

Kokomo School Corporation



Kokomo Virtual Academy Handbook 2026-2027

KOKOMO VIRTUAL ACADEMY HANDBOOK

The Kokomo Virtual Academy, (KVA), is a full-time virtual high school for students in grades 9-12. The curriculum for this program can be accessed synchronously or asynchronously. Teachers in the Kokomo Virtual Academy provide most instruction through hybrid classrooms. Virtual classrooms are equipped with advanced camera systems. Utilizing this technology, teachers are able to view a 55-inch mounted TV screen in the back of the classroom and observe students who have logged in to join the live-streamed class lessons. Cameras also follow the teacher, allowing virtual students to see what is taking place in the classroom. This synchronous online learning environment closely replicates an in-person classroom experience. Students can attend Kokomo Area Career Center. Students must attend in person and provide their own transportation.

Students also have an asynchronous option through our Edmentum program. Students can work individually at their own pace. Students have a full curriculum to choose from and can combine synchronous and asynchronous classes.

ENROLLMENT

Any student, in grades 9-12, in the State of Indiana may enroll in the KVA. Students can enroll online at www.kokomoschools.com.

TERMS OF THE VIRTUAL PROGRAM

The Kokomo School Corporation strongly believes in creating options for all students, which includes the Kokomo Virtual Academy. The Kokomo Virtual Academy enables students to engage in the curriculum while collaborating with their families to ensure students make academic progress.

STUDENT/PARENT SCHOOL-ISSUED DEVICE RESPONSIBILITY

All students attending KVA can elect to receive a laptop for educational use while enrolled. A device will only be issued to the enrolled student during orientation. Students are encouraged to use their own device. Students are responsible for their school-issued devices at all times. All students who utilize district-owned devices are required to adhere to the following student device guidelines.

- Keeping the device free of writing, stickers, scratches, and cracks.
- Always keeping the device with the student or in a secure location.
- Always leaving the protective case on the device.
- Keeping food and drink away from the device.
- Reporting malfunctioning, damaged, lost, or stolen devices to the principal or teacher immediately.
- 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 a **\$50.00 Repair Service Fee** for each time their student causes damage to a school-issued device (their own device or another student's device). In addition, students and their families are responsible for the entire replacement cost of the student device, charger, or protective case if lost or stolen.

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

If a student loses or damages a charger or protective case, a new charger or case must be purchased at replacement cost. Parents/Guardians will be notified by email or phone call with details of the incident and the cost of replacement. A bill will be sent from the district for the replacement cost of the charger or protective case. Once they receive the bill, parents may pay in-person at the KHS Bookstore or over the phone. Bookstore hours are 7:00 a.m. - 2:30 p.m. Monday through Friday when school is open. Parents/Guardians should call ahead if they are going to pay in-person at 765-455-8040. The bookstore will send the receipt to the IT Department.

Additional protection for repair or replacement fees for a student's device is the responsibility of the student's parent/guardian. Parents/guardians may choose to add device coverage to a homeowner's/renter's insurance policy or purchase private insurance through the district-approved third-party provider, School Device Coverage. Detailed instructions for purchasing third-party insurance can be found at www.kokomoschools.com menu and tech department.

WORK COMPLETION

Students are required to follow the teacher-identified submission process for all work completed within the KVA Program. Parents/Guardians are requested to check student academic progress regularly through PowerSchool and Edmentum. KVA administrative staff will review academic progress on a regular basis.

LEARNING SUPPORT

The Kokomo Virtual Academy teachers provide direct instruction and academic support.

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 unless prior approval has been given by the teacher, school counselor, or administrator. KVA students will follow the eLearning schedule when Kokomo School Corporation declares an eLearning day. Students should be properly dressed when participating in a live Webex. Students and any family member who may be visible on camera must be covered completely with proper attire for school.

ORIENTATION

Students and/or parents/guardians are expected to attend KVA orientation. Orientation will provide students and parents/guardians with KVA's expectations, guidelines, and protocols, including learning how to access a synchronous class, the learning management system, class resources, and parent/guardian access to monitor the student's academic progress. Students will not be issued a computer without attending orientation.

EXPECTATIONS OF CONTINUED VIRTUAL PROGRAM ENROLLMENT

Kokomo School Corporation administrative staff are 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. KVA provides students with a learning option that meets their overall wellness and learning needs. To create a successful virtual learning environment, continuous enrollment within the virtual program includes the following expectations.

ATTENDANCE

All students enrolled in KVA will follow the Kokomo School Corporation attendance policy. All students enrolled for the entire school year must attend 180 instructional days each school year unless the parent/guardian has communicated the student's absence from school.

Proof of participation in online learning opportunities will be reviewed regularly for each student. School personnel will review a student's time spent on online learning opportunities. Students in a KVA synchronous learning experience should log in, on time, for their synchronous classes. Students who are not logged in at their scheduled times will not be counted as present unless an alternative time schedule has been approved by the teacher, school counselor, or school administrator. Students with classes in Edmentum must spend two (2) hours per day working to be counted as present.

EXCUSED ABSENCE

The first ten (10) absences must be covered by parent/guardian notification to school staff, 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.

The following absences are excused and do not count toward the five (5) day limit:

- Service as a page in the Indiana Legislature
- Service as a poll worker on Election Day or helper to a political party or candidate
- Active duty with the Indiana National Guard, for at least fifteen (15) days in a school year
- Participation in the Civil Air Patrol
- Participation or exhibition in the Indiana State Fair (student or member of the student's household - a maximum of five (5) days and if the student is in good academic standing)
- Court appearance with a subpoena
- Personal illness with a note from a doctor
- Personal illness with a note from a parent/guardian
- Death in the immediate family
- Absence due to a medical or dental appointment (with doctor's office documentation)
- School-sponsored field trip (students will be considered in attendance at school)
- Participation or observance of religious holidays, practices, or events that are significant to a student's faith
- Approval from principal

Unexcused Absence

All absences not designated as excused shall be considered as unexcused absences. All unexcused absences will count toward the five (5) day limit. If a student accumulates five (5) unexcused absences

from school during a semester, the student and a parent/guardian will be referred to the principal, or designee, for appropriate action. Absences due to disciplinary suspension will not count toward the five (5) day limit.

If a student violates the attendance or other rules of the school, the student should be disciplined appropriately for the misconduct, but grades should be based upon what the student can demonstrate what the student has learned.

Testing Attendance

Kokomo School Corporation must follow the rules and regulations for State of Indiana testing set by the Indiana Department of Education (IDOE). According to the IDOE, all students are required to participate in state testing. Being part of KVA means that some travel for testing locations may be required. Specific testing dates and locations will be published no later than two (2) weeks before the testing window.

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, students refusing to attend assigned state testing days or any scheduled makeup testing session will be reported as an unexcused absence and subject to Habitual Truancy Laws.

COMMENCEMENT

Commencement exercises will include those students who have successfully completed the requirements for graduation as certified by the KVA principal. Students within one (1) credit of meeting graduation requirements may participate in commencement exercises with administrator approval. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the graduation ceremony when personal conduct so warrants. Students who have been expelled or are under the parameters of a waiver to expulsion may be denied the opportunity to participate in commencement ceremonies.

EXTRACURRICULAR ACTIVITIES

KVA is a separate school from Kokomo High School, and does not have any extracurricular activities.

DISCIPLINE

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, disability, and/or economic status. Any student or staff member who engages in inappropriate conduct, including, but not limited to, inappropriate speech, either verbal or written, will be subject to disciplinary action. Students can be removed from the class subject to suspension and expulsion. 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.

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 20-33-8-8, administrators and staff members may take the following actions:

- **Removal from Class or Activity – Teacher**

- A. A high school teacher may remove a student from the teacher's class or activity for a period of up to five (5) school days [not to exceed 5 days] if the student is assigned regular or additional work to be completed in another school setting.
- B. If a teacher removes a student from class under section A above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parent/guardian to determine an appropriate behavior plan for the student. If the parent/guardian does not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
- C. Subject to limitations applicable to students governed by special education requirements under federal law, a student may be removed from a class under the supervision of an individual (and not returned to that class pending a parent/guardian conference and development of a behavior plan) when the student is an imminent threat to the health or safety of the supervising staff member or other individuals in the supervised class.

- **Suspension from School – Principal**

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

- **Expulsion**

A student may be expelled from virtual classes 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'S FOR SUSPENSION OR EXPULSION

- **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 vice principal. The written authorization must be filed annually. The written authorization must be completed by a physician and must include the following information:

- 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 completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment or of violating a school rule and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including but not limited to cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video, or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated, and students should be aware that any image suspected of violating 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, that 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 and/or using a wireless electronic device which is portable and is capable of providing voice messaging or other data communications between two or more persons, including cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices, in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene.
- A. This rule is not violated when the student has: a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) used a wireless device in an emergency or to manage the student's health care; c) used a wireless device as part of the students' Individual Education Plan (IEP) or 504 Plan.
 - B. In addition to being disciplined, students who use the wireless electronic device in a manner which violates 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.
- **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.
5. 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 alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incident before the end of the next school day. The school shall investigate the reported bullying incident before the end of the next school day of the reported incident.
6. The school shall report to the alleged perpetrator and the targeted student(s) on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.
7. The parents/guardians of the alleged perpetrator and the targeted student(s) shall be notified of the conclusions of the reported bullying investigations before the end of the next school day after the conclusions of the investigations.
8. 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 behavior in question 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.
9. 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.
10. A violation of this rule prohibiting bullying may result in appropriate disciplinary action or sanction, including suspension and/or expulsion.
11. 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.
12. 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.

13. Educational outreach and training will be provided to school personnel, parents/guardians, and students concerning identification, prevention, and intervention in bullying. Parents/Guardians will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.
14. 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.
15. 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.

Legal Reference: I.C. 20-33-8-0.2, I.C. 20-33-8-13.5

- **Possessing a Firearm or a Destructive Device**

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
2. The following devices are considered firearms 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.
3. For purposes of this rule, a destructive device is:
 - A. 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
 - B. 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
 - C. a combination of parts designed or intended for use in the conversion of a device into a destructive device.
4. 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.
5. The penalty for possession of a firearm or a destructive device: suspension of up to ten (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.
6. The superintendent or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

- **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 a ten (10) day 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.

- **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 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.

- **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:

- A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 1. a written or oral statement of the charges against the student
 2. if the student denies the charges, a summary of the evidence against the student, and
 3. an opportunity to explain his/her conduct.
- The meeting shall precede the suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will be held as soon as reasonably possible following the date of the suspension.
- 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.
- During the suspension, the student is required to complete all schoolwork assigned during the suspension. The principal or designee will ensure the student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has any questions about the assignments. For any assignments and/or schoolwork completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.

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:

- The superintendent or designee may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 1. legal counsel
 2. 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.
- An expulsion will not take place until the student and the student's parent/guardian are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
- The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or electronically, and contains the reasons for the expulsion and the procedure for requesting the meeting.
- 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.
- 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

CURRICULUM / DIPLOMAS

CURRICULUM FOR KOKOMO VIRTUAL ACADEMY INDIANA CORE 40 DIPLOMA Classes of 2027 and 2028		
English/Language Arts	8 Credits	Includes a balance of literature, composition, and speech
Mathematics	6 Credits	Algebra I, Geometry, Algebra II (Analytical Algebra II) OR Integrated I, Integrated II, Integrated III, AND ensure students complete six credits in grades 9-12*
Science	6 Credits	2 credits Biology, 2 credits Chemistry, Physics, or Integrated Chemistry-Physics, 2 credits any Core 40 Science course
Social Studies	6 Credits	2 credits US History, 1 credit US Government, 1 credit Economics, 2 credits World History/Civilization or Geography/History of the World
Directed Electives	5 Credits	World Languages, Fine Arts, Career and Technical Education
Physical Education	2 Credits	1 credit PE I, 1 credit PE II
Health and Wellness	1 Credit	Students may earn health and wellness credit from the health education area of study or alternative options

Electives	6 Credits	All students are strongly encouraged to complete a College and Career pathway by selecting electives in a deliberate manner
TOTAL	40 Credits	
*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
- Earn Core 40 Math credits: 2 additional
- Earn Core 40 World Language credits: 6 credits in one language or 4 credits each in two languages
- Earn Core 40 Fine Arts credits: 2 credits
- Earn a grade of “C” or better in courses that ~~will~~ count toward the diploma
- Have a cumulative GPA of 3.0 (“B”) or better
- Complete one of the following:
 - Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - Earn 6 verifiable transcripted college credits in dual credit courses from the approved credit list
 - Earn two of the following:
 - A minimum of 3 verifiable, transcript 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 taking corresponding IB exams
- Earn a composite score of 1250 or higher on the SAT and a minimum score of 560 on math and 590 on the evidence-based reading and writing section
- Earn an ACT composite score of 26 or higher and complete the written section
- Earn 4 credits in IB courses and take corresponding IB exams

Students must satisfy at least one (1) option from each of the three (3) boxes in order to graduate.

GRADUATION REQUIREMENTS	GRADUATION PATHWAY OPTIONS
1) High School Diploma (Students must complete the course requirements of <u>one</u> of the following.)	• Core 40 designation; OR • Academic Honors designation; OR • Technical Honors designation; OR • General designation.
2) Employability Skills (Students must complete <u>at least one</u> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> of the following: • Project-Based Learning Experience; OR • Service-Based Learning Experience; OR • Work-Based Learning Experience.
3) Postsecondary-Ready Competency (Students must complete <u>at least one</u> of the following.)	• Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors Diploma; OR • ACT: College-ready benchmark; OR • SAT: College-ready benchmark; OR • ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military, and complete IDOE Military Intent to Enlist Form; OR • State- and Industry-Recognized Credential or Certification; OR • Federally Recognized Apprenticeship; OR • Career-Technical Education Concentrator: Must earn a “C” average; in outlined sequence of courses; OR • AP/IB/Dual Credit/Cambridge International Courses or CLEP Exams: Must earn a “C” <u>average</u> or higher in at least three courses; OR • Locally Created Pathway that meets the framework from and earns the approval of the State Board of Education.

High Ability Options

These options provide students the opportunity to extend their academic preparation with challenging honors courses, including:

Grade 9: English 9 Honors; Geometry Honors; Biology 1 Honors; World History Honors; IB Middle Years Program Courses

Grades 10-12: English 10 Honors; Algebra 2 Honors; IB Middle Years Program Courses

The Advanced Placement (AP) Program

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

Advanced Placement and International Baccalaureate Diploma Programme Weighted Grade Policy

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

Graduation with Less Than a Core 40 Diploma

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

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

Indiana High School Diploma Requirements (Classes of 2029 and beyond)

Students in pursuit of an Indiana High School diploma must complete all three (3) of the components listed below. Students wishing to earn honors or honors plus seals can do so by completing additional requirements as follows:

Component 1: Diploma (Must complete all 42 credits)

Subject	Credits	Courses
English	8 credits	• English 9 or English 9 Honors (2 credits) • Communications-focused course (1 credit) • Additional English courses (5 credits)
Math	7 credits	• Algebra 1 (2 credits) • Personal Finance (1 credit) • Additional Math courses (4 credits)
Science	7 credits	• Biology (2 credits) • Computing Foundations (1 credit) • Additional Science courses (2 credits) • STEM-focused courses (2 credits)
Social Studies	5 credits	• World Perspectives course (2 credits) • US History (2 credits) • US Government (1 credit)
PE Health	2 credits	• Physical Education or alternative PE (1 credit)

		Health & Wellness (1 credit)
College & Careers	1 credit	Preparing for College and Careers (1 credit)
Electives	12 credits	Any courses you choose
Total	42 credits	

Component 2: Employability Skills (must complete one)

- Project-Based Learning (examples: MYP personal project, extended essay, some CTE courses)
- Service-Based Learning (examples: participation in one season of a club or sport, unpaid volunteer experience)
- Work-Based Learning (examples: internship, community service, capstone course)
- Completion of honors or honors plus seal

Component 3: Postsecondary-Readiness Competencies (must complete one)

- ACT Score (English 18 or Reading 22 AND Math 22 or Science 23)
- SAT Score (480 in English and 530 in Math)
- ASVAB Score of 31 or higher and completion of military intent form
- CTE Concentrator (earn “C” average in designated program of study)
- AP/IB/DC (earn “C” average in at least three (3) courses - at least one (1) in English, Math, Science, Social Studies)
- Locally created pathway (fine arts, employability, or English as a new language)
- Completion of honors or honors plus seal

Students wishing to obtain an **Honors Seal** must complete all of the Indiana High School diploma requirements listed in the Indiana Base Diploma plus one (1) of the following:

Enrollment Honors Seal	Employment Honors Seal	Enlistment & Service Honors Seal
4 World Language credits 1 additional Social Studies credit (for a total of 6) 8 Math credits (Alg. 1, Geom, Alg. 2, Adv Math) 6 Science credits must include Bio, Chemistry, and Physics or Adv Lab class - C- or higher in all courses - Cumulative GPA of 3.0 or higher - Complete ONE of the following: 4 credits in AP/IB courses and take exams	- Complete ONE of the following: 3 courses in CTE pathway - Locally created pathway 150 hours of work-based learning - Demonstrate skills in communication, collaboration, and work ethic - Meet attendance goal	- Complete Intro to Public Service course - Score at least 31 on the ASVAB - Complete career exploration experience - Demonstrate skills in communication, collaboration, and work ethic through external verification with current military personnel, veterans, or other public safety professionals - Meet attendance goal

○ Earn 6 college credits ○ SAT score of 1250 or higher ○ ACT score of 26 or higher ○ Earn TWO of the following: 3 college credits, 2 credits in AP courses and take exams, 2 credits in IB courses and take exams		
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Students wishing to obtain an **Honors Plus Seal** must complete all of the Indiana High School diploma requirements listed in component one and, the coordinating honors seal information listed above, plus one of the following:

Enrollment Honors Plus Seal	Employment Honors Plus Seal	Enlistment & Service Honors Plus Seal
• Earn ONE of the following: ○ Associate degree ○ Technical Certificate ○ Indiana College Core ○ IB Diploma ○ AP Scholar with Distinction • Complete 75 hours of work-based learning • Demonstrate skills in communication, collaboration, and work ethic	• Complete additional work-based learning for a total of 650 hours • Demonstrate skills in communication, collaboration, and work ethic • Eligible Credential of Value	• Complete ONE of the following: ○ ASVAB score of 50 or higher ○ Enrollment in ROTC at the collegiate level ○ Acceptance into service academy • Complete ONE of the following: ○ Complete 100 hours of public service ○ Hold a leadership role in a co/extracurricular activity ○ Complete two seasons of a team-based physical sport or activity

ACADEMIC HONESTY

Cheating and plagiarism compromise the integrity and character of students and do not align with the mission and philosophy of KVA. Academic dishonesty occurs when a student engages in any behavior or uses any unauthorized device (including, but not limited to, cell phones, calculators, and other electronic devices), which gives the student an unfair advantage or represents another person's work as his/her own. Examples of these behaviors include, but are not limited to, plagiarism, talking during assessments, using cheat sheets (paper or electronic), looking at or copying another student's work, and/or relaying information to students in other classes about specific information covered in that class. Should an

incident of cheating occur, teachers will hold a conference with the student, contact the parents/guardians, and provide the student with the option to resubmit the assignment. If a second incident of cheating/plagiarism occurs, the teacher may give the student a zero for that assignment.

Procedure for Alleged Violations

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

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

ACADEMIC HONOR CODE

Two core values of the United States are the concepts of equal opportunity and fair play. In matters of law, business, and academics, no individual should be allowed an unfair advantage over another. We have an obligation to teach our citizens that the route to success is paved with self-discipline, hard work, and personal integrity. In order to fulfill that duty and reinforce the positive standards taught at home, the Kokomo Virtual Academy requires all students to adhere to the letter and spirit of its Academic Honor Code.

Responsibilities

School will:

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

Teachers will:

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

Students will:

- Submit their own work
- Ask for help when unsure about academic honesty
- Keep assignments, tests, and details of assessments to themselves
- Report any suspected Academic Honor Code violations to a staff member

Parents/Guardians will:

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

REPEATING A CLASS

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

- Credit will be awarded one time.
- The first/lower grade will be reverted to an "R" (repeated) on the transcript.

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

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

SAT® (provided by College Board)

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

GRADE CARDS

Grades for synchronous classes will be available on PowerSchool on Friday, the week following the end of each grading period. Grades rank as follows:

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

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

Grades for Edmentum courses are stored in PowerSchool in the student’s grade history.

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