

# **SIMON at MCKINLEY ALTERNATIVE SCHOOL**

**Where Potential Becomes Reality**

**PARENT-STUDENT HANDBOOK  
2018-2019**



## **Mission Statement**

**Our mission is to provide students with positive opportunities to develop their full potential.**

# WELCOME!

This handbook has been designed to provide parents with information regarding certain procedures, rules and expectations at McKinley Alternative School. Policies in this handbook are a complement to the KHS Lens. Please do not hesitate to call school personnel at McKinley if you have other questions that have been left unanswered by this handbook.

We want the McKinley family to understand why McKinley makes a difference for so many. Most important is our small size, no one is invisible and we have a 1:15 teacher/student ratio. Teachers here can individualize your instruction to meet individual needs and build trusting relationships with each of you. Each of you is expected to make a commitment to change and meet daily challenges. Being on time, being prepared, being on task and being respectful are all part of the above commitments. Success is possible if you make good choices and are able to accept, tolerate and trust others.

Your teachers and staff welcome you to McKinley and hope that this will be a very successful school year.

**Mr. Idowu Ikudabo**  
**McKinley Alternative School Principal**

## McKinley School History

**Built:**1921

**Address:** 1217 West Carter Street

**Area School Site:** 84,500 square feet

**Cost (building):** \$146,389.16

**Cost (school site):** \$8,500.00

**Total Cost:** \$154,889.16

**Fifteen Rooms**

**Elementary School (Grades 1-7)**

Enrollment 1929: 398

Enrollment 1944: 312

**Historical Facts:**

McKinley served as a neighborhood elementary school from 1922 to 1984. In 1955, a bequest in the Last Will and Testament of Ocee Mae Orr bequeathed \$125,000 for the construction of Orr Memorial Gym in honor of her husband Charles V. Orr, a former Kokomo teacher and principal, and former Kokomo

School Board member. Construction of Orr Memorial Gym was completed in 1959. McKinley also served as the site of the LPN (Licensed Practical Nursing) and Adult Basic Education programs for several years. Since 1989 McKinley has been the home of the Alternative School.

### **PHILOSOPHY and MISSION STATEMENT:**

The McKinley Alternative School believes all student will learn. We seek academic achievement by recognizing the unique needs of at-risk students and by offering non-traditional educational opportunities relevant to their concerns, attitudes and abilities. We strive to assist students in coping with the challenges of society and daily life so they may be better prepared to adapt, overcome and pursue any challenges they may face in the future.

We believe it is our responsibility to address the holistic development of students without discrimination as each student is an individual with a unique combination of needs and concerns, desires, attitudes and abilities. We further believe that academic excellence can be achieved through a partnership of students, staff, parents, and community that emphasizes non-traditional methods of instruction and experiential learning.

### **Alternative School Goals:**

- Become lifelong learners (academic goal)
- Develop to one's full potential (personal goal)
- Become productive members of the workforce (vocational goal)
- Become contributors to society (social/citizenship goal)
- Explore and develop strategies for coping with personal, family and social problems
- Develop skills in interpersonal communication and cooperation
- Develop the personal responsibilities and self-motivation necessary to direct and evaluate one's own learning.
- Develop a positive self-image

The McKinley Alternative School provides variations from the traditional classroom in several ways. Most students work is completed during the day. There are few former teacher lecture activities. Students work independently or in small cooperative groups. Each teacher acts as an advisor to a group of students, and teacher help is readily available to any student who is having difficulty, whether personal, social or academic in nature. Students are able to participate in outdoor activities routinely, though as weather permits.

Intervention strategies help students to cope with personal problems as well as to develop acceptable interpersonal skills. Emphasis is placed upon pro-social skills, conflict resolution, and attitude and attendance improvements. The alternative structure and strives to allow for students to make a successful transition into the mainstream of traditional education as they exit the program and return to regular school setting after investing one year in the McKinley environment.

The instructional and support "team" creates a "family" atmosphere to help each student experience success. The staff encourages educational projects, service-learning and work outside the school building, thus utilizing community resources and experiential learning as a part of the educational process. McKinley maintains a LOW student/teacher ratio so that the individual needs of students can be adequately addressed.

Academic program accountability and program validity are monitored and evidenced by pre and post standardized testing of students enrolled at McKinley Alternative School. Alternative students (enrolled in

the high school component) earn academic credit toward high school graduation. In addition, McKinley has established a strong alliance with the Career Center in the joint pursuit of providing secondary students with technical/skills training which focuses youth in a wide variety of career endeavors. Each McKinley student receives assistance in the development, pursuit and monitoring of an individualized career plan which is designed to adapt as abilities develop.

The McKinley Alternative Program seeks to provide students with confidence in their abilities, self-discipline in their attendance, proficiency in their work habits and study skills, and training in their vocational and interpersonal skills.

### **CURRICULUM:**

The McKinley curriculum is designed to address graduation requirements established by Kokomo High School and the State of Indiana Academic Standard. Middle School and high school curriculum allows for students to use lessons and activities developed by teachers in respective academic disciplines using adopted textbooks/students assigned computer for reference as classroom sets.

Additional academic enhancement is achieved through the use of McKinley's Virtual class component. The Virtual Class allows for the integration of computer technology and career orientation into academic disciplines of English (Language Arts), Mathematics, Social Studies, Career Exploration and Health.

### **PROGRAM DESIGN:**

The on-site design at McKinley is developed to initially serve the needs of students who are classified between grade 7 and 12, in need of refocus and redirection. McKinley's complex educational delivery includes the following components:

- Middle School component – focus directed upon language arts, mathematics, career exploration, affective/pro-social skills
- Freshman component – focus directed upon English, mathematics, social studies, health, vocational orientation, computer literacy, affective/pro-social skills, using non-traditional methods of instruction
- High School (Sophomore/Junior/Senior) Virtual class component – focus directed to meet the academic needs of students who chose to achieve success in a non-traditional self-paced Virtual class.

OR

- Focus directed to meet the academic needs of students who have lost the opportunity to attend their home school and who are in need of an alternative environment in order to complete the high school course work.

### **WITH THE OPTION OF**

Additional focus upon training at the Career Center

- Refocus (Grade 7 through 12) component – focus directed to meet the affective/behavior needs of students who are temporarily suspended from their home school environment, designed to allow students gainful re-entry into the school setting
- Middle School component – focus directed to provide systematic staff development to Middle school staff and personnel in conjunction with post-secondary institutions

NOTE: The alternative approach requires labor-intensive service by personnel to meet individual student needs. Acceptance into the McKinley facility is warranted by 1.) Space availability and 2 individual needs as determined by the intake process

## **STUDENT STUDY TEAM**

McKinley provides a student study team comprised of school personnel (principal, social worker, nurse and teachers) which meets regularly to trouble shoot problems which interfere with student success. Concerns such as attendance, tardiness, student conflict and many other topics are discussed as per individual case in order to focus students on a path toward success.

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## STUDENT AND PARENT EXPECTATIONS

The McKinley Alternative School program is designed to be a task oriented academic curriculum beginning at the current performance level of each student and moving quickly to each student's goal. Academic time on task is a non-negotiable performance expectation of each student. Students are expected to behave in an acceptable manner, following classroom rules as directed by the staff. Students should not expect to return the following school year if they do not make adequate progress toward their Individual Service Plan (ISP) goals or fail to meet the obligations of their contract. While perfection is not expected, progress must be made toward academic, behavioral and attendance goals. Parents are expected to ensure that their child attends school, is prepared to learn, and is supportive of the expectations of the school. Furthermore, parents are expected to participate in Student-led Conferences and other programs that benefit their child. The success of your child is dependent upon the effectiveness of the team we create around your child- educator, community and parent. The following point system is to help the students take responsibility for their progress at McKinley in meeting these expectations.

## POINT SYSTEM

Upon enrollment in McKinley at the beginning of each semester, each student will receive 800 points. This number is equated to the eight (8) absences that the students are allowed in this school setting. Those students entering after the beginning of the semester will receive prorated points. Throughout the semester, points may be gained or lost depending on attendance, tardies, disciplinary actions, drug test results and credits earned. Students may also earn additional points by participating in community service projects facilitated through McKinley School. **If at any time the student has no points remaining, the student will be removed from the program and be placed on a waiver for virtual school. At the beginning of the next semester, the students will be returned to their home school.** Once a student has been withdrawn from the program, he/she may petition McKinley School and Kokomo High School for re-admittance into the program. Students MUST have approval from both facilities before they are allowed to re-enter the program.

### **Additional Points Earned**

- +20 staff award for performances above and beyond required expectations
- +50 for each virtual credit earned
- +50 for each week of perfect attendance (no tardies, unexcused absences, excused, absences, etc...)
- +50 for every 5 hours of voluntary community service
- +100 if parent attends open house or student led conference
- +25 for achieving Weekly progress in virtual class
- +100 for clean drug test
- +100 for cat card
- +50 Weekly assignments completion
- +25 Positive referral
- +20 Assisting other student
- +10 Avoiding conflict
- +50 Kat Card Award

### **Penalties/Points Lost**

- 200 failed a drug test
- 200 fighting
- 100 bullying

- 100 being on Facebook
- 100 smoking on school property
- 50 for every absence with no official documentation
- 25 for absence with call in
- 70 for each day served in Day Reporting (10 points per period)
- 50 non compliance with reasonable staff request / disrespect with staff
- 25 for profanity
- 15 for each classroom tardy
- 10 for sleeping in class
- 10 for non-participation
- 10 for not completing homework
- 20 for not achieving weekly progress in virtual class

No points will be taken for an excused absence accompanied by official documentation (i.e. note from physician/dentist, documented court appointment, orientation for employment, scheduled college visit or funeral)

Points **CANNOT** be carried over from one semester to another. McKinley School staff will keep an official record of points and weekly points will be kept on file.

#### Prorated Points for Enrollment

Week of Enrollment	Points Received
1	800
2	750
3	700
4	650
5	600
6	550
7	500
8	450

\*\* After the 8<sup>th</sup> week of each SEMESTER an enrolling student will receive 400 points until the end of the semester. Students will not be permitted to enroll during the last four weeks of the semester.

## ATTENDANCE

- +50 points for each week of perfect attendance**
- 50 points for each absence with no documentation**

Each student must accumulate a minimum number of days in school to receive credit. **A student who misses more than nine (9) days of school per semester may be withdrawn from school** (unless special circumstances determined by the administration permits continued enrollment).

- a. If a student must be absent for any reason the parent/guardian (or adult student living on their own) **must** call McKinley before 8:00 a.m. at 454-7080. Without a telephone call, or a special

circumstance as deemed by the administration, the absence will be unexcused and the student will NOT be able to make up the work for credit.

- b. Doctor/dentist appointments should be made **after school hours**. Students who have doctor/dentist appointments during school hours will be considered unexcused until a note from the doctor is brought to the Principal's office. **No more than ½ day for doctor/dentist appointments will be excused.**
- c. Excessive absences from school may result in being referred to the liaison officer for truancy charges to be filed. Expulsion may result if the absences continue.
- d. Parents will receive a call from the Principal, Nurse or the Principal's designee if a student must go home due to illness or injury. Students who choose to leave school for health reasons without evaluation by the nurse, Principal or Principal's designee will be considered unexcused.

## **TARDY POLICY**

### **-15 points for each tardy to class**

- 1. A student is considered tardy to class anytime he or she enters the classroom after the tardy bell. If the student arrives thirty minutes into the class period, he or she will be considered absent from the class.
- 2. All student tardies will be recorded by the classroom teacher and the main office.
- 3. Upon entering the school building after the tardy bell, all students will be required to sign in at the main office and receive a tardy admit slip to class.
- 4. Students arriving after 7:50 are considered tardy.
- 5. Consequences for tardies are as follows:

1 <sup>st</sup> tardy:	warning
2 <sup>nd</sup> tardy	Loss of points
3 <sup>rd</sup> tardy	Parent conference / Lunch detention
Further tardies	Immediate assignment to Day Reporting

## **BOOKS**

All high school books will be issued at McKinley after the initial interview and a schedule has been created. Students must write their names in their books when they first get them. Students should expect to keep their books in their own lockers or in the classroom. While the high school Bookstore keeps track of books with a UPC-style code, without the student's name in the book, it is very difficult to determine who a lost book belongs to. **It is the responsibility of the student to know where their books are! Lost books will be charged to the parent, which if unpaid, will result in claims being referred to the corporation attorney for collection. If legal action is necessary to recover the unpaid book, appropriate attorney fees will be added to the balance in addition to the regular court filing fee.**

## HOMEWORK POLICY

### **-10 points if homework is not completed**

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 age, ability, and the needs of students. Teacher, parents, and students all have vital roles and responsibilities in the homework process. Make-up work should be completed in a reasonable time following an absence not to exceed five days. If a student wastes time in class or fails to turn in assigned work, he/she may be assigned Academic Detention after school to make work up. Failure to stay may result in Day Reporting or extend days of Academic Detention assigned.

## ACADEMIC COUNSELOR

A counselor at the high school has been assigned specifically for students who attend McKinley Alternative School. This counselor is available at the high school in room 115 by appointment and can answer your questions about McKinley scheduling, post high school education information, and counseling in social, vocational, and personal matters. See the Principal for further information.

## ATHLETICS AND EXTRACURRICULAR ACTIVITIES

McKinley students who are in good standing academically and behaviorally may participate in their school's athletics and extracurricular opportunities. Students are encouraged to participate as these activities provide structure and support to students who may otherwise have difficulty managing their time. Participation in these activities also help students make friends with other peers who have found success for themselves. We strongly encourage activities for our students who are able to maintain passing grades.

## CELL PHONES

Students may have cell phones at school. **Cell phones must be in the student assigned locker during class time. Use of cell phones to talk or text in class will result in the confiscation of the phone.** Cell phones may be checked during passing periods and may be used during lunch. Repeated violation of cell phone use rules may result in loss of cell phone privileges. Consequences for misuse of cell phone policy are:

- Students who bring cell phones in the classroom will be sent to office to drop off the phone for the remainder of the day.
- Office staff will give the student a phone pass to verify it was turned in for the remainder of the day.
- Student will use the pass to get their phone back at the end of the day.

## COMPUTER USAGE

Computers, computer accessories, and computer networks at McKinley Alternative School are provided only for educational purposes and may not be used for anything else. All students must agree with the internet policy before using it in any area of any of any building.

Students are prohibited from:

- Playing games or music unless approved by school staff.
- **Having food or drink in the computer labs.**
- Downloading files from the Internet.
- Printing materials which have not been assigned or approved by a teacher.
- Accessing personal e-mail account, blogs, or social networks.
- Changing settings on the computer, including but not limited to adding screen savers and/or background.
- Accessing other student's or staff files without their permission.
- Students are 1:1 and responsible for transporting computer to and from school, and also turning computer and charger in at the end of the year.

Violation of this policy may result in loss of computer usage regardless of assigned work requiring use of a computer.

## CODE OF CONDUCT

**Students of McKinley are expected to:**

1. Show **respect** and consideration for self, others, and property at all times.
2. Exhibit cooperative behavior toward peers, teachers, administrators, bus drivers and other members of the staff.
3. **Bullying will not be tolerated at McKinley.**  
Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct is considered bullying. Prohibited conduct includes, but is not limited to, coercion, harassment, bullying, hazing, or other comparable conduct. "Bullying" means overt, repeated acts or gestures, including:
  - a. Verbal or written communications transmitted; Including the internet
  - b. Physical acts committed
  - c. Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student (IC 20-33-8-0.2).
4. Take responsibility for learning by being on time to class, by being prepared with assignments and materials, by participating in class activities, by actively listening, and by doing your best.
5. Attend school daily, and remain for the entire school day. Arrive on time to all classes.

6. Obey all school regulations and local, state, and federal laws, including those pertaining to possession, use, transmission, and/or selling of drugs, weapons, alcohol, tobacco products, beepers, cellular telephones, and other portable communication devices.
7. Refrain from language that is profane, inflammatory, degrading, or that provokes disruptive behavior.
8. Dress in a manner that does not distract from a normal school environment, or disrupt or interfere with learning.
9. Follow the rules of appropriate bus behavior as described in the transportation rules and regulations to ensure the safety and welfare of themselves and others.
10. Demonstrate appropriate behavior, good citizenship and sportsmanship while participating in or attending any school sponsored event or after-school activity.
11. Refrain from fighting or any other act of violence against person or property.
12. Move quickly and quietly to and from class. Enter the room quietly, taking your seat and beginning work immediately. **Students must have a pass signed by a staff member to be outside a classroom.**
13. **Hoods off and hats kept in locker during school hours.**
14. No food or drink except water in the classrooms.
15. Students are not to bring items of great value, or that which would interfere with the instructional program to school. Such items may include but are not limited to CD players, radios, beepers, electronic games, and sports trading cards.

## **DRESS CODE**

An individual's grooming, the way one dresses, and how one behaves do have a bearing on how others react. Kokomo-Center Board policy states: "Dress and grooming should be clean and not unkempt. If a style of dress or grooming constitutes an interference with school purposes or an educational function, or constitutes a threat to the safety and health of self or others, it will not be permitted in school." (IC 20-8.1-5.1-7) Unkempt is defined as uncared for, neglected, disheveled, or messy.

The following items, **though not an inclusive list**, are examples of dress disruptive of the education process, and are specifically prohibited by all McKinley Students:

- undersized clothing
- short-shorts or short gym shorts
- fish-net or see-through tops
- beach wear
- pajamas, flannel pants, slippers or house shoes
- hats and doo-rags
- nonprescription sunglasses (except when prescribed by a doctor)

- bare feet
- dog chains or large chains
- clothing which advertises or promotes tobacco, beer, alcoholic beverages, or other drugs
- any improperly revealing clothing which may expose the midriff, spaghetti straps, undergarments, buttocks, upper thighs or breasts
- wearing clothing, accessories, emblems, or writing which, when combined, suggests known gang affiliations or racial slurs

**If inappropriate clothing is worn to school, the student will either wear appropriate clothing provided by the school or have appropriate clothing brought from home.**

Furthermore, all earrings and jewelry will be removed during physical education classes and appropriate shoes must be worn during physical education classes.

## **SMOKING POLICY**

### **-100 points smoking on school property**

Effective August 8, 1994, the Board of School Trustees of Kokomo School Corporation designated all school buildings, facilities and school vehicles smoke free environments. Smoking is prohibited at all times on buses and other school corporation vehicles or on school property or at school events for all students attending the daytime K-12 program. Persons who are found to be in violation of this policy will be subject to school disciplinary action and will be remanded to the custody of the Kokomo Police Department Liaison officer who will charge the student with a violation of Indiana Code 35-46-1-10.5 - tobacco purchase by minors (Class C Infraction) A person less than 18 years of age who 1) purchases tobacco or 2) Accepts tobacco products for personal use commits a Class C Infraction.

Parents and students should consider that persons convicted of said offense fall upon the jurisdiction of Howard Superior Court 3 and could reasonably expect fines when coupled with court costs to exceed \$90.00. (Any use of tobacco products are included including dip and chew) It is our sincere desire to promote a complete quality education for our students. We ask for and welcome your assistance in avoiding the unnecessary problems associated with the use of tobacco in school.

## **DRUG TESTING**

**+100 points for clean drug screen**

**-200 points for failing a drug screen**

McKinley Alternative students may drug tested for alcohol, drug and/or other substance abuse upon enrollment. Should the student test positive to alcohol or other drug use, he or she will be placed on the Drug Free Schools Contract which carries more restrictive criteria for behavior, attendance and academic performance, as well as future random testing and possible expulsion from school. Should the student test negative to alcohol or other drug use in the initial drug screening, he or she may be required to submit to further alcohol/drug screening. If a random drug screen is positive, then the student would be required to follow the random testing procedure outlined above.

## **DRUG FREE SCHOOL (DFS) PROGRAM**

McKinley Alternative Schools Drug Free School Program is an intervention program for students who have tested positive on a urine drug screen and/or have been referred to McKinley due to drug related problems. The primary focus of this program is to offer students basic skills needed to help them lead a drug-free lifestyle. Skills are taught and developed in a psycho-educational group setting at the school.

Students are placed in the DFS program by the principal. A student who tests positive for drugs at McKinley Alternative School or has been referred to McKinley due to a drug-related problem will participate in the DFS program. The student is placed on a waiver of expulsion. If a student test positive for a prescribed drug, a copy of the prescription is required. The DFS program will meet as determined by the school social worker and will continue for the remainder of the semester. If a student tests positive for drugs a second time, the student may be assigned to McKinley's Virtual School.

## **FOOD SERVICES**

### **Breakfast Program**

Breakfast will be available for students each morning. Doors will be open for students by 7:30. Students are to go directly to the cafeteria, pick up breakfast, and eat in the cafeteria where they will remain until finished. Bus riders who plan to eat will go directly to the cafeteria upon arrival. **Cafeteria personnel do not write passes.**

### **Lunch Program**

The Kokomo School Corporation participates in the National School Lunch and School Breakfast Programs. Nutritious meals are served everyday. Paid students may pay at the register daily or may choose to put money in their account on a weekly or monthly basis. Students will pick up their lunch card each day when entering the cafeteria. Students leave cards with the cashier as they are processed through the lunch line. This card utilizes a bar code much like the ones used in the grocery stores. The card system is not a charge system. It is more like a bankcard. You are able to draw out only what has been deposited in advance. This card keeps records of your child's account and the dates the card was used. Parents can call the school and ask for the cafeteria to find out how much is left in their child's account. Your child can also ask at the register when they are going through the line.

### **Breakfast and Lunch Prices**

Breakfast / Paid \$1.60 Breakfast / Reduced .30

### **High School Lunch-**

Lunch / Paid \$2.80

Lunch / Reduced .40

### **Middle School Lunch-**

Lunch / Paid \$2.70

Lunch / Reduced .40

### **General Cafeteria Rules**

- All students are required to use appropriate table manners.
- All students are provided a lunch period in which they are to eat. No student is to bother another student in any way during lunch.
- McKinley operates a closed lunch system. (Students are not permitted to go out of school for lunch)
- **Placing food orders to restaurants is not permitted; lunches are not to be brought by anyone from the outside.**
- Sack lunches from home are permitted in place of the scheduled cafeteria lunch.
- Glass items such as pop bottles, dishes, and drinking glasses will not be permitted in the cafeteria.
- Items brought into the cafeteria that cause distractions will not be permitted. These items will be kept by supervisors.
- Students attending other schools are not permitted to visit McKinley during school hours without the permission of the Principal or Administrative Assistant. Parents are welcome to visit and to eat with us. **Parents should not bring in fast food for themselves or the children.**
- Pushing, shoving, hitting, running, throwing things, sitting on tables, blocking aisles, failure to return trays, failure to follow directions, and other acts of misbehavior will result in disciplinary actions.
- **Food items are to be eaten only in the cafeteria, not taken to class.**
- Students may not sell food, gum or candy in school at any time unless done so by McKinley Administration.

### **Use of Gymnasium during Lunch**

- No shoving, pushing, kicking or name calling.
- No full or half court shots. No running or chasing others.
- Unnecessary roughness will result in being removed from the gym. This includes scuffling over a jump ball.
- **Absolutely no food or drink items will be permitted in the gymnasium.**
- Access to outside recreational area is through the west breezeway doors.

### **General food and drink guidelines**

- No food or drink on second or third floor. Bottled water may be allowed at the discretion of the teacher.
- **Absolutely no food or drink in computer labs.**

## **LOST AND FOUND**

Books, clothing, and other items students misplace and are found may be reclaimed in the main office. Items of value must be described in detail before return to ensure return to the proper person.

## **MEDICATION POLICY**

Medications should be given at home whenever possible; however, administering medication at school is sometimes necessary. Any medication which needs to be given less than four times daily may need not to be given at school under most circumstances. The intent of the guidelines is effective administration of

medications at school for those students who require them. A **STUDENT MEDICATION PERMIT** must be completed for over-the-counter and prescription drugs. This permit is available through the school nurse.

#### **Over-the-counter Medicines (OTC):**

1. Medication must be taken directly to the nurse's office upon arrival at school.
2. The medication must be in the original container, labeled with the student's name, and accompanied by a parent note.
3. The parent note must include the name of the OTC medication, the dosage, the time of administration, and the signature of the parent.

\*\*\*Please note that adult strength OTC medications will not be given to your child under 12 years of age without a note from the doctor. Furthermore, if the nurse determines that a medication is inappropriate for the circumstance, the parent will be notified. No OTC medication will be given if the expiration date has passed.

#### **Prescription Medications:**

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

## **SIGN OUT PROCEDURES**

Procedures for taking students from school during school hours are as follows:

1. Sign your child's name on the "sign-in/sign-out register" in the main office
2. The secretary will notify the teacher by phone that a student is being picked up
3. The teacher will write a pass for the student to go to the main office.

## **VISITOR'S POLICY**

Students are not allowed to bring visitors to school. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the Principal or visit their child's class. All visitors must first report to the main office for clearance to be at school and to receive a visitor's pass. Visitors must wear the pass prominently and check out at the main office before they leave.

## **STUDENT AWARDS AND RECOGNITION**

Recognition of achievement and improvement plays a vital role in encouraging students to become their best. McKinley Alternative School offers several ways to recognize those who are making necessary changes in their academic, social and behavioral efforts. Special recognition below is based on McKinley classes only.

**Principal's Award:** A student who has 100% attendance, no tardies, has A's in all classes, and has no discipline notices. The student must have been enrolled for entire quarter. **200 Points**

**Excel Award:** For students who have at least 95% attendance, who have more A's than B's, and have no discipline notices. **100 Points**

**A Honor Roll:** Students who make more A's than B's during the quarter. **75 Points**

**B Honor Roll:** Student who earn more B's than A's during the current grading period. If there are an equal number of A's and B's the student will earn B Honor Roll status. **50 Points**

**Citizenship Recognition:** A student is recognized in citizenship during a grading period by not having any discipline referrals. Bus discipline is included. **30 Points**

**Perfect Attendance:** A student must not have tardies or absences during a grading period. **100 Points**

**Turn Around Student:** This is an annual award given at the end of the school year. Teachers recommend and vote on students who have made major improvements in their academic achievement, social behavior and attitude, and attendance. The candidate and their teachers attend a Turn Around Student Breakfast held by the county in Kokomo. Students who win this award have their names engraved on a brass plate and placed on a plaque recognizing their achievement in the building.

## **TRANSPORTATION POLICY**

### **Buses**

All McKinley students will be picked up in the morning from sites determined by the Transportation Department, based on their home address and transported to Kokomo High School where a shuttle bus will bring them to McKinley. At the end of the school day students will take a shuttle back to Kokomo High School and transfer buses for return home. Bus information is available with 1 to 3 days of registering for McKinley Alternative School. Parents should expect to provide transportation until notified of busing information.

### **Student Drivers**

Properly licensed students may drive to school with the following conditions:

1. Reckless driving by the student driver will result in the Principal removing the privilege to drive or ride in a car to or from school.
2. Student drivers may not return to their car after they arrive to school, except to leave school, or with the of the Principal.
3. Students on Drug Free Schools contract must ride the bus to school or be transported by their parent or guardian.

### **Indiana Drivers License:**

It is now Kokomo School Corporation School Board Policy under Indiana law that Indiana Driver's Licenses and Learner's Permits will be denied to any student who is absent from school 2 days in any 180-day period without parental knowledge or permission. The definition of a habitual truant is as follows:

1. Is suspended from school two times within a school year.

2. Is expelled or excluded from school for violation of Indiana Law or School Board rules (see the LENS).
3. Withdraws from school for the purpose of avoiding license restriction for any of the above.

The Driver's License Restriction Policy protects student interests under due process of law. A copy of the complete policy is available from your principal.

### **Bus Rules**

In order to ensure the safety of our students to and from school each day, they will be expected to follow the transportation rules. The rules are as follows:

1. Observe same conduct as in the classroom.
2. Be courteous; do not use profane language.
3. Do not drink or eat on the bus.
4. Cooperate with the bus driver.
5. Do not be destructive of school or others property.
6. Stay in your seat.
7. Keep head, hands and feet inside of the bus at all times.
8. Bus driver is authorized to assign seats.
9. Guest riders are not allowed.

**Students who break the rules are given warnings. If they continue to violate these rules, the bus driver will give them a written bus violation which may result in loss of transportation privileges.**

#### First Offense-

Warn the student of forthcoming action or warn the student and withdraw the bus riding privilege for three (3) days.

#### Second Offense-

Deny the privilege of riding the school bus for up to five (5) days.

#### Third Offense-

Deny the privilege of riding the school bus for up to a two (2) week period.

#### Forth Offense-

Deny the privilege of riding the school bus for a length of time not to exceed the school year.

If bus riding privileges are limited or denied (as authorized above) the parent must be contacted prior to the action. The denial or limitation of privileges must be followed by a letter of explanation to the parents. If an investigation finds the bus driver to be at fault, a written explanation must be sent to the Business Office and the Supervisor of Transportation by the appropriate school official. A copy of the letter to the parents should be sent to the Supervisor of Transportation.

# **STAFF DIRECTORY**

Questions pertaining to curriculum, student records, activities, and adult staff can be answered in the main office. Please feel free to call (765) 454-7080 anytime. Our fax number is (765) 454-7081.

## **Office Staff**

Mr. Ikudabo, Alternative School Principal	Room 16	Ext: 31303
Mrs. Arnett, Building Secretary	Room 16	Ext: 31301
Dr. Daanen, Special Ed Facilitator	Room 37	Ext: 31305
Mrs. Wideman, Graduation Facilitator	Room 10	Ext: 31326

## **Teaching Staff**

Mr. Butler, Social Studies	Room 27	Ext: 31323
Mrs. Herring, Science	Room 22	Ext: 31332
Mr. Hochgesang, Business	Room 26	Ext: 31331
, Middle School	Room 35	Ext: 31314
Mr. Temme, Math	Room 21	Ext: 31324
Mrs. Williams, Language Arts	Room 23	Ext: 31325

## **At-Risk Paraprofessional Staff**

Mr. Alexander, Special Education	Room 22	Ext: 31332
Mrs. Eramo, Virtual Paraprofessional	Room 32	Ext: 31307
Mr. Lawson, High School Virtual/ Day Reporting	Room 13	Ext: 31329
Mrs. Reeve, Special Education	Room 25	Ext: 31327
Mr. Taflinger, English/ PE	Room 23	Ext: 31325
Ms. Williams, Middle School Virtual/ Day Reporting	Room 33	Ext: 31306

## **Support Staff**

Mrs. Dorneman, School Social Worker	Room 34	Ext: 31310
Ms. Harden, Food Service	Cafeteria	Ext: 31330
Mrs. King, School Nurse	Room 12	Ext: 31311
Mr. Wainscott, Custodian	Cust Office	Ext: 31312
Mrs. Wright, School Social Worker	Room 15	Ext: 31309

## **Resource Officer**

	Room 36	Ext: 31322
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# McKinley Alternative School Parent-Student Handbook Signature Page



STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

I have read and understand the STUDENT/PARENT HANDBOOK for McKinley School. I do understand this is a supplementary to the Kokomo Center Township Corporation Guide to Policies and Procedures and Information Guide.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**This page is to be turned in to the student's homeroom teacher. Returning this page signed will result in +50 points.**

