planned for the future. Partnerships with the City of Kokomo, the Kokomo-Howard County Public Library, Ivy Tech Community College, and Indiana University Kokomo enrich learning and activities for the entire learning community.

We encourage our parents to be actively involved in the education of their children. School administrators, teachers, and the Board of School Trustees encourage parents to continue to give us suggestions and guidance that can further enhance educational opportunities in our school district. We look forward to another year of growth and achievement in Kokomo Schools.

President	Lewis Hall
Vice President	David Emry
Secretary	Lisa Ellison
Member	Charley Hinkle
Member	Nicole Mundy
Member	Karen Sosbe
Member	Issac White

# WELCOME from KSC Superintendent

## Superintendent of Kokomo School Corporation

On behalf of the Kokomo School Corporation, allow me to welcome you to the 2023-2024 school year. The first school day for students is Wednesday, August 2, 2023.

If you are currently enrolled in one of our many academic programs at Kokomo Schools, thank you for your continued support. If you are enrolling your children for the first time in Kokomo Schools, thank you for joining what we consider to be one of the finest urban school districts in Indiana ... for that matter, in the United States. One key reason: our outstanding teachers and staff. Your Kokomo School Corporation leaders – including Board members, administrators, and teachers – have spent many hours studying some of the top programs and schools in the world. We believe the time has been well spent because we recognize the need to provide a range of programs and options, as well as outstanding facilities, for our students, parents, and patrons.

Kokomo School Corporation has 1-to-1 technology for our kindergarten through grade 12 students. Maple Crest STEM Middle School and the STEM Academy at Kokomo High School have earned the distinction of being STEM-certified by the Indiana Department of Education.

In recent years, the seeds planted through International Baccalaureate (IB), Integrated Arts, STEM, Transformation Zone, early childhood expansion, and 8<sup>th</sup>-grade career schools are bearing academic fruit. Our facility projects, including new learning spaces and several new and/or renovated cafeterias, give both our alumni and current students great pride. The KHS Class of 2022 included Kokomo School Corporation's 7<sup>th</sup> group of International Baccalaureate Diploma Program candidates and our 6<sup>th</sup> group of IB Career-Related Diploma Program candidates. Those graduates make Kokomo Schools the only district in Indiana to offer IB for students in kindergarten through grade 12.

Briefly, I will use our Kokomo High School 2022 graduating class to illustrate why I believe Kokomo School Corporation is among the finest urban school districts. The KHS Class of 2022 earned more than \$7.4 million in scholarships and a 93% graduation rate. This senior class included eight students that were Diploma Program (DP) candidates and eight were International Baccalaureate (IB) Career-related Diploma (IBDC) candidates. During the 2021-2022 school year, 185 KHS students earned 929 college credits through dual credit courses at KHS. Each school year, approximately 50 of our 75 international students from around the globe choose to accept a KHS diploma while representing countries such as China, Vietnam, Albania, Thailand, Spain, Brazil, Mozambique, Italy, South Korea, Congo, and Denmark.

I feel blessed to serve as Superintendent of Kokomo School Corporation, and I consider myself very fortunate to be able to live and work in this amazing community of Kokomo!

Whether you are a parent, a teacher, or a community member, I encourage you to become involved in Kokomo Schools. If you are a student, I encourage you to take a rigorous course load with a focus on career preparation based upon your interests. I also encourage students to remain active in extracurricular activities, clubs, and school events. Parents, consider donating to worthwhile educational causes, including the Kokomo Public Schools Education Foundation. The foundation raises money to provide student scholarships, teacher enhancement grants, teacher enrichment grants for special classroom materials that enhance learning for our students, and much more!

# CENTRAL OFFICE ADMINISTRATION

Superintendent  
 Assistant Superintendent  
 Director of Communications  
 Director of Business/Treasurer  
 Director of Social and Student Services  
 Director of Secondary Education and Special Programs  
 Director of Technology and Educational Innovation  
 Director of Elementary Education and Title I  
 Director of Human Resources and Operations

Dr. Michael Sargent  
 Mr. Carlton Mable  
 Mr. David Barnes  
 Mr. Robert McIntire  
 Mrs. Cynthia Evans  
 Dr. Teni Helmberger  
 Mrs. Kathi Hoover  
 Mrs. Tammy Tickfer  
 Mr. Mike Wade

## PRESCHOOL INFORMATION

SCHOOL	SCHOOL DAY	PRINCIPAL	PHONE
<b>Bon Air Preschool</b>			
2800 N. Apperson Way	<b>Morning:</b> 8:30 am - 11:30 am <b>Afternoon:</b> 12:30 pm - 3:30 pm	Mr. Jonathan Riegler	765-454-7030
<b>Boulevard Preschool</b>			
1901 W. Boulevard St.	<b>Morning:</b> 8:15 am - 11:15 am <b>Afternoon:</b> 12:15 pm - 3:15 pm <b>Magnet Outdoor Full-Day Program:</b> 8:15 am - 3:15 pm <b>Outdoor Full-Day w/ Extended Care:</b> 7:00 am - 5:00 pm	Mr. Eric Augustus	765-455-8070
<b>Darrough Chapel Early Learning Center – Head Start</b>			
900 S. Goyer Rd.	<b>Full-Day Program: Tier 1:</b> 8:00 am - 2:30 pm <b>Full-Day Program: Tier 2:</b> 9:15 am - 3:45 pm	Mrs. Kelly Wright	765-454-7082
<b>Elwood Haynes Preschool</b>			
910 S. Cooper St.	<b>Full-Day Program:</b> 8:45 am - 3:45 pm	Mrs. Jennifer Mable	765-454-7050
<b>Lafayette Park Preschool</b>			
919 N. Korby St.	<b>Morning:</b> 8:30 am - 11:30 am <b>Afternoon:</b> 12:30 pm - 3:30 pm <b>Full-Day Program:</b> 8:30 am - 3:30 pm <b>Full-Day with Extended Care:</b> 7:00 am - 5:00 pm <b>Developmental: AM:</b> 9 – 11:30 am / <b>PM:</b> 12:30 - 3 pm	Mrs. Jada McCallum	765-454-7060
<b>Pettit Park Preschool</b>			
901 W. Havens St.	<b>Morning:</b> 8:30 am - 11:30 am <b>Afternoon:</b> 12:30 pm - 3:30 pm	Dr. Lyndsi Smith	765-454-7075
<b>Sycamore Preschool</b>			
1600 E. Sycamore St.	<b>Morning:</b> 8:30 am - 11:30 am <b>Afternoon:</b> 12:30 pm - 3:30 pm	Mrs. Suzanne Kishindo	765-454-7090



# ELEMENTARY (K-5) SCHOOL INFORMATION

SCHOOL	ADDRESS	SCHOOL DAY	PRINCIPAL	PHONE
<b>Bon Air Elementary Academy</b>				
2800 N. Apperson Way		8:25 am - 3:55 pm	Mr. Jonathan Riegler	765-454-7030
<b>Boulevard STEM Elementary School</b>				
1901 W. Boulevard St.		9:05 am - 3:45 pm	Mr. Eric Augustus	765-455-8070
<b>Elwood Haynes STEM Elementary School</b>				
910 S. Cooper St.		9:05 am - 3:45 pm	Mrs. Jennifer Mable	765-454-7050
<b>Lafayette Park Elementary International School</b>				
919 N. Korby St.		9:15 am - 3:55 pm	Mrs. Jada McCallum	765-454-7060
<b>Maple Crest STEM Elementary School</b>				
300 W. Lincoln Rd		8:45 am – 3:55 pm	Mr. Jason Snyder	765-455-8082
<b>Pettit Park Elementary Academy</b>				
901 W. Havens St.		8:25 am - 3:55 pm	Dr. Lyndsi Smith	765-454-7075
<b>Sycamore Elementary International School</b>				
1600 E. Sycamore St.		9:05 am - 3:45 pm	Mrs. Suzanne Kishindo	765-454-7090
<b>Wallace Elementary School of Integrated Arts</b>				
2326 W. Jefferson St.		8:15 am - 3:55 pm	Ms. Allison Keller	765-454-7095

# MIDDLE (6-8) SCHOOL INFORMATION

SCHOOL	ADDRESS	SCHOOL DAY	PRINCIPAL	PHONE
<b>Bon Air Career Middle School and Bon Air Career School</b>				
2796 N. Apperson Way		7:30 am - 3:10 pm	Dr. Amanda Landrum	765-454-7025
<b>Central Middle International School</b>				
303 E. Superior St.		8:05 am - 3:00 pm	Dr. Holly Herrera	765-454-7000
<b>Maple Crest STEM Middle School and Maple Crest Career School</b>				
2727 S. Washington St.		8:05 am - 3:00 pm	Mr. Tom Hughes	765-455-8085

# HIGH (9-12) SCHOOL INFORMATION

SCHOOL	ADDRESS	SCHOOL DAY	PRINCIPAL	PHONE
<b>Kokomo High School</b>				
2501 S. Berkley Rd.		7:30 am - 2:20 pm	Mrs. Angela Blessing	765-455-8040
<b>Kokomo Area Career Center</b>				
2415 S. Berkley Rd.		7:30 am - 2:20 pm	Mr. Jonathan Schuck	765-455-8021
<b>McKinley Alternative and Kinsey Schools</b>				
1217 W. Carter St.		7:50 am - 2:10 pm	Mr. Idowu Ikudabo	765-454-7080
<b>Twilight Alternative School Program</b>				
2501 S. Berkley Rd.		Mon-Thurs: 3-8 pm	Mr. Mike Susong	765-455-8040

# PROGRAM OPTIONS AND SERVICES

Kokomo School Corporation is rich with program options for families of students ages 3 to 21. From preschool to graduation, the choices are robust and designed to meet the needs of every student in our learning community.

## PRESCHOOL

**Head Start:** The United States Department of Health and Human Services administers the Head Start program, which funds comprehensive education, health, nutrition, and parent/guardian involvement services to children and their families in poverty. The Kokomo School Corporation is the proud steward of the federal grant awarded to serve Howard, Tipton, and Miami counties.

The program's mission is to promote school readiness by enhancing children's social and cognitive development by providing educational, health, nutritional, social, and other services. The program is accredited through NAEYC (National Association for the Education of the Young Child) and is ranked at the highest level in the Paths to Quality rating system.

Head Start operates at Darrough Chapel Early Learning Center. Transportation services are provided to students who are accepted into the program. The Head Start Program serves approximately 285 students. If you have a preschool child, age three by August 1, and you believe that your income may qualify your family, contact KSC Head Start Director Kelly Wright at 765-454-7082.

**Kokomo School Corporation Community Preschool Program:** The district offers preschool at six school-based sites. Half-day preschool is available for children who are three on or before August 1, and full-day preschool is available for children who are four on or before August 1. On My Way Pre-K, funding is available to eligible families who live within Howard County. All preschool programs offer a developmentally appropriate program that focuses on an inquiry-based approach to literacy, numeracy, music and movement, and art. All teachers are state-certified in Early Childhood Education. Bon Air, Boulevard, Lafayette Park, Pettit Park, and Sycamore offer community preschools, and tuition is free for the half-day programs to students living in the Kokomo School Corporation attendance area. For additional fees, Boulevard, Elwood Haynes, and Lafayette Park preschools also offer full-day options. Boulevard and Lafayette Park offer before- and after-school care for additional fees. Families must provide transportation for both full-day and half-day programming at all school-based community sites.

**Child Find for Special Services:** Additional services are available for children with disabilities. These services may include speech therapy, physical or occupational therapy, classroom instruction, or special education support in preschool. Such services may be provided as walk-in services or classroom experiences, depending on individual needs. A variety of placement options may be considered, including service at Darrough Chapel Early Learning Center-Head Start, Lafayette Park Special Education Preschool, and Bona Vista Keys for Kids.

If you are a resident of Kokomo School Corporation with a child who is age three or older, and you are concerned that your child may have academic or functional difficulties that could make success in school difficult, please contact the Director of Special Education and Secondary Programs at 765-455-8000.

## AFTER-SCHOOL CHILD CARE

Each school corporation in Indiana is required to make available information about on-site or nearby after-school latchkey childcare services to students in grades K-6. Kokomo School Corporation partners with local childcare agencies to provide latchkey services. For more information, contact the Director of Elementary Education and Title I at 765-455-8000.

## KINDERGARTEN ENTRY AGE

A child who is five years old on or before August 1 of a school year may be enrolled in the kindergarten program. Parents of children, who turn five years old after August 1, but on or before October 1, may request early kindergarten entry for their child in accordance with Board policy. Approval of early kindergarten entry will be based on a determination as to whether the child is highly likely to succeed in kindergarten and unlikely to be adversely affected because of early entry. The availability of space in the kindergarten program at the school which the child would attend also may be a consideration. Parents requesting early kindergarten entry may contact the principal of their school for more information.

## ELEMENTARY AND MIDDLE SCHOOLS

Kokomo School Corporation supports eight elementary schools and three middle schools. Grounded in core academic standards, each building has a unique character and offers a wide array of options.

**Neighborhood Schools:** Membership is guaranteed based on school boundaries at Bon Air Elementary School, Boulevard STEM Elementary School, Elwood Haynes STEM Elementary School, and Pettit Park Elementary School. To enroll, simply visit the school in your neighborhood.

**Transformation Zone Schools:** Two elementary schools and one middle school serve as Transformation Zone. Personal computing devices are provided to every student for use during the school day. These neighborhood schools at Bon Air Elementary School, Pettit Park Elementary Technology School, and Bon Air Career Middle School support technology-rich environments with a technology-embedded curriculum that empowers students to take responsibility for their own learning to engage them in innovative 21<sup>st</sup>-century learning experiences. A partnership with Kokomo Area Career Center allows qualified Career School 8<sup>th</sup> graders from Bon Air Career Middle School to earn high school credits.

**STEM Schools:** STEM (Science, Technology, Engineering, and Mathematics) schools utilize a standards-based curriculum focused on the four STEM components. This type of learning uses a hands-on investigative approach to learning. The STEM schools feature 1-to-1 technology so that each student will have a personal computing device for use during the school day. Elementary students living within the Boulevard STEM Elementary School or Elwood Haynes STEM Elementary School district are automatically enrolled unless they apply to attend a different school. A partnership with Kokomo Area Career Center allows qualified Career School 8<sup>th</sup> graders from Maple Crest STEM Middle School to earn high school credits. Maple Crest STEM Elementary School is a Magnet STEM School with a High Ability cohort.

**International Baccalaureate Schools:** Students in the International schools experience real-world projects with a global focus. Diverse learning opportunities are embedded in math, science, writing, social studies, art, and music. Through international studies and daily instruction in a foreign language, students develop the skills and understanding to succeed in an interconnected world where knowledge is constantly developing. These schools are International Baccalaureate® (IB) authorized world schools. Lafayette Park International Elementary School and Sycamore International Elementary School serve as the magnets for

this program at the elementary level. At the middle school level, the program is delivered at Central Middle International School. Enrollment in these programs is determined by a balanced application process. Students who reside within the KSC boundaries and attend these programs will be bused to their respective schools. If this program is of interest to you, please contact the respective school of choice.

**High Ability Program:** Project KEY (Kokomo’s Enrichment of Youth) is a program for students who have been found eligible to participate due to exceptional gifts, talents, motivations, or interests. The student must have an outstanding level of accomplishment or the potential for accomplishment when compared with other students of the same age, experience, or environment. Accelerated and enriched instruction is provided to challenge the use of critical and creative thinking skills to solve community problems. The KEY curriculum is delivered in the context of the International School framework within Sycamore International Elementary School and Central Middle International School, while the KEY curriculum at Maple Crest STEM Elementary School is delivered in the context of the STEM framework. Transportation is provided for students who qualify for these High Ability programs. For further information on qualifying for this program, contact the Director of Elementary Education and Title I at 765-455-8000.

High-ability course offerings continue through grade 12 with honors and International Baccalaureate Middle Years Program classes and Advanced Placement (AP) and Diploma Program (DP) courses. Students who take an AP or DP course can receive “dual credit” toward both the Academic Honors Diploma and college credit. Students meeting the criteria are given the opportunity to enroll in educational programs beyond those normally provided in the regular school curriculum.

**Integrated Arts Schools:** Wallace Elementary School of Integrated Arts opened in 2012. The Wallace school day is longer than the traditional school day. The curriculum includes rhythm and movement, keyboarding, and violin, as well as many other opportunities to bring art forms into academic learning. Central Middle International School added the School of Integrated Arts in 2014 for middle school students. The Integrated Arts at Central Middle International School blends the International Baccalaureate curriculum with the integrated arts learning methods for these students. Transportation will be provided for Wallace students who reside within the KSC boundaries. For more information, contact the Wallace building principal at 765-454-7095 or the Central building principal at 765-454-7000.

**Kindermusik:** Kindermusik is a music and movement program for toddlers, preschoolers, and young children. The program is the world’s leading provider of music-based educational programs for young children. Kindermusik offers developmentally specific programs for students with a curriculum that is based on Kodaly, Suzuki, and Orff models and is taught by educators trained in these methods. Kindermusik is a logical first step for many parents and students and provides a core foundational music experience for students aged 18 months to 7 years. This program provides a foundational base in early literacy, quantitative reasoning, social-emotional skill development, and physical skill development, all in a creative and engaging educational environment. The goal of Kindermusik is to prepare students for a promising future.

## **KOKOMO AREA CAREER CENTER**

The career and college preparation programs available at the Kokomo Area Career Center cover a wide variety of career pathways. Students have the opportunity to learn new skills, practice those skills in a real-life lab situation, and demonstrate their skills in actual work experience. KACC students also have the opportunity to begin their college careers at no additional cost while still in high school. In addition, students in 8<sup>th</sup> grade can participate through the Bon Air Career School and Maple Crest Career School.

KACC Career Pathways include: Agriculture, Business, Construction, Health Care, Human Services, Information Technology, Manufacturing, Media Arts, Public Safety, STEM, and Transportation.

Upon graduation, Kokomo Area Career Center students can be awarded not only a diploma, but also a technical certificate and/or college credit. For students enrolled in most of the Career Center programs, dual credit opportunities exist with Vincennes University, Ivy Tech Community College, and/or the University of Southern Indiana. These accomplishments, along with the lab and work experience related to the chosen program of study, prepare KACC graduates for any challenge they wish to pursue after high school.

*For additional information for students from area schools, see Appendix A.*

## KOKOMO HIGH SCHOOL

Kokomo High School is proud of its culturally diverse student body, including more than 55 international students from more than 21 countries. KHS students learn from each other, while experiencing a rigorous and engaging curriculum through a variety of challenging academic programs, as well as through co-curricular and extracurricular activities. Our multiple Advanced Placement (AP) courses and the many IB Diploma Program courses rival any high school in Indiana. Those AP courses are open to all KHS students in our academies - State-Certified STEM Academy, K-Tech Academy, IB Academy, and Virtual Academy. Kokomo Schools pays all AP exam fees for its students. KHS students, including 9<sup>th</sup> and 10<sup>th</sup> graders, have access to hands-on, project-based career and technical courses at the Kokomo Area Career Center, which is located on the KHS campus.

**One-to-One Technology:** Personal computing devices are provided to every student. Technology-rich environments and technology-embedded curriculum empower students to take responsibility for their own learning and engage them in innovative 21<sup>st</sup>-century learning experiences.

**International Baccalaureate School:** Kokomo International High School is an authorized International Baccalaureate® (IB) World School in the Middle Years Program (9-10), Diploma Program (11-12), and Career-Related Program (11-12). The international programs focus on the creation of an academically challenging curriculum that connects students to global understanding. Instruction includes project-based learning, inquiry, and assessment through demonstrated growth, proficiency in a foreign language, community service, and communication. International partnerships allow students to participate in international exchanges with schools around the world. Kokomo International High School students can transition from the Middle Years Program into the International Baccalaureate Diploma Program or the International Baccalaureate Career-Related Program.

Many exciting activities, clubs, athletics, and curricular opportunities exist to meet all interests and abilities!

*For information on the rich history of Kokomo High School, please visit the school website.*

## ALTERNATIVE EDUCATION PROGRAMS

For some students, factors related to social-emotional adjustment may interfere with a successful school experience. A smaller setting designed with more personalized attention and alternative approaches to learning has been shown to support at-risk students in their engagement in the educational process. The curriculum in an alternative school is designed to teach social, emotional, behavioral, and employable skills related to achieving a diploma and transitioning into the adult world. The program at Simon Academy at McKinley Alternative School offers reduced class size, enhanced self-discipline training, and alternative instructional experiences.

Some students are more likely to successfully complete their high school experience if they are able to attend school in the evenings. Twilight School, located at Kokomo High School, offers supervised employment experiences and high school courses that target career attainment. Twilight is open to students aged 16 to 21 and is in session in the evenings Monday through Thursday.

Students who participate in an alternative program are required to meet regularly with staff to design, implement, and monitor an Individualized Service Plan. Additional supports and school-based intervention programs are available through a collaborative agreement with Howard Community Mental Health. For more information on the alternative programs, contact Assistant Principal Mike Susong at Kokomo High School at 765-455-8040.

## VIRTUAL PROGRAM

Kokomo School Corporation offers a full-time, synchronous, virtual learning program for interested students in grades 8-12. Teachers in the Virtual Program have hybrid classrooms, where educators teach students both virtually and in person. Virtual classrooms are equipped with advanced camera systems. Utilizing this technology, teachers can view a 55-inch mounted TV screen in the back of the classroom and see students who have logged in to join the live-streamed class lessons, and cameras that follow the teacher allow virtual students to see what is taking place in the classroom. This synchronous online learning environment more closely replicates an in-person classroom experience. Like their in-person peers, virtual students can ask questions mid-lesson, receive immediate feedback from teachers, and participate in discussions taking place in the classroom.

*For additional information about Virtual Program guidelines, see Appendix B.*

## PROGRAMMING FOR STUDENTS WITH DISABILITIES

**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 the 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: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) 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 on the basis of disability may be discussed with the building principal or with the Director of Special Education and Secondary Programs at 765-455-8000.

**Special Education:** 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 parent/guardian request made to licensed school personnel, the school must provide parents 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. In the case of a student transitioning from First Steps, a meeting will be conducted prior to the student's third birthday. 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 achieve 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 Special Education and Secondary Programs at 765-455-8000. A copy of Procedural Safeguards will be provided upon request.

**Program for English Learners:** Instructional supports are provided to assist students who are Limited English Proficient (LEP) to become English proficient. World-class Instructional Design and Assessment (WIDA) is administered to students where a primary language other than English has been indicated on a home language survey. Students identified as limited English speaking are placed with their age-appropriate peers. An Individual Learning Plan (ILP) is developed, identifying accommodations for instruction, grading, and assessment. The English Language Proficiency Standards (ELP) are used in planning instruction that includes the domains of listening, speaking, reading, and writing. Assessments with the ILEARN and LAS Links occur annually to monitor academic achievement and progress toward English language proficiency. For more information on services for English learners, contact the Director of Elementary Education and Title I at 765-455-8000.

## TITLE I

Title I is a federally-funded education program to provide supplementary educational services at schools with high poverty. Kokomo School Corporation provides Title I services building-wide in all elementary schools. These services include literacy and numeracy interventions for students and professional development, school-wide planning teams, and technical assistance for staff.

Title I schools engage parents/guardians and the community in their work as planners, participants, and decision-makers in the school's operation. This collaboration is based on a shared vision of the school's values and overall mission. Each Title I school annually develops and evaluates a written parent/guardian involvement policy and a home-school compact with parents/guardians. During the Title I Annual Meeting,

school staff members also share information on state standards, school programs, curriculum, assessments, and school performance levels.

In accordance with the requirements of Section 1111 (Elementary and Secondary Education Act of 1965) of Title I, for each school receiving Title I funds, parents/guardians of students in that school may request, and corporation officials will provide, the following information about the student's classroom teacher(s):

- whether the teacher(s) has met the state qualification and licensing criteria for the grade level and subject areas he/she is teaching;
- whether the teacher(s) is teaching under an emergency or provisional status in which the state requirements have been waived;
- the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned;
- the qualifications of any paraprofessionals providing services to their child(ren).

In addition, the parents/guardians shall be provided:

- information on the level of achievement of their child(ren) on the required state academic assessments;
- timely notice if the student is assigned to a teacher who is not "highly qualified" as required or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

## HOMEBOUND

Students with an illness or injury that requires 20 or more continuous or cumulative absences are eligible to receive homebound instruction with the provision of a written statement from a physician or Christian Science practitioner. For more information, contact the Director of Special Education and Secondary Programs at 765-455-8000.

## ELEVATOR

A student with a handicap or injury who is unable to use the stairway in a building with more than one floor will have the opportunity to use the elevator. When the elevator's use is no longer needed, the student will return the key to the Main Office.

# CURRICULUM AND INSTRUCTION

Kokomo School Corporation provides a rigorous, accessible, integrated curriculum framework that is vertically articulated by each grade level and aligned to core standards.

## CORE STANDARDS

The Indiana Academic Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents/guardians know what they need to do to help these students. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.

## HOMEWORK

Homework is a meaningful extension of classroom instruction that reinforces, enriches, and builds upon what is learned at school. The amount of homework should vary according to the age, ability, and needs of



students. Teachers, parents/guardians, and students all have vital roles and responsibilities in the homework process.

## MAKEUP WORK

Students must be provided an opportunity to make up classwork for all excused absences without academic penalty. The student is primarily responsible 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.

## DAILY SCHEDULE FOR ELEMENTARY SCHOOL

The elementary school schedule consists of a daily 90-minute reading block and 60 minutes of mathematics. During each week, students also will participate in science, social studies, art, music, and physical education in different proportions, depending on the school program. Students in special education are expected to have the opportunity to participate in the general curriculum to the greatest extent possible.

**Outdoor Recess Periods:** Outdoor recess will be observed each day except in inclement or severe weather. All children will be expected to go outside with the class unless officially excused for health reasons by a note from home each day or a physician's statement for long periods of time.

## DAILY SCHEDULE FOR MIDDLE SCHOOL

The middle school schedule consists of seven class periods at Central Middle International School and Maple Crest STEM Middle School and six class periods at Bon Air Career Middle School, and a lunch period. Students take care of restroom needs and secure needed materials from lockers between classes.

The curriculum design varies based on the school program in which the student is enrolled and the course options that the student selects. Students in special education are expected to have the opportunity to participate in the general curriculum to the greatest extent possible.

CURRICULUM FOR BON AIR CAREER MIDDLE SCHOOL					
6 <sup>th</sup> Grade	Length	7 <sup>th</sup> Grade	Length	8 <sup>th</sup> Grade	Length
English	2 semesters	English	2 semesters	English	2 semesters
Social Studies	2 semesters	Social Studies	2 semesters	Social Studies	2 semesters
Math	2 semesters	Math	2 semesters	Math	2 semesters
Science	2 semesters	Science	2 semesters	Science	2 semesters
Band/Choir/Rotation	2 semesters	Band/Choir/Rotation	2 semesters	Band/Choir/Rotation	2 semesters
PE/Health	1 semester	PE/Health	1 semester	PE/Health	1 semester
Technology	1 semester	Technology	1 semester	Planning for College and Careers	1 semester
<b>*Planning for College and Careers high school credit may be earned</b>					

CURRICULUM FOR BON AIR CAREER SCHOOL			
<b>Required Courses 8<sup>th</sup> Grade Career</b>	<b>Length</b>	<b>OPTIONS</b>	<b>Options (ALL AM)</b> Automotive Technology I Collision Repair I Construction Technology I Culinary Arts
English	2 semesters		
Social Studies	2 semesters		

Pre-Algebra or Algebra*	2 semesters	Principles of Healthcare Principles of Marketing Welding Technology
PE/Health	1 semester each	
Science	2 semesters	
<b>Options*</b>	4	

**\*High school credit may be earned**

### CURRICULUM FOR CENTRAL MIDDLE INTERNATIONAL SCHOOL

6 <sup>th</sup> Grade	Length	7 <sup>th</sup> Grade	Length	8 <sup>th</sup> Grade	Length
English	2 semesters	English	2 semesters	English	2 semesters
Spanish	2 semesters	Spanish	2 semesters	Spanish	2 semesters
Math	2 semesters	Math	2 semesters	Math or Algebra	2 semesters
Science	2 semesters	Science	2 semesters	Science	2 semesters
Humanities	2 semesters	Humanities	2 semesters	Humanities	2 semesters
PE/Health	1 semester	PE/Health	1 semester	PE/Health	1 semester
Design	1 semester	Design	1 semester	Design	1 semester
Fine Arts	3 rotations	Fine Arts	2 semesters	Fine Arts	2 semesters
				Planning for College and Careers	1 semester

**\*Algebra, Biology, Physical Education, and Spanish high school credit may be earned**

### CURRICULUM FOR MAPLE CREST STEM MIDDLE SCHOOL

6 <sup>th</sup> Grade	Length	7 <sup>th</sup> Grade	Length	8 <sup>th</sup> Grade	Length
English/Language Arts	2 sem.	English/Language Arts/ACC ELA	2 sem.	English/Language Arts/ACC ELA	2 sem.
Social Studies	2 sem.	Social Studies	2 sem.	Social Studies	2 sem.
Math/ACC Math	2 sem.	Math or Pre-Algebra	2 sem.	Pre-Algebra or Algebra	2 sem.
Science/ACC Science	2 sem.	Science/ACC Science	2 sem.	Science/Biology	2 sem.
STEM/Band/Choir	2 sem.	STEM/Band/Choir	2 sem.	STEM/Band/Choir	2 sem.
PE/Health	9 wks	PE/Health	9 wks	PE/Health	9 wks
Science & Engineering Exploration	9 wks	Science & Engineering Exploration	9 wks	Science & Engineering Exploration	9 wks
Technology	9 wks	Technology	9 wks	Technology	9 wks

**\*Algebra, Biology, and Planning for College and Careers high school credit may be earned**

### CURRICULUM FOR MAPLE CREST CAREER SCHOOL

Required Courses 8 <sup>th</sup> Grade Career	Length	OPTIONS
English/Language Arts	2 semesters	
Social Studies	2 semesters	
Pre-Algebra or Algebra*	2 semesters	
Science	2 semesters	
<b>Options*</b>	4	

Automotive Technology I  
Collision Repair I  
Construction Technology I  
Culinary Arts  
Principles of Healthcare  
Principles of Marketing  
Welding Technology

**\*High school credit may be earned**

## HIGH SCHOOL CURRICULUM

CURRICULUM FOR KOKOMO HIGH SCHOOL INDIANA CORE 40 DIPLOMA		
<b>English/Language Arts</b>	8 Credits	Includes a balance of literature, composition, and speech
<b>Mathematics</b>	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. *
<b>Science</b>	6 Credits	2 credits Biology, 2 credits Chemistry, Physics, or Integrated Chemistry-Physics, 2 credits any Core 40 Science course
<b>Social Studies</b>	6 Credits	2 credits US History, 1 credit US Government, 1 credit Economics, 2 credits World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	5 Credits	World Languages, Fine Arts, Career and Technical Education
<b>Physical Education</b>	2 Credits	1 credit PE I, 1 credit PE II
<b>Health and Wellness</b>	1 Credit	Students may earn health and wellness credit from the health education area of study or alternative options.
<b>Electives</b>	6 Credits	All students are strongly encouraged to complete a College and Career pathway by selecting electives in a deliberate manner.
<b>TOTAL</b>	<b>40 Credits</b>	
*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 additional
- 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 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 written section
- Earn 4 credits in IB courses and take corresponding IB exams.

Students in the graduating class of 2024 must satisfy at least one option from each of the three boxes in order to graduate.

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

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.

*For additional information about scheduling options and curriculum policies, see Appendix C.*

# ASSESSMENT AND PROGRESS REPORTING

Kokomo School Corporation officials shall require students to participate in all assessments required by the state and/or federal government, such as ILEARN and NAEP. In addition, student achievement will be evaluated periodically by locally selected formal and informal measures, which may include, but are not limited to: ACUITY, BRIGANCE, LAS LINKS, and teacher-developed performance assessments. Students may participate in screening assessments in order to be identified for special services, programs, or interventions. The results of state assessments will be shared with parents/guardians as recommended/required by Indiana law and/or regulations.

## TESTING PROGRAM – ILEARN, IREAD 3, SAT, AND OTHER STANDARDIZED TESTS

All students will be involved in the annual ILEARN, IREAD 3, SAT and other standardized testing programs. These achievement tests provide benchmarks for individual academic growth as well as school and district-wide measurements of progress. ILEARN, IREAD 3, and SAT tests are administered to students to measure mastery of academic standards in math, English, science, and social studies courses. Passing math and English assessments will meet the graduation testing requirements. Students with IEPs who are able to demonstrate course mastery outside of a testing situation may apply for a waiver after having attempted each test at least once.

## GRADE CALCULATIONS

**Progress Reporting:** Elementary grade cards are issued four times during the school year and are available through the Parent Portal on Power School. As a part of this process, one day is scheduled for parent/guardian conferences after the first nine-week grading period. Interim reports also are available to parents/guardians if their student is in danger of failing. Parents/guardians are encouraged to contact the school any time they wish to discuss their student's progress. Parents/Guardians may look at student progress on a daily basis through Internet online access. Students receive a progress report reviewing math and English/Language Arts skills at the end of each grading period. All reports are based on proficiency scales indicating the student's growth toward mastering grade-level material or exceeding grade-level material.

**Grades K-5:** A standards-based grading system is used for elementary students. This system allows the student and parent/guardian to see the specific skills and concepts being taught and identifies the student's progress toward mastering the standard by the end of the school year.

Each student receives a report on his/her proficiency level for Indiana State Standards covered each quarter in English/Language Arts, math, science, and social studies. Social and emotional skills also are scored.

### **Levels of Mastery/Proficiency:**

**1=Beginning:** The student can demonstrate some success on the foundational concepts and skills, but requires support.

**2=Developing:** The student can demonstrate success on the foundational concepts and skills.

**3=Meeting:** The student demonstrates proficiency on the grade-level standard.

**4=Exceeding:** The student demonstrates a deep understanding by consistently extending work beyond the current grade level.

**Middle School Grades:** Grades are prepared at Central Middle International School, Maple Crest STEM Middle School, and Bon Air Career Middle School for each nine-week grading period. Teachers prepare an academic progress report for those students whose class performance at that time indicates they are in danger of failing that grading period. Copies of these reports are provided to the parent/guardian of the student.

Each grading period grade shall be calculated independently of the other grading periods. The semester grade shall be considered a composite of the equal, independent grading periods and the final exam grade. Grades transferred from state-accredited institutions must be accepted and appropriately prorated into the grade calculations.

The grading scale at Kokomo School Corporation is calculated as follows:

GRADE		MIDDLE SCHOOL COMMENT CODES
Excellent	A+ (100)*	0 Outstanding performance
	A (93-99)	1 Student improving
	A- (90-92)	2 Please contact teacher
Good	B+ (87-89)	3 Achievement below apparent ability
	B (83-86)	4 Absence/Tardiness affecting work
	B- (80-82)	5 Behavior needs improving
Average	C+ (77-79)	6 Inattentive in class
	C (73-76)	7 Participation needs improving
	C- (70-72)	8 Assignments not completed regularly
Below Average	D+ (67-69)	9 Low test scores
	D (63-66)	10 Makeup work not completed
	D- (60-62)	
Failure	F (0-59)	

\*High School A (93-100)

## GRADE CARDS IN MIDDLE AND HIGH SCHOOL

Grade cards will be available on PowerSchool on Friday the week following the end of each grading period. Grades rank as follows:

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

\*Middle School only

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

Statistical “weight” will be added to the grade point average of the student who takes an Advanced Placement or Diploma Program class, receives a passing grade, and takes the corresponding Advanced Placement or Diploma Program exam. Students who do not take the corresponding exams are responsible for the fees associated with those exams. KEY classes do not count as AP classes.

## REMEDIATION

Students will be required to take remediation assigned by the administration or guidance based on the assessment results. For students with IEPs, remediation and retention are the decision of the Case Conference Committee.

## RETENTION

All promotional policies are based upon providing the best possible opportunity for each student. Both the school and the parents/guardians are interested in the common goal of providing an educational program that will be in the best interest of each student. A pupil who fails to accomplish the minimum requirements for a particular grade may be retained in that grade for another year.

# SCHOLASTIC ACHIEVEMENT

Many opportunities exist for students to excel and be recognized for outstanding achievement.

## HONOR ROLL

Middle school students may achieve honor roll status by meeting the following criteria: High Honor Roll – All “A”s; Honor Roll – All “A”s and “B”s. No 5 in citizenship can be received for any honor roll status. Students who earn honor roll status both grading periods of a semester will receive a Certificate of Recognition. A Distinguished Academic Award is presented to those students achieving honor roll status in all three of the first three grading periods.

High school 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.

To be eligible for the High Honor Roll, a student must earn a minimum of six (6) grades and make all “A”s. A student earning a minimum of six (6) grades, including at least four (4) “A”s, no grade below a “B,” and more “A”s than “B”s, is eligible for Honor Roll.

## NATIONAL JUNIOR HONOR SOCIETY

One of the greatest honors accorded a student is a membership in the National Junior Honor Society. Membership is limited to 6<sup>th</sup> – 8<sup>th</sup>-grade students with outstanding scholarship traits, leadership, school/community service, and character. Any 6<sup>th</sup> – 8<sup>th</sup>-grade student meeting the qualifications may apply for membership.

## OUTSTANDING STUDENT AWARDS

Many departments recognize outstanding student achievement by awarding departmental scholarships and other forms of recognition.

# STUDENT MEMBERSHIP AND RECORDS

The school office must have current contact information such as address, telephone number, and email. This is essential in case the school must contact the parent/guardian for any reason.

## 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.

If a student plans to move to another school attendance area within the Kokomo School Corporation, the parents/guardians should contact the school office as soon as they know the move will occur. New address verification must be submitted to the receiving school. The student may remain in his/her current school until the end of the current school year, providing the parent/guardian is responsible for transportation.



Parents/Guardians will be asked to submit a school choice request if they wish for their child to attend a KSC school other than his/her traditional attendance area school. Students will be assigned to their school of choice through a balanced system, provided space is available. Students with special needs may require services in programs that are centrally located. For special education self-contained programs, the student's school of service will be the building where the program is housed.

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 or Director of Elementary Education and Title I 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 school officials of the expulsion, separation, or withdrawal to avoid expulsion or separation;
- school officials consent to the enrollment; and
- the student agrees to the terms and conditions of enrollment established by 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 required 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.

*For additional information about rights under FERPA and release of student directory information, see Appendix D.*

## 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. Parents/Guardians are required to monitor their children's attendance to confirm that attendance is regular [IC 20-33-2-27,28,44]. For

students' safety, parents/guardians 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 Appendix E.*

## 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 of 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) a 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]

## 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.

# READY TO LEARN: NUTRITION AND CLASS MATERIALS

School success depends on being healthy, rested, and prepared; therefore, school officials believe students should receive adequate nutrition so they are equipped for learning.

## SCHOOL SUPPLIES

Supplies are to be secured at the beginning of the school year by the parent/guardian and are to be replaced as needed. A supply list is provided at the beginning of the school year. Please make certain that materials purchased are those designated on the supply list and that they are labeled with the student's name.

Gym shoes are required in order to participate in PE. Gym suits are not required, but in middle and high school, students need to bring a change of clothing to participate in PE. A student may be excused from PE through doctor's orders.

Specific tools and/or uniforms may be required for students in some classes, such as automotive technology and cosmetology. Instructors and counselors have a list of these costs.

## MATERIALS

In any class where textbooks or other materials are required, each student must have these materials. These materials may be purchased, rented, or provided on a fee basis. 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 and/or their parents/guardians are responsible for materials issued to them and will be required to pay for lost or unreasonably damaged items.

Parents/Guardians of students in Kokomo Schools' different programs, including special education, should be aware that their children may receive different but equal materials.

*More information on books, materials, and supply lists will be provided by teachers or can be found online.*

## PAYMENTS

Kokomo School Corporation offers the option of paying online for student lunches and/or textbook rental fees. Parents/guardians can go to the corporation website ([kokomoschools.com](http://kokomoschools.com)) to access this online payment system for lunches and textbook rental. For online lunch payments of \$50 or more, no transaction fee is charged to parents/guardians. Transaction fees will be charged for online textbook payments. Please understand that online payments are simply another option for payment for student lunches and textbooks, and this is not mandatory. Cash and/or checks are accepted for payment at your child's school.

Your child's book fees should be paid by the first day of school for students on August 2, 2023. If you cannot pay the entire balance by August 2, 2023, you may sign an agreement to pay in three equal installments on August 2, October 1, and December 1, 2023. At the end of the school year, all unpaid book fee claims will be submitted for collection.

In the event that unpaid lunch and/or 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 unpaid balance(s), parents/guardians also will be required to pay KSC collection expenses, including court costs and reasonable attorney fees.

## CAFETERIA

Kokomo School Corporation participates in the National School Lunch and School Breakfast Programs. Nutritious meals are served each school day. Students have the option of purchasing a lunch from the menu, selecting an alternate entrée meal provided by the cafeteria, or bringing a sack lunch from home. For those students bringing a sack lunch from home, beverages may be purchased in the cafeteria.

Meal prices for all grades at Kokomo School Corporation are updated in July each year. Extra milk also is available for purchase. Prices for this school year, as well as monthly menus, will be listed on the KSC website. Extra milk also is available for purchase. Free and reduced meals are available for families based on income.

PK through 8<sup>th</sup>-grade students were approved for Community Eligibility Provision (CEP) and will receive breakfast and lunch meals for free. Students in grade 9-12 are not eligible for CEP benefits. Kokomo School Corporation encourages parents/guardians who may need assistance to submit free and reduced-price meal/textbook applications.

Every student in schools where students must purchase a lunch will be given a lunch card to use for purchasing school lunches. These cards are to be used as debit cards, not credit cards. Therefore, money needs to be in the student's account BEFORE he/she purchases food. Free or reduced lunch assistance is provided for those who apply, and qualify, based on income status. It is important to fill out the FREE AND REDUCED LUNCH application because your student also may qualify for textbook assistance.

All students are expected to eat at school unless a waiver to leave the building has been signed by a parent/guardian and is on file in the office. A student will not be permitted to leave school for lunch with anyone other than his/her parent/guardian unless the parent/guardian requests in writing that the student is permitted to leave with another specified adult.

*More information on cafeteria procedures can be found posted in your cafeteria.*

## ELIGIBILITY FOR FREE/REDUCED MEALS AND FREE TEXTBOOKS

Students from households that meet the following federal income guidelines also are eligible for FREE textbooks. An application must be completed to receive benefits. Use one application to include ALL students in your household. The information that you provide will be treated confidentially and will be used only for eligibility determination and verification of data. The information on the application may be verified by the school or other officials at any time during the school year. You may apply for benefits at any time during the school year. You will be notified when the application is approved or denied.

## REDUCED PRICE INCOME ELIGIBILITY GUIDELINES

(Effective from July 1, 2023, to June 30, 2024) will be updated when released by IDOE in JUNE

FEDERAL ELIGIBILITY INCOME CHART FOR SCHOOL YEAR 2022-2023			
Household size	Yearly	Monthly	Weekly
1	25,142	2,096	484
2	33,874	2,823	652
3	42,606	3,551	820
4	51,338	4,279	966
5	60,070	5,006	1,156
6	68,802	5,734	1,324
7	77,534	6,462	1,492
8	86,266	7,189	1,659
Each additional person	+8,732	+728	+168

If you currently receive Food Stamps (SNAP) or Temporary Assistance for Needy Families (TANF) for your child, that child is eligible for free meals. If you do not want these benefits, you must notify the school. Households that qualify for either free or reduced-price school lunches must check off in the “OTHER Benefits” section their intent to apply for free textbook assistance.

In the operation of child feeding programs, no child will be discriminated against because of race, color, age, national origin, gender, creed, ancestry, or disability. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington, DC 20250. If you believe you have been discriminated against regarding the textbook program, contact the Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204-2798.

You may apply for benefits at any time during the school year. You will be notified when the application is approved or denied. If you do not agree with the school’s decision on your application, you may wish to discuss it with school officials. You also have the right to a fair hearing. Contact the Director of Business/Treasurer, Kokomo School Corporation, 1500 S. Washington St., Kokomo, IN 46902, phone 765-455-8000. The Food Service Office is located at 721 West Jackson Street, Kokomo, IN 46901, phone 765-454-7112.

## STUDENT STORAGE AND LOCKERS

As used herein, the term “school purposes” is defined as it is in IC 20-33-8-4 as the purposes for which a school corporation operates, including the following: (1) to promote knowledge and learning generally; (2) to maintain an orderly and effective educational system; and (3) to take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by any other statute. As used

herein, the term “educational function” is defined as it is in IC 20-33-8-2 as the performance by a school corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes.

All lockers and cubbies 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. These storage spaces 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.

In the secondary buildings, at the beginning of each school year, students are assigned a locker. Each locker has a combination that should be memorized and kept private. 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.

## PERSONAL ELECTRONICS AND OTHER POSSESSIONS

**Electronic Devices:** Elementary students are not permitted to use their cell phones during lunch time. Elementary students are allowed to use their cell phone before and after school and as approved for instructional purposes.

Secondary level students may use electronic devices (cell phones, computers, and other communication devices) before and after school and 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. The 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 that electronic devices be turned off and put away.

School personnel may take electronic devices from students who violate these guidelines and deliver them to the Main Office. Devices delivered to the Main Office by a school administrator/teacher must be picked up by the parent/guardian.

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 any electronic device is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to any electronic device 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.

**Lost and Found:** Each building has a lost and found, typically in the front office or the Office of Student Service Personnel. 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 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 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. Parents/Guardians will be notified by letter if a student fails to clear his/her obligation to the Media Center within a nine-week grading period.

## STUDENT/PARENT SCHOOL DEVICE RESPONSIBILITY

All students attending Kokomo Schools will receive a mobile device for educational use while enrolled in our schools. Students in grades K-2 will receive iPads, and students in grades 3-12 will receive a laptop. Students are responsible for their school-issued device at all times. All students who utilize district-owned devices, including, but not limited to, iPads and laptops, 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, 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 costs of a school-issued device Kokomo School Corporation deems the damage if 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 school 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 K-5 may leave their chargers at school during the summer months. Students in grades 6-12 are responsible for their chargers during the summer months and are required to bring their chargers back to school at the start of each school 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 (iPad or laptop) is the responsibility of student 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](http://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](http://www.kokomoschools.com).

## SAFETY AND ASSISTANCE

All personnel and educational programs throughout the school corporation are dedicated to each student's safety, health, and success in our learning communities.

### ADMINISTRATION

The school system is governed by the Board of School Trustees, consisting of seven members. The Board of School Trustees, working with the superintendent, sets forth rules, regulations, and policies for the corporation's efficient operation. The superintendent is the chief executive officer of the Board and administrative head of the schools. He/She, in turn, with the aid of the assistant superintendent and program directors, delegates responsibility for the operation of various departments.

The principal is responsible for the overall operation of a school. Subject to the rules and regulations of the Board, and instructions issued by the superintendent, business manager, various directors, and/or the assistant superintendent, the principal has control and is responsible for the buildings and grounds, all

supplies and equipment, all activities, and all students, teachers, custodians, and others occupied in, or about, the buildings and grounds.

The principal supervises the school curriculum; works with the staff and students to establish school procedures, school schedules, and class offerings and/or class assignments; assigns special duties; coordinates the calendar of school events; and works with the staff and special supervisors in curriculum improvement.

If a parent/guardian has a problem or a question, the first step should be to see if the answer is available in this handbook or on the website. Next, contact the teacher or staff person most likely to be able to help. When necessary, issues may need to be brought to the school principal. If the situation remains unresolved, contact the Administrative Service Center, and ask to speak to the director most closely associated with the area of concern at 765-455-8000.

## VISITORS TO SCHOOLS

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:

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.

Parents/Guardians and/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/assistant principal, or a central office administrator. In the event the principal is not available, the principal shall designate a vice/assistant 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.

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.

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.

**Volunteers:** Each school year, parents/guardians and interested community members will be offered the opportunity to volunteer in our elementary schools. The names of potential elementary school volunteers will be screened through a limited criminal background check, which will include, but may not be limited to, the Indiana Sexual and Violent Offenders Directory and Indiana Offenders Database prior to being approved to volunteer at an elementary school. Approved volunteers may be asked to participate in one-to-one, small group, classroom, and school-wide activities designated by a teacher or administrator. Volunteers will work under the direction of a certified teacher or school administrator.

**Study Trip Chaperones:** Each school year, parents/guardians will be offered the opportunity to chaperone class and/or school study trips. Corporation officials prefer that a chaperone is a student’s parent or legal guardian. Chaperones must be of legal age (21). Chaperones are expected to abide by all school policies, including, but not limited to, refraining from smoking, consuming alcohol, or using illegal substances while supervising students. Chaperones may not bring additional siblings, family members, or friends. The names of potential chaperones will be screened through a limited criminal background check, which will include, but may not be limited to, the Indiana Sexual and Violent Offenders Directory and Indiana Offenders Database prior to being approved as a chaperone. The principal will approve the number and the type of chaperones needed for each study trip, as recommended by the teacher(s). In the event more interested chaperones volunteer than are needed for the study trip, the principal or designee will select the chaperones.

**Communication:** Telephones are made available to students only for emergency calls. Parents/Guardians are to call the office to communicate with their children, or to make an appointment with a teacher. The office will contact the appropriate personnel to arrange a conference.

## **ID CARDS**

Each student must wear a 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.

## **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, school security officers, and family advocates. 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 12<sup>th</sup> 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. If parents/guardians have questions concerning social services, health services, attendance, and/or the Kokomo School Corporation School Safety and Security Program, please contact the Director of Social and Student Services at 765-455-8000.

**Clinical Counseling Services:** 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:** 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 to be dispensed at school. The nursing staff provides vision screening for grades K, 1, 3, and 8, with parent/guardian permission. Speech pathologists conduct hearing screening for grades K, 1, 4, 7, and 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. Medications should be given at home whenever possible; however, administration of medication at school is sometimes necessary.

*For information about medications, see Appendix F. Information about immunization requirements is in Appendix G.*

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. 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.

**Crisis Response Team:** 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 family advocates provide supplemental services to the Head Start program by providing social services to preschool children and their families.

**School Security Officers:** The school security officers assist the building principal in ensuring that a safe learning environment is established and maintained in each 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 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.

## SECURITY DEVICES

School staff members may use metal detectors and other security devices.

## SUBSTANCE ABUSE-FREE ENVIRONMENT

The goal of Kokomo School Corporation officials is to provide for students' health and safety by ensuring a substance abuse-free environment for students. 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, and participate in open lunch.

*For more information on drug testing policies and reporting procedures, see Appendix H.*

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

## 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.

## EMERGENCY EVENTS AND EMERGENCY SCHOOL CLOSINGS

In most cases, while an emergency is in progress, students will not be released to parents/guardians. As an example, during the arrival of a tornado, students will be held in a safe location in the building until the danger has passed.

Emergency school closings will be announced by the local radio and TV stations, School Messenger, and posted at [www.kokomoschools.com](http://www.kokomoschools.com). Information about emergency school closings is put on the air when

available. Please do not call the schools or the radio stations or TV stations to inquire if schools will be closed.

On days of severely inclement weather when school is in session, if the parent/guardian reports to the school that his/her child was kept home because he/she felt going to school would endanger the child's health or safety, the absence will be counted the same as an excused absence. The absence will be counted, but the student will not be considered truant.

## SIGN-OUT REGISTER AND PERMIT TO LEAVE PROCEDURE

The Sign-Out Register will be maintained in the Attendance Office for the purpose of students signing out of the building or 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 in the Attendance Office. 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. The nurse or one of the principals will issue a "Permit to Leave School Grounds" pass, which the student will present to the Attendance Office before signing the Sign-Out Register. When returning to the building, the student must sign in at the Attendance Office. The student will present the "Permit to Leave School Grounds" pass and resume his/her regular schedule.

## 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.

# ACTIVITIES

## EXTRACURRICULAR ORGANIZATIONS

A variety of extracurricular activities exist for students enrolled in Kokomo School Corporation. Students are required to maintain the minimum participation standards as outlined in the Student Participation and Membership Code for Extracurricular Activities.

*For the Student Participation and Membership Code for Extracurricular Activities, see Appendix I*

**Arrival and Leaving:** School officials assume responsibility for the supervision of students who are on the school premises during the hours of the normal school day. School officials also assume responsibility for the supervision of students involved in school-sponsored activities, such as extracurricular activities, school-approved field trips, athletics, assigned after-school detentions, and riding the school bus to and from school.

Other than the above-stated times, the parents/guardians assume all risks involved when allowing their children on the school premises. The school does not assume responsibility for the supervision of students when the students arrive before, or leave after, the above-stated times, except when the students are in a school-sponsored activity. The school does not assume responsibility for the supervision of students when the students are participating in an activity that is not school-sponsored, such as Boy Scouts or Girl Scouts.

**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. Individual problems or appeals will be handled by the administrative staff.

**Entering Contests:** A school group, class, or organization may not enter any contest without prior approval of the 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.

**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.

**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.

**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. Students are not charged a sitting fee, and students are not required to order any prints.

## ATHLETICS

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

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



## THE 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. Certification dates are established by the 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.

### Middle School Athletic Program

FALL	WINTER	SPRING
Boys' 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Cross Country	Boys' 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Basketball	Boys' 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Track
Girls' 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Cross Country	Girls' 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Basketball	Girls' 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Track
Boys' 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Tennis	Boys' 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Wrestling	Coed 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Golf
Girls' 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Tennis	Coed 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Swimming	Boys' 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Soccer
7 <sup>th</sup> & 8 <sup>th</sup> grade Cheerleading	7 <sup>th</sup> & 8 <sup>th</sup> grade Cheerleading	Girls' 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade Soccer
Girls' 7 <sup>th</sup> & 8 <sup>th</sup> grade Volleyball		Girls' 7 <sup>th</sup> & 8 <sup>th</sup> grade Softball
Boys' 7 <sup>th</sup> & 8 <sup>th</sup> grade Football		Boys' 7 <sup>th</sup> & 8 <sup>th</sup> grade Baseball

### High School Athletic Program for Girls

FALL	WINTER	SPRING
Cross Country	Basketball	Softball
Golf	Swimming	Tennis
Soccer	Wrestling	Track
Volleyball		Unified Track

### High School Athletic Program for Boys

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Football	Swimming	Golf
Soccer	Wrestling	Track
Tennis		Unified Track

## 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.

## 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. No student shall play on an athletic team for more than one year in the same grade.

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.



An eighth-grade student who is, or shall be, sixteen (16) years of age prior to, or on the scheduled date of, the IHSAA State Finals in a sport shall be ineligible for inter-school athletic competition in that sport. A student who is fifteen (15) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for inter-school athletic competition in that sport. An eighth-grade student who is deemed ineligible to participate in inter-school athletics because of age may practice on the eighth-grade team upon agreement of the Director of Middle School Athletics and the principal.

A seventh-grade student who is, or shall be, fifteen (15) years of age prior to, or on the scheduled date of, the IHSAA State Finals in a sport shall be ineligible for inter-school athletic competition in that sport. A student who is fourteen (14) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for inter-school athletic competition in that sport. A seventh-grade student who is deemed ineligible to participate in inter-school athletics because of age may participate on the eighth-grade team upon agreement of the Director of Middle School Athletics and the principal.

A sixth-grade student who is, or shall be, fourteen (14) years of age prior to, or on the scheduled date of, the IHSAA State Finals in a sport shall be ineligible for inter-school athletic competition in that sport. A student who is thirteen (13) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for inter-school athletic competition in that sport. A sixth-grade student who is deemed ineligible to participate in inter-school athletics because of age may participate on the seventh-grade team upon agreement of the Director of Middle School Athletics and the Principal.

Special education students are eligible as long as their age is within the age limits, as stated above. They shall not play for more than one year on the same team.

Eligibility for middle school athletics begins when a student enrolls in the sixth grade for the first time, and the student's participation shall be limited to six (6) consecutive school semesters.

## ATTENDANCE AT ATHLETIC PRACTICE AND GAMES

No **middle school** student may participate in an interscholastic contest unless he/she has attended school for a minimum of 1/2 day on the day of the contest if the school is in session. If an athlete is absent five or more consecutive days due to illness or injury or is physically unable to practice for five consecutive days due to illness or injury, the athlete must present, upon return, the principal and coach with written verification from a physician stating that the athlete is physically fit to participate. A student who is absent from school because of attending a funeral is considered eligible to participate in that day's contest.

Any **middle school** athlete who is assessed a penalty by a game official for unsportsmanlike conduct will be removed from the contest by the coach. If the official removes the athlete from the contest, the athlete will not be permitted to play in the next contest.

**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; or (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.

## SCHOLASTIC ELIGIBILITY

**Middle School:** To be eligible scholastically, contestants must have passing grades in five classes at the end of the previous grading periods. Semester grades shall take precedence only at the end of a semester in

terms of IHSA eligibility. The Athletic Department will determine eligibility certification dates based on the middle school's grading period. An ineligible student may practice with the team at home but shall not be permitted to appear in athletic uniform at a contest while ineligible.

## CONDUCT VIOLATIONS

A student who violates any of the following rules may be restricted from participation and 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. The 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 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, 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.

**High School:** 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 IHSA eligibility. Chronic absenteeism also may 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 Administration 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.

## TRANSPORTATION

Kokomo School Corporation may provide transportation to and from the home school for athletic contests within the city. For out-of-town contests, the athletic directors will schedule bus transportation and provide a bus schedule and contest details one week in advance of the event, if possible.

## CONDUCT

Our mission is to provide an engaging learning environment where students make responsible choices and practice self-discipline. Here are some policies to help understand acceptable conduct.

### RESPECT

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.

### STUDENT APPEARANCE

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:

- Shoes must be worn at all times. Special purpose shoes that may pose a safety hazard, such as "Heelys," are not permitted at school. For the safety of students, corporation officials recommend that students wear sturdy closed-toe shoes rather than "flip-flop"-type sandals.
- 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 non-prescription glasses.
- Clothing should fit properly, so students should not wear undersized clothing; saggy pants; shorts, skirts, or dresses shorter than three inches from the knee; tops that do not cover the shoulders, chest, and back; 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.
- 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.
- 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.

## 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, 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.

## 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.

## 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.

## PUBLIC DISPLAYS OF AFFECTION

Public displays of affection on school premises are not appropriate behavior. School is not the place for this conduct.

## 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.

## SCHOOL BUS CONDUCT

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 students 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.

## BICYCLES / SKATEBOARDS / SCOOTERS / MOPEDS

It is recommended that parents/guardians consider age and maturity in allowing students to bike to school. Bicycle racks are provided at each school. Students are required to park bicycles in the racks and are encouraged to lock the bicycles. The school corporation is not responsible for theft or damage to bicycles. Skateboards, skates, scooters, mopeds, and motorcycles are prohibited on school grounds.

## CONSEQUENCES

Teachers and administrators intend to provide students with the opportunity to learn skills to support positive decision-making. Consequences for misbehavior are not applied to satisfy potential or existing public pressure to punish students who have made poor choices. Rather, it is the intention of Kokomo School Corporation to be effective in promoting well-disciplined students. Information regarding the consequences that result from any given circumstance is confidential.

Recognizing that some students' behavior may interfere with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline students. In this event and in accordance with the provisions of IC 20-33-8-8, a teacher may remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. A school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days. Students may be assigned in-school suspension for up to five (5) days for violations of student expectations. If students do not conduct themselves appropriately while in in-school suspension, the time may be served as out-of-school suspension. In only the most serious circumstances may a student be expelled.

A student with disabilities may receive instruction and the services outlined in his/her IEP during the in-school suspension, in which case the suspension does NOT constitute a day of removal under 511 IAC 7-44-1. If a student with an IEP is removed for ten (10) days, the student is entitled to a manifestation determination, where the nature of the disability and the effectiveness of the special education services are considered in relation to the conduct.

If it is determined that the disability is related to the problem behavior, then the school must address behavioral support through the IEP. If it is determined that the conduct is not a manifestation of the disability, the student can receive the same consequence as a student without disabilities.

*For more information about suspension and expulsion, see Appendix J.*

*For information about criminal gangs and criminal gang activity, see Appendix K.*

# Appendix A: PROCEDURES SPECIFIC TO STUDENTS FROM AREA SCHOOLS ATTENDING KACC

## BUILDING ACCESS

After the start of the school day, students from the area schools are to enter and exit Kokomo Area Career Center only through the main entrance on the building's north side.

## DISCIPLINE

The first contact for any discipline referral is KACC administration. Home schools 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.

## ATTENDANCE AND RELEASE TIME

KACC staff 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. If a student is absent and does not attend either Kokomo High School or Simon Academy at McKinley Alternative School, a parent/guardian will notify KACC within 30 minutes of the start of their classes or bring in a signed note from a medical professional or the parent/guardian upon returning to KACC. The signed note should include the date(s) of absence and reasons for absences. A student who is willfully absent from school without parent/guardian knowledge will be considered unexcused and truant from school. 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.

## CALENDAR

Kokomo Area Career Center classes will follow the same calendar as adopted by Kokomo School Corporation. In the event that school is delayed or canceled due to weather, students will follow their home school directives. The Kokomo School Corporation calendar will supersede all other calendar conflicts. Students from the area schools will continue in the class or program until the end of their home school calendar.

## CAREER AND TECHNICAL STUDENT ORGANIZATIONS

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.



## HOME SCHOOL SPECIAL EVENTS

Students should listen to home school announcements and watch bulletin boards for coming events. In addition, a daily bulletin will be issued to each teacher from the Main Office that specifies activities and events concerning the Career Center. In order to be excused from a KACC program for a special event at their home school, students must obtain a signed release from their home school principal or counselor and present that release to the Career Center office personnel two days in advance of the event.

## WITHDRAWALS, TERMINATIONS, AND TRANSFERS

If a student graduates after the first semester or withdraws from his/her home 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 home school 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.

## Appendix B: VIRTUAL PROGRAM GUIDELINES

Kokomo School Corporation's mission is to develop globally minded and compassionate lifelong learners for a changing world. To achieve this mission, Kokomo School Corporation offers various quality educational programs that meet students' diverse learning needs. This includes a synchronous Virtual Program that provides a rigorous curriculum and quality instruction by local, highly qualified teachers through a blended learning model. The Virtual Program utilizes digital tools, an online education-based platform, and state-of-the-art hardware to provide direct instruction while personalizing the educational experience.

## ENROLLMENT

Kokomo School Corporation asks parents/guardians 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. Student selection for these choice programs, including the Virtual Program, is based on space availability at all schools and entrance requirements for the Magnet programs, including Integrated Arts and KEY. A second opportunity for parents/guardians 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.

Parents/Guardians 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 parents/guardians may request a transfer into the Kokomo School Corporation Virtual Program by completing the Out-of-District Transfer Form.



## TRANSFER

Parents/Guardians 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. Parents/Guardians may contact their school's Main Office to begin the transfer request process. Parents/Guardians 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 parents/guardians 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, parents/guardians must provide transportation to and from school.

## TERMS OF THE VIRTUAL PROGRAM

Kokomo School Corporation strongly believes in creating options for 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 are making 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. Parents/Guardians 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 parents/guardians will attend the school's Virtual Program orientation with their school-approved device. The orientation will provide students and parents/guardians 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 parents/guardians 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, parents/guardians 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. Parents/Guardians 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 absences from school. The daily amount of expected instruction time is five (5) hours for kindergarten through 5<sup>th</sup> grade, six (6) hours for 6<sup>th</sup> grade through 12<sup>th</sup> 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's 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 make-up testing session will be reported as an unexcused absence and subject to habitual truancy laws.

## Appendix C: ADDITIONAL SCHEDULING OPTIONS AND CURRICULUM POLICIES

### BAND AND CHOIR POLICIES

When a student chooses to participate in band or choir, he/she must stay in that class for at least one semester. Students who wish to drop after the “drop/add” date will receive an “F” for the semester. Any exceptions require a meeting with the parent/guardian, counselor, and teacher.

### 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.

### 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.

# Appendix D: 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 identifying 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 also may 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.

## Appendix E: ATTENDANCE

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

If parents/guardians enroll a child in public kindergarten, they must follow the attendance policy and procedures.

Regular school attendance is required of all children from ages seven to sixteen [IC 20-33-2-4].

A child of school age shall attend the school in the school attendance area where the child resides unless officially transferred to another school. The residence is defined as the legal residence of the parents, or parent who has legal custody, or legal guardian.

### ABSENCES

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 arrival at school on the day of return, the student is to bring a note signed by the parent/guardian indicating the date(s) of the absence and the reason for the absence.

If a student was sent home by school personnel for illness and returns to school the following day, a note is not required. If a student is suspended from school and returns to school the day following the suspension, a note is not required.

Parents/Guardians are to send a note with the child on the day of an outside appointment in anticipation of pick up. Parents/Guardians are required to sign a child out of school in the office. The student will be sent to the office to meet the parent/guardian.

An appropriate note (doctor's statement, card, court, or counseling) must be presented at the office upon the student's return for reinstatement to class. Parents/Guardians are to sign the student in at the school office upon return.

A student who is present in school prior to an outside appointment and returns to school within one hour following the appointment will not be marked absent.

A student who is not present in school prior to an outside doctor/dental appointment and who brings a doctor/dental statement to school will not be marked tardy when the student returns from the outside doctor/dental appointment.

A student who is not present in school prior to an outside appointment and who arrives from the outside appointment after midday will receive an a.m. absence.

**Excused Absences:** 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/guardian 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:

- Death or serious illness in the family
- 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.
- Religious holidays
- School-sanctioned events
- 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.
- Personal and/or family counseling
- Election workers who provide proper required documentation (pupil recorded as in attendance) [IC 20-33-2-15]
- Service as a page in the Indiana General Assembly (pupil recorded as in attendance) [IC 20-33-2-14]
- Student issued a subpoena to appear in court as a witness (pupil recorded as in attendance) [IC 20-33-2-16]
- 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.
- 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 student arriving at school any time after the start of school must report immediately to the Attendance Office. 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.

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 to 9 unexcused absences will be referred to the attendance officer to monitor.
2. Students with 10 unexcused absences will be entered into QUEST. Students in grades K to 5 will be referred to the Howard County Department of Child Services and students in grades 6 to 12 will be 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 and/or Howard County Department of Child Services 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 parents/guardians 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.

## 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 "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.

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.

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.

The student's principal is required to report to the Indiana Bureau of Motor Vehicles the student's status as a habitual truant.

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.

Students entering school tardy must report to the school office for reinstatement.

Parents/Guardians who bring the child to school are to sign the student in at the school office.

Any student arriving after the bell rings and before midday will be marked tardy.

## Appendix F: MEDICATIONS

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 (OTC) MEDICATIONS

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

## PRESCRIPTION MEDICATIONS

Medications should be taken directly to the Nurse's Office upon arrival at school. The medication must be in the original pharmacy container. 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. 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.

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].

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.

# Appendix G: 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 form 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 20<sup>th</sup> day of school after enrollment without either:

- a current written immunization record on file with the school; or
- 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
- 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 (Proposed)

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  Annual influenza
K-5 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A  Annual influenza COVID-19
6 <sup>th</sup> -11 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
12 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap  Annual influenza 2/3 HPV 2 MenB (Meningococcal) COVID-19

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

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

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

\*For students in grades K-10, the final dose must be administered on or after the 4<sup>th</sup> 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 12<sup>th</sup> 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 16<sup>th</sup> birthday only need 1 dose of MCV4.

Hepatitis A: The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> 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.

Indiana Department of Health  
Immunization Division

(800) 701-0704

November 2021

## Appendix H: DRUG TESTING POLICIES

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, parents/guardians 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/assistant principal must time and sign the pass.

## CHAIN OF CUSTODY

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, perhaps during the time they have practice.

Once at the testing area, the student must sign in and, as soon as called by a school official, provide a urine specimen.

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.

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 testing the specimen.

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.

The specimen will be transported to the testing laboratory by the 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, the 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 only be shared 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/assistant 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 report anonymously the personally observed use of drugs or other chemical substances by another student, it is recommended that the following procedure be used:

- The student may go to any guidance counselor with the concern.
- If a guidance counselor is contacted, the counselor will contact a vice/assistant principal or athletic director with the reported information concerning the personally observed use of drugs or any chemical by another student.
- The vice/assistant principal or athletic director will contact the student's parent/guardian with the information that was observed personally by the student. The vice/assistant 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.

# Appendix I: STUDENT PARTICIPATION AND MEMBERSHIP CODE FOR EXTRACURRICULAR ACTIVITIES

Corporation officials consider it is a privilege to participate in extracurricular activities. A student representing Kokomo School Corporation is expected to exemplify standards consistent with good citizenship, proper academic performance, and pride in representing his/her school. All students who represent Kokomo School Corporation 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 School Corporation and serve as role models at school and in the community at all times. Students who cannot accept this challenge and responsibility should not become involved with Kokomo School Corporation extracurricular activities. The School Board, administration, sponsors, coaches, and faculty at Kokomo School Corporation 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.

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

- 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, choir, and debate.
- 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, volleyball, track, basketball, softball, and baseball.
- 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, Honor Society, class officers, intramurals, and award programs.

**Middle School:** In order to participate in an extracurricular activity, a student must receive no more than one “F” on the eligibility certification date. The school, sponsor, or coach may adopt other rules and regulations that do not conflict with this code. A student declared academically ineligible may not participate in the actual activity 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.

**High School:** 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 may also result in being declared academically ineligible. The school, sponsor, or 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 the 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 ten consecutive days prior to the next certification date (grade card distribution day) if the student is passing five classes at that time.

## VIOLATIONS

A middle school or high school student who violates any of the following rules may be restricted from participation and 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 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, 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. It is to be understood 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/assistant 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 ten 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:

- a written or oral statement of the charges against the student;
- if the student denies the charges, a summary of the evidence against the student; and
- 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 the evidence of the violation. The panel should include a parent/guardian, a student (KHS only), a coach, a sponsor, a counselor or teacher, and one administrator. The discipline assigned by the ARP shall be for extracurricular activities only. 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 violation of Rules 1, 2, 3, 4, or the principal or designee will refer the student to the ARP 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.

- Referral is allowed one time in a student's four-year career at KHS (grades 9-12).



- Referral must be only by the student, a member of the immediate family, teacher, sponsor, or coach.
- Referral must be before any in-season violation of the code.
- Referral cannot be used by students as a method to avoid consequences.
- Referral must be made to the athletic director, a guidance counselor, vice principal, or principal.

## Appendix J: SUSPENSION OR EXPULSION

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 middle school or 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) An elementary teacher may remove a student from the teacher’s classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
  - c) If a teacher removes a student from class under Sections A or B 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.
  - d) 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:

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

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 to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- 2) Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
- 3) Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- 4) Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
- 5) Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
- 6) Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
- 7) Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- 8) Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
- 9) Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage 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 any paraphernalia used in connection with the listed

substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

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:

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- The nature of the disease or medical condition requires emergency administration of the prescribed medication.
- The student has been instructed in how to self-administer the prescribed medication.
- 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 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 parents/guardians.

**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 may also 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 parents/guardians 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, parents/guardians, and students concerning the identification, prevention, and intervention in bullying.
- 11) All schools in the corporation are encouraged to engage students, staff, and parents/guardians 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 may readily 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 an item described above;

- 2) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch; or
  - 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 held prior to the suspension of any student. At this meeting, the student will be entitled to:
  - a) a written or oral statement of the charges 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 suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will be held 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 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 held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's 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

## Appendix K: 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; educate corporation students, employees, and parents/guardians about criminal gangs and criminal gang activity; and 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; or
    - 3) wishes to withdraw from a criminal gangwhen engaged in by a student who attends a corporation school.

## 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 report an incident of criminal gang activity to the principal. The principal and the Director of Social and Student Services may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

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.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and 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 ten instructional days of completing the investigation. The superintendent shall report the results of each investigation to the Board on a regular basis.

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, while riding on corporation buses or buses used to transport corporation students, and at school-sponsored events, or when they are found to have engaged in retaliatory conduct toward a corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. 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 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 department, 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:

- An evidence-based educational criminal gang awareness program for students, corporation employees, and parents/guardians; and
- 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:

- Gang awareness education for students and faculty/personnel that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect trends in gang and gang-like activity; and
- 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:

- Training for staff and teachers on criminal gang prevention and intervention resources; and
- 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.