

2021-2022  
Western Primary School  
Parent-Student  
Handbook



Western School Corporation  
2671 South 600 West  
Russiaville, IN 46979  
Website—[www.western.k12.in.us/wps](http://www.western.k12.in.us/wps)  
Phone—765.883.5528

**WESTERN SCHOOL CORPORATION MISSION STATEMENT**

**"To Educate and Inspire Today's Students for Tomorrow's Opportunities"**



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<b>General Contacts</b>		
<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Ext.</u></b>
Superintendent	Dr. Reckard	5100
Principal	Mrs. Moree	1030
Assistant Principal	Mrs. Morgan	1031
Secretary	Mrs. Hill	1000
Social Worker	Mrs. Leap	1040
Nurse	Mrs. Sheroan	1010
Head Cook	Mrs. King	1020
Food Service Director	Mr. Lazar	5161

**Quick Reference for Daily Procedures**

**HOURS**

Kindergarten, First & Second Grade School Hours for **Monday, Tuesday, Thursday and Friday:**

Students Arrive.....8:40 a.m.

**Tardy Bell.....8:50 a.m.- Classes Begin**

Dismissal.....3:30 p.m.

Kindergarten, First & Second Grade School Hours for **Wednesday:**

Students Arrive.....9:10 a.m.

**Tardy Bell.....9:20 a.m.- Classes Begin**

Dismissal.....3:30 p.m.

In the event that weather and/or road conditions cause a two-hour delay on any Wednesday, classes will begin at 10:50 a.m. and dismiss at 3:30 for all classes.

**ATTENDANCE**

The following information on absence is consistent with information in the handbooks for all Western Schools. A good attendance record is important not only to the student but to the school as well. Frequent absences of students from regular classroom learning experiences disrupts the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be regained entirely even by extra after-school instruction. Many students who miss school frequently, experience great difficulty in achieving the maximum benefits of schooling. These students in many circumstances are able to achieve only mediocre success in their academic program. Students with poor attendance often lose interest in school, and are commonly potential dropouts. Evidence indicates that grades and attendance are directly related.

Every effort will be made to monitor the attendance of the students and to keep parents informed of their child's attendance record for the benefit of the student and parent. **A student who is absent for six (6) days within the school year, (unless under a physician's care) is exhibiting excessive absenteeism and she/he will be monitored closely by the attendance officer and may be required to have a physician's statement for further absences. (Excerpt from Board Policy)**

**A parent may call in 6 times to excuse their child from school without documentation. Additional absences after 6 will require documentation in order to be excused. Students who are absent beyond 6 days are exhibiting excessive absenteeism. Parents will receive a letter from the school after the 6<sup>th</sup> absence to notify them of the need for documentation for additional absences.**

**Attendance shall be required of all Corporation students, except those exempted or by provisions of State law, during the days and hours that the school is in session.**

**Parents will receive documentation upon the 5th unexcused absence and may be required to attend a conference with the School Counselor, Principal, and/or enter an attendance contract upon additional unexcused absences. Students who accumulate 10 or more unexcused absences will be subject to the actions outlined in "School Response" chart below. Transfer students may have their transfer status revoked due to excessive absences.**

Number of Unexcused Absences	School Response
5 Unexcused Absences	<ul style="list-style-type: none"> <li>● Notify the student's parent/guardian in writing that on the 10<sup>th</sup> unexcused absence, a referral will be made to Child Protective Services and/or Probation.</li> </ul>
10 Unexcused Absences	<ul style="list-style-type: none"> <li>● Notify the student's parent/guardian in writing that the following will occur in addition to normal school procedures.                             <ul style="list-style-type: none"> <li>○ A probable cause affidavit for habitual truancy will be completed and submitted</li> </ul> </li> </ul>

	<p>to Juvenile Probation and/or the Department of Child Services</p> <ul style="list-style-type: none"> <li>● Update the student's information in the Quest Case Management System</li> </ul>
15 Unexcused Absences	<ul style="list-style-type: none"> <li>● Notify the student's parent/guardian in writing that the following will occur in addition to normal school procedures. <ul style="list-style-type: none"> <li>○ Referral to Juvenile Probation and/or the Department of Child Services; Juvenile Probation and/or the Department of Child Services will then forward the case to the Prosecutor's Office to determine if the case will be sent to the Juvenile Referee or Superior Court III for charges against the student or student's parent/guardian.</li> </ul> </li> <li>● Update the student's information in the Quest Case Management System</li> </ul>

**TRANSPORTATION**

Students must have a signed written note from their parents to ride a different bus. This note must be shown to the homeroom teacher. A change in transportation note will be given to the driver. If a note is not sent to the teacher the student will be sent to their normal take home address.

**\*\*TRANSPORTATION CHANGES must be called in to the office by 3:00 p.m. Any call after 3:00 p.m. to make a change in transportation will not be honored and the student's regular method of transportation will be followed.**

**ABSENCES**

**\*ADMIT TO SCHOOL AFTER ABSENCE**

A parent note is required for each absence. If a student fails to bring a note, the teacher will notify the office. Absences will be considered unexcused until a parent note is provided or a phone call is received from the parent explaining the absence. If a student is absent five or more consecutive days, a doctor's excuse must be brought upon return.

#### \*ABSENCE DETERMINATION

A student missing 1 1/2 hours of school will be recorded as a half-day of absence, five or more hours constitute a full day absence.

#### \*ABSENCE - UNEXCUSED

All other cases of absence will be considered unexcused. This includes instances where students stay home to work, habitually miss the bus, or go on vacations. In cases of unexcused absences, for example family vacations during days in which school is in session, students will not have the opportunity to receive credit for daily work missed and will receive no credit for that day's assignments. However, students are encouraged to do the work missed so they will not have a gap in their learning.

Trips – Prior notification and approval. Prior to a family trip the student's parent must notify the administration for approval about the upcoming trip at least one (1) week in advance. Students are to make PRIOR arrangements with individual teachers concerning the completion of any missed assignments due to a trip. Assignments during **Unapproved Trips**, may be made up under the following conditions: **(1) Only major assignments and not daily work may be made up. (2) All work that is to be made up must be done prior to the trip.** NOTE: Since the school calendar includes considerable vacation time, the school discourages any additional vacation days. **Policy Statement: No absence will be approved which will cause the student to violate the attendance policy. Credit may be given for tests, or quizzes missed during day/days in question.**

#### \* ABSENCES - UNEXCUSED FOR DISCIPLINARY REASONS

Any assignment that is missed on the day/days a student is removed from school or classes will receive ½ **credit for daily work** (due no later than when the student returns). **Missed tests, quizzes, and major assignments** are due or taken on the day the student returns for **full credit**.

#### \*ABSENCES - EXCESSIVE

There is a difference between not feeling well and being too sick to attend school. Children with temperatures above the normal range should be kept home and will be sent home if they are ill and have such a temperature while at school. When, in the opinion of the principal, attendance is becoming a problem, the following will occur: 1) a doctor's excuse required, 2) un-excusing the absence, 3) parent and student attendance court, 4) attendance contract, 5) referral to Child Protective Services or 6) referral to Howard County Prosecutor. Under normal conditions this process will begin when a student has missed 10 unexcused absences and not under a doctor's care.

#### **AFTER SCHOOL FUNCTIONS**

Students staying for after-school functions must have transportation home at the time specified by the adult in charge. Boys or girls staying after school for weekly meetings will be required to bring one note only at the beginning of the year. Children in grades K – 2 attending evening school activities should be accompanied by parents. Students attending skating parties must be accompanied by a responsible adult, at least of driving age, for the entire evening.

#### **ARRIVAL/TARDINESS**

All students arriving by bus are to enter through the bus-unloading doors. Students are to be dropped off by parents at the main entrance. **When bringing or picking up a student, PLEASE DO NOT DRIVE AROUND THE SCHOOL.** This is a student play and bus unloading area.

Students arriving at school after 8:50 a.m. must pick up an ADMIT SLIP from the front desk before they will be admitted to class and will be considered tardy unless they have received permission from the front desk. A record of tardiness will be kept in the office and will be recorded on report cards. The first unexcused tardy will not require a penalty. Subsequent unexcused tardiness will require the time to be made up during recess. It is always better for a student to be tardy than to be absent all day. If your family oversleeps, please bring your child to school as early as possible. **Students with unexcused tardies will not be eligible for perfect attendance awards.**

Students shall not arrive at school prior to 8:30 a.m., unless their mother or father is employed by the school corporation and provides supervision until the first bus arrives.

Students arriving at school late due to medical or dental appointments, family emergencies, etc. are to sign in at the front desk and will receive an ADMIT SLIP. Parents are asked to bring their child to the front desk with a note signed by their doctor, dentist, or parent.

#### **ASBESTOS NOTIFICATION**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) required the inspection of all buildings in the school district for asbestos. The District has complied with this act. A management plan documenting these inspections is on file for public review. Upon request you may view the plan, which is located at the assistant superintendent's office, as well as at each principal's office in all buildings.

Western School Corporation annually notifies all parents, teachers, and other employees by posting this notice. The asbestos identified in our management plan will be checked every 6-months by our trained staff to scrutinize any changes in the material, which could cause a health hazard. Additionally, in compliance with EPA guidelines, Western School Corporation will have an asbestos inspection every three years by a licensed asbestos company. Any questions regarding our district's Asbestos Management Plan should be directed to our Assistant Superintendent's Office at 765-883-1455.

**ASSEMBLIES AND AUDITORIUM USE**

School assemblies will be held at various times throughout the school year. It is expected that when students are in attendance they will display proper behavior. There is to be no gum, food or drinks in the auditorium. Feet should remain on the floor and not on the seats.

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10 Unexcused Absences	<ul style="list-style-type: none"> <li>● Notify the student’s parent/guardian in writing that the following will occur in addition to normal school procedures. <ul style="list-style-type: none"> <li>○ A probable cause affidavit for habitual truancy will be completed and submitted to Juvenile Probation and/or the Department of Child Services</li> </ul> </li> <li>● Update the student’s information in the Quest Case Management System</li> </ul>
15 Unexcused Absences	<ul style="list-style-type: none"> <li>● Notify the student’s parent/guardian in writing that the following will occur in addition to normal school procedures. <ul style="list-style-type: none"> <li>○ Referral to Juvenile Probation and/or the Department of Child Services; Juvenile Probation and/or the Department of Child Services will then forward the case to the Prosecutor’s Office to determine if the case will be sent to the Juvenile Referee or Superior Court III for charges against the student or student’s parent/guardian.</li> </ul> </li> <li>● Update the student’s information in the Quest Case Management System</li> </ul>

The following are considered valid reasons for school absence. Missed assignments can be made up and full credit received.

1. illness of the student
2. death in the immediate family
3. court appointment (where the student is on trial or required as a witness)
4. quarantine
5. exclusion because of exposure of communicable disease
6. required religious observance
7. special events determined to have educational value by the principal
8. serving on election day
9. serving as a State legislature page
10. certain school-sponsored activities

**Any child vomiting the morning of a school day should NOT be sent to school that day.** Children will be sent home from school after a fever of 100° or greater.

Students not in school or leaving during the day due to illness or discipline will not attend school events held after school that day.

**ATTENDANCE eLearning**

During days of eLearning a student must make contact with his/her teacher OR show an attempt at the school work in order to be counted present. Students are provided with an email address, Remind app, and/or other forms of communication of their teacher(s) for this purpose. Students who do not contact their teacher(s) on the day of eLearning OR who do not make attempts on their assignments by the morning of the next school day WILL BE MARKED ABSENT for the day of eLearning.

**BIRTHDAY PARTIES**



Class birthday treats are permitted upon **arrangement with the teacher**. Surprise parties are not permitted. Preschool children should not be brought to class parties. Balloons are greatly discouraged for classrooms and cannot be sent home on the school bus. **All food treats must be purchased. Homemade treats are not permitted. Personal Birthday Party Invitations may be passed out in class as long as each student in the room receives an invitation.**

## **BULLYING**

Western School Corporation is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school corporation works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Bullying is prohibited by Western School Corporation.

According to IC 20-33-8-0.2, "Bullying" means overt, unwanted, repeated acts or gestures, include verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other 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:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. 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.

The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

1. Participating in religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
5. Participating in an activity undertaken at the prior written direction of the student's parent.
6. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Bullying can occur anywhere (in-school or outside of school) and at any time; both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

- Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
- Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
- Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones)
- Parents or students who suspect repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying. Parents of both the targeted student and the bully will be contacted by school personnel within 2-3 school days from when the report was provided to administration. If determined that reporting the bullying incident to law enforcement is necessary, this will be done simultaneously with the contacting of parents.
- Anonymous reporting of bullying can be made to Western Safe School Tip Line by calling: (765)883-5576 or (765)883-5541 and dial extension 8477 (TIPS).

- Appropriate staff members will meet with the children involved to learn about the bullying that has been taking place. They will then develop a plan to keep students safe and make teachers aware in order for them to be watchful of any future bullying. Counseling, corrective discipline, and/or referral to law enforcement will be used to attempt 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 violation.
- Educational outreach and training will be provided to school personnel, parents, and students, concerning the identification, prevention, and intervention in bullying.
- Consequences for bullying and false reporting of bullying will be handled on a case-by-case basis. Discipline could include a behavior contract, lunch detention, after-school detention, alternative classroom setting, out-of-school suspension, loss of social privileges, recommendation for expulsion, and/or referral to law enforcement.

The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
- Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying is also prohibited through the use of electronic communication devices or any other interactive or digital technology such as cell phones, computers, iPads, or the Internet. It includes, but is not limited to: email, instant messaging, text messages, and internet postings, whether on a webpage, blog, or otherwise.

All complaints of bullying will be investigated promptly in accordance with the following procedure:

**Step I.** Any complaints, allegations or rumors of bullying may be presented to the building principal or assistant principal or to the Superintendent. Students also may report their concerns to teachers or counselors, who will be responsible for notifying the appropriate administrator or Board official on the same day that the teacher or counselor receives the complaint or, if the teacher or counselor receives the complaint after the end of the instructional day, no later than the next instructional day. This report may be made anonymously. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Complaints submitted anonymously also shall be investigated. All such information will be reduced to writing and will include the specific nature of the offense, corresponding dates, location of the offense, the identity of the reported bully, and the identity of any witnesses. If the person filing the complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators. If a student refuses to complete the written complaint form or sign a complaint, the staff member taking the complaint will complete the written complaint using the information the student has provided verbally.

**Step II.** The administrator/Board official receiving the complaint shall promptly investigate. Parents of the targeted student and the reported bully will be notified of the nature of any complaint involving their child within one (1) instructional day of the administrator's or Board official's receipt of the complaint. The administrator/Board official will arrange such meetings as may be necessary with the targeted student and reported bully within two (2) instructional days after receipt of the complaint. The targeted student and reported bully will have an opportunity to submit evidence and a list of witnesses, if not already included in the complaint, at those meetings. The entire investigation, including interviews of the targeted student, the reported bully, and all witnesses, shall be completed within five (5) instructional days after receipt of the information or complaint. All findings related to the complaint will be reduced to writing, including any discipline to be imposed or other remedial action to be taken. The written findings must be reduced to writing within seven (7) instructional days after receipt of the complaint.

Consequences for the bully may range from positive behavioral interventions to expulsion. Consequences will depend on the severity of the offense and consider the developmental ages of the targeted student and the bully, the bully's disciplinary history, and any other relevant factors. Remedial action may include but is not limited to counseling for the targeted student and/or the bully, training of the bully and/or school staff, assignment of a contact person who will provide support to the targeted student, academic assistance or support for the targeted student such as tutoring, an opportunity

to retake tests, or additional time to complete classwork, the development of a behavioral intervention plan for the bully, and a change of placement, as appropriate for the targeted student and/or the bully. No change of placement will be imposed on the targeted student unless that remedy has been requested by the targeted student. The development of a behavioral intervention plan and any consideration of a change of placement for a student who has been identified as a student with a disability protected by Section 504 of the Rehabilitation Act of 1973 (Section 504) or the Individuals with Disabilities Education Act (IDEA) will be made by the student's Section 504 or IEP Team, respectively. In all cases where counseling is deemed appropriate for the targeted student to remediate past harassment, arrangements will be made with an appropriately qualified provider of such services to provide the counseling.

The administrator/Board official conducting the investigation shall notify the complainant, targeted student, reported bully, and the parents of the targeted student and reported bully in writing of a summary of the investigation findings upon conclusion of the investigation and, if the investigator finds that bullying has occurred, an explanation of what remedial action will be taken, including the decision to impose discipline on the bully. When permitted by law, the disciplinary action taken against a student found to have engaged in bullying will be reported to the parents of the targeted student. The written summary of the investigation must be provided to the complainant, targeted student, reported bully and the parents of the targeted student and reported bully on the same day that the written findings are reduced to writing if possible but no later than the next instructional day.

A copy of the written notification, including notes detailing the date and circumstances of notification, together with any other documentation related to the incident, including the written findings, any disciplinary action, and any other remedial action taken or recommended, shall be forwarded to the Superintendent or to the School Board, if the investigator is a Board official.

**Step III.** If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within five (5) instructional days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within five (5) instructional days after receipt of the appeal. Step III is inapplicable in cases where the investigator is a Board official. In such cases, the complainant may proceed directly to Step IV to appeal the decision

**Step IV.** If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within five (5) instructional days after receipt of the Step III decision or within five (5) instructional days after receipt of the Board official's decision when Step III is inapplicable. The Board shall, within twenty (20) instructional days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) instructional days following completion of the hearing.

## **BUSES**

Bus transportation is provided for each student living in Western School Corporation. Students are to conduct themselves properly at all times while waiting for the bus and while aboard the bus. Any student who becomes a discipline problem or jeopardizes the safety of others may be assigned a permanent seat by the driver, sent to the principal for discipline or have the bus riding privilege withdrawn by the administration.

Students or parents will be held financially responsible for any vandalism to buses and, in addition, the riding privilege may be withdrawn. Inappropriate behavior will be reported to the principal for disciplinary action. Students are to go directly into the building upon arrival.

Students must have a signed written note from their parents to ride a different bus. This note must be shown to the homeroom teacher. A change in transportation note will be given to the driver. If a note is not sent to the teacher the student will be sent to their normal take home address.

**\*\*TRANSPORTATION CHANGES must be called in to the office by 3:00 p.m. Any call after 3:00 p.m. to make a change in transportation will not be honored and the student's regular method of transportation will be followed.**

Students are to be at their morning pick up before the bus arrives. It is not possible to pick up in front of every home, therefore neighborhood bus stops will be established early in the year. The following are bus safety and/or conduct rules:

1. Upon entering the bus, proceed to a seat and be seated. Remain seated during the bus ride. Pencils and/or sharp objects should be contained in book bag.
2. Yelling or screaming is not allowed.
3. Obscene language, fighting, tripping, picking on someone, or any disruptive behavior will not be permitted.
4. Windows or doors are not to be opened or closed except with permission of the driver.
5. No student shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver. Students need to remain seated until driver has come to a complete stop.
6. Stay out of the DANGER ZONE—the danger zone is 10 feet all the way around the bus.
7. Animals or insects of any kind are prohibited on the school bus.
8. Helium and other types of balloons are not permitted on the bus.

\*\*It should be noted that most buses are now equipped with video cameras to monitor behavior.

### **CELLULAR PHONES, SMARTWATCHES AND HEADPHONES**

These items create a huge disruption to the learning environment and are not to be out at any time during class or in the lunchroom, and are to be kept in the student's cubby during the school day. **If a student is using an electronic device during class time and refuses to give it to the teacher, the student will automatically receive ACS.**

Furthermore, unsolicited pictures or videos of other students or school personnel are not permitted and will be subject to disciplinary action, for example, recording a fight. Taking pictures or video in a restroom or locker room is strictly prohibited and disciplinary action will be taken.

Headphones (including AirPods and earbuds) are not to be worn in the cafeteria or hallways at any time during the school day.

#### **Consequences for cell phones/headphones**

**1st and 2nd offense** – Contraband will be confiscated and given to the front office to be held until the end of the school day.

**3rd** and subsequent offenses will result in disciplinary action in addition to the confiscation. (phones/smartwatches/headphones may be held for parent pick-up.)

### **CLOSINGS AND LATE STARTS**

It is the policy of the Board to keep the schools in operation except when the Superintendent has determined that conditions are such as to unduly endanger students. If Western Schools are to be closed or are to start late, an announcement will be made over radio stations WWKI-100.5 FM, WIOU-1350 AM, WSHW-99.7 FM, or WZWZ-92.5 FM, watch WRTV 6, WISH 8, WTHR 13 television stations, or check Western's website, [www.western.k12.in.us](http://www.western.k12.in.us) for closing or delay information beginning as close to 6:00 a.m. as possible.

Western Schools also utilize an automated telephone service to call parents in the event of delays, closings and early dismissals. Be sure your contact numbers are up to date. If it should become necessary to close the schools during the day, some students might not find anyone home and might be unable to get into the house which would be frightening for younger children. Please tell your children what to do in such a situation; we would suggest making arrangements with at least two neighbors to provide shelter for your child if needed. Do not wait until it snows before you make plans for early dismissal. Please listen to the stations and do not call the school.

There is no 30 minute delayed start when a 2 hour delay is called on a Wednesday. Start time on a Wednesday 2 hour delay is 11:00 a.m.

### **COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Any removal will be only for the contagious period of the disease.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

### **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY**

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

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

#### **Definitions**

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

#### **Procedures for Reporting and Investigating Suspected Criminal Gang Activity**

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than 2 instructional day(s) of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than 5 instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within 10 instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on an annual basis during its scheduled Board meetings.

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

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

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

### **DANGEROUS DEVICES**

Knives, squirt guns and other squirt devices, lighters, caps, firecrackers, bullets, or cigarettes will be taken from the student and turned in at the office, where they may be claimed by a parent only.

### **DANGEROUS PRACTICES**

Pushing, biting, spitting, hitting or kicking are not permitted on the school bus, playground or in the school building.

### **DELIVERIES**

Outside deliveries should not be made to the school building. (i.e. balloons, flowers, candy, etc.) The items create distractions to the learning environment and challenges with the students transporting the items home.

## **DISCIPLINE**

Each student is responsible for his/her own behavior during the school day and on the way to and from school. Each faculty and staff person is responsible for maintaining safe and proper behavior in his/her own classroom and for helping maintain safe and proper behavior in and about the school. Students who misbehave are subject to reprimand and/or punishment, including detention, in-school suspension, out-of-school suspension, and expulsion. Whenever possible, parents will be contacted.

## **DISCIPLINARY OPTIONS**

1. **TIME OUT OPTION** – This option is provided to teachers as means for handling minor classroom discipline problems. Teachers can suspend a student to the hall for a maximum of one day at a time.
2. **CLASS DETENTION OPTION** – This is intended to be used by the building administrator as a means of providing a cooling off period for teacher and students who have experienced classroom difficulty which requires the separation of the teacher and student without removing the student from all of his/her classes. A complete discipline referral form will be kept in the student's disciplinary file. A student on a class suspension will report to the office during the class he/she is suspended from and will be supervised by the office. A student may receive a maximum of five (5) consecutive class suspension days per infraction.
3. **SATURDAY SCHOOL OPTION** –
  - a. Saturday school is an alternative form of discipline for minor infractions that traditionally would result in removal from all classes for a day or more.
  - b. Rules:
    - i. Saturday School for grades K-2 begins at 9:00 a.m. and will last until 11:00 a.m. (two hours).
    - ii. Students are to report to the Administration Building by entering Door #8 on the west side of the building before their scheduled time. The doors will be opened at 7:55 a.m. and 9:55 a.m. If a student arrives five (5) minutes late, the time will be doubled and he/she will have to make up the time after the dismissal. If a student arrives six (6) to fifteen (15) minutes late, he/she will have to serve that Saturday, plus an additional Saturday. If a student arrives more than fifteen (15) minutes late, the student will be considered absent and will be assigned a suspension unless it is verified excused absence.
    - iii. Students are to bring their assignment sheet from their teachers. Students are responsible to bring enough homework to keep busy the entire time. Homework, extra credit work, and reading (library books) are acceptable items on which to work. No MAGAZINES, GAMES, OR ELECTRONIC DEVICES (exception: assigned work on the iPad) is allowed. Work will be assigned by your teachers.
    - iv. There will be no talking, except if the student needs to ask the supervisor in charge a question.
    - v. Students are to stay in an assigned seat. If students need to leave their seat, they are to raise their hand and ask permission.
    - vi. There will be a five minute restroom break at 9:55 a.m. There is no eating or drinking pop, coffee, etc.
    - vii. Students cannot leave the building during Saturday School time.
    - viii. Students are to have NO visitors in the building during their assigned time.
    - ix. Sleeping or giving the appearance of sleeping will not be tolerated in Saturday School.
    - x. In the event bad weather causes cancellation of school on a Friday prior to Saturday School, Saturday School will be postponed to another day.
    - xi. Students will not be allowed to use the telephone or go to lockers.
    - xii. Excused absences from Saturday school include: illness, death in the family, or severe illness in the family. A parent's phone call must be made to the principal the first day the student returns to school if the Saturday school absence is to be excused and reassigned.
    - xiii. All regular school rules are in effect. The Saturday School supervisor is in charge and any refusal to comply with his instructions will result in a dismissal from Saturday school.
    - xiv. It should be clearly understood that a student faces immediate out-of-school suspension for up to ten (10) days if he/she is in violation of any of the above rules and/or the following:
      1. failure to attend or arriving over fifteen (15) minutes late
      2. misconduct
      3. failure to complete assignments
      4. dismissal from Saturday School
4. **IN-SCHOOL SUSPENSION OPTION** – In-school suspension is a full day assignment intended to isolate the student from the classroom and his peers. This option is intended to provide supervised environments for student

who needs disciplinary action requiring a high level of supervision. Only administrators can assign students to ISS and students will complete classroom assignments as provided by the teachers. Students may receive ISS for a maximum of three (3) consecutive school days per infraction.

5. **OUT-OF-SCHOOL SUSPENSION OPTION** – Out-of-school suspension shall be reserved for serious disciplinary infractions or for those students who are habitual offenders. Out-of-school suspension is a preliminary step to a recommendation for expulsion. Students may be suspended a maximum of ten (10) consecutive school days per infraction.
6. **EXPULSION OPTION** – This option will be used when other options fail or when the infraction requires severe consequences. This option will also be used for frequent or repeat offenses. A student may be expelled from school for up to one (1) full calendar year.

### **DISCIPLINE / MAJOR VIOLATIONS OF SCHOOL RULES: SUSPENSION AND EXPULSION**

The following is a list of specific acts of misconduct or conditions which may result in detention, suspension, expulsion, or arrest. This list is not all inclusive, but merely representative. These rules apply when a student:

1. on school ground immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group.
2. off school grounds at a school activity, function, or event.
3. traveling to or from school or a school activity, function, or event.

The following types of student conduct constitute grounds of expulsion or suspension subject to the procedural provisions of this chapter:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon. Note: Possession of a handgun or firearm on school property or on a school bus is a felony (as well as possession of a handgun within 1000 feet of school property); a violation of this law will be reported to law enforcement officers. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
  - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - B. Blocking the entrance 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 substantially damaging any school building or property.
  - D. I.C. 20-8.1-5.1-10 Firearms and deadly weapons. Possessing, firing, displaying, or the threatening use of firearms, explosives, or bringing other weapons on the school premises for any unlawful purpose.
    - a. A student who is identified as bringing a firearm to school or on school property; or in possession of a firearm on school property; must be expelled for a period, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
    - b. A student who is identified as bringing a deadly weapon to school or on school property; or in possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year.
    - c. The superintendent shall notify the prosecuting attorney if a student is expelled under section (1) or (2). Upon receiving notification under this subsection, the prosecuting attorney shall begin an investigation and take appropriate action.
  - E. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - F. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
  - G. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
  - H. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
  - I. Intentionally causing or attempting to cause physical injury or intentionally 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 some other person does not, however, constitute a violation of this provision.
  - J. Bullying: overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behavior committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. (Senate Enrolled Act 285, SEA 285)



- K. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. Threatening, attacking, or harming a school employee may result in a recommendation for expulsion.
- L. **Student Threats**
  - i. Threats made by students whether towards self, others or school property, can be very traumatic to students and will be taken seriously. Any student making a threat towards him/herself, other students or staff, and/or towards school property will be subject to the following protocol.
    - 1. The student will be removed from the classroom location and escorted to the office by an adult.
    - 2. The Principal, or designee, will conduct an investigation which will include interviewing the accused student, victim(s), and any witnesses.
    - 3. A threat assessment will be conducted by the Social Worker and/or the Principal to determine the validity and intent of the threat.
    - 4. Parents of the accused student, victim(s), and other students who may be involved with the threat will be contacted. Any additional needed communication will be determined based on the circumstances of the threat.
    - 5. Consequence(s) will be assigned based on the validity of the threat. These can range from:
    - 6. 1 day of ACS up to expulsion for semester or school year
      - a. Based on conditions, level of threat, intent, number of previous referrals, past behavior
      - b. Possible mandatory home safety-check of the home (with parent consent) conducted by a Liaison Officer and/or mental health screening by a licensed therapist before returning to school (if an out-of-school suspension or expulsion is assigned)
      - c. Additional meetings, conferences or counseling as needed based on circumstances of the incident
- M. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
- N. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind or transmitting drug paraphernalia. Use of a drug authorized by a medical prescription from a physician for personal use is not a violation of this subdivision. Note: Any substance represented by the provider to be any of the listed substances is a look-a-like. This includes substances in alcohol look-a-like containers and/or look-a-like drugs.
- O. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- P. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is placed under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- Q. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- R. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function.
- S. Knowingly possessing or using on school ground during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or an educational function.
- T. Insubordination. Failure to comply with the directions of a school employee. Being disrespectful in actions or conduct toward adult school personnel or being in an unauthorized area without permission or outside the building during the school day without permission.
- U. Obscenities written, spoken, worn or drawn or actions which are offensive to prevailing notions of decency.
- V. Throwing of dangerous objects including snowballs.
- W. Smoking or the use of tobacco in the school building or on the grounds while school is in session, or before or after school hours.
- X. Possession of cigarettes, or other forms of tobacco products, in the school building or on the grounds while school is in session or before or after school hours. Note: Indiana Criminal Law and Procedures 35-446-1-10.5 indicates that a person under 18 years of age who purchases or accepts tobacco for personal use

commits a class C infraction. Students violating this law will receive a citation in addition to any school discipline.

- Y. Excessive absence without being legally excused. Excessive tardiness or truancy.
- Z. Refusal to identify self or intentionally giving a false identification of self.
- AA. Intentional setting of a fire.
- BB. Turning in a false alarm.
- CC. Frequently being a disruptive person to the point of being sent to the Principal's Office.
- DD. Indecent exposure.
- EE. Forging or falsifying any school document. (This includes passes, absences notes, report cards, etc.)
- FF. Cheating on school assignments.
- GG. Unauthorized access to the computer network, tampering or destroying computer hardware or software.
- HH. IC.20-8.1-5.1-11 Expulsion – Legal Settlement A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation.

In addition to the grounds for expulsion or suspension under these guidelines, a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from application of subsection rule 6 so long as the knife is used as a part of or in accordance with the approved organized activity.

### **DISCIPLINE - STUDENT DUE PROCESS**

#### **\*I.C. 20-8.1-5.1-3 Supervision responsibilities of school corporation personnel**

1. Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a corporation.
2. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.
3. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

#### **\*I.C. 20-8.1-5.1-4 Delegation of authority – Staff member**

1. This section applies to a person who:
  - A. is a teacher or other school staff member; and
  - B. has students under the person's charge.
1. A person may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the person supervises.
2. Subject to the rules of the governing body and the administrative staff, a person may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the person or another person who is a teacher or other school staff member.

#### **\*I.C. 20-9/1-5.1-8 Grounds for suspension or expulsion**

1. The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter as stated school corporation rules:
  - A. Student misconduct
  - B. Substantial disobedience
2. The grounds for suspension or expulsion listed in subsection (a) applies when a student is:
  - A. on school grounds immediately before or during school hours, or immediately after school hours, or at any time when the school is being used by a school group.
  - B. off school grounds at a school activity, function, or event or educational function
3. The student's removal is necessary to restore order or protect persons on school property;
4. Including an unlawful activity during weekends, holidays, other school breaks, and summer school when a student may not be attending classes or other school functions.

#### **\*IC 20-33-8-18 Maximum term of suspension; procedure**

(a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter.

(b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

(1) A written or an oral statement of the charges against the student.

(2) If the student denies the charges, a summary of the evidence against the student.

(3) An opportunity for the student to explain the student's conduct.

(c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension.

(d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

(1) The student's misconduct.

(2) The action taken by the principal.

(e) If a student is suspended, the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or school work due and teacher contact information in the event the student has questions regarding the assignments or school work. A student may be allowed to make up missed tests or quizzes when the student returns to school.

#### \*1.C. 20-8.1-5.1-13 Expulsion procedures.

1. A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

A. Legal counsel

B. A member of the administrative staff if the member:

a. has not expelled the student

b. was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

2. An expulsion may take place only after the student and the student's parents are asked to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). The request to appear at an expulsion shall

A. be made by certified mail or by personal delivery

B. contain the reasons for the expulsion meeting

C. contain the date, time, place, and purpose of the meeting.

3. The person conducting an expulsion meeting:

A. shall make a written summary of the evidence heard at the expulsion meeting

B. may take action that the person finds appropriate

C. must give notice of the action taken under subdivision (2) to the student and the student's parent

1. If the student or the student's parent within ten (10) days of the receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body

A. shall hold a meeting to consider:

a. the written summary of evidence prepared under subsection (c) (1)

b. the arguments of the principal and the student or the student's parents; unless

i. the governing body has voted under subsection (f) not to hear appeals of

ii. actions taken under subsection (c)

B. may take action that the governing body finds appropriate. The decision of the governing body may be appealed only under section 15 of this chapter. See page #16 (e) and (f).

#### **DRESS CODE**

Students at Western Primary should be able to dress themselves. Even though they can dress themselves they still need a parent's help to make sure they are properly dressed for the season as well as dressed in a way that conforms to norms of good taste, decency, and proper health and safety standards. If, in our opinion, a student is not dressed appropriately and is causing a disruption to the daily operation of classes the student will be called to the Office and asked to correct the situation. Please be sure students have on properly fitting clothes that are not torn and do not display advertisements that are inappropriate for a school environment. It is very distracting to a child who has to constantly pull up loose fitting pants or adjust a shirt that is too large. Tank tops, halter tops, and midriffs or other shirts that reveal too much of the upper chest

area, are unacceptable. For safety reasons a child should come to school with shoes that cover the whole foot. **FLIP FLOPS or shoes as such may be worn to school. However, Flip Flops or shoes as such MAY NOT be worn to recess or to gym class.** Hats, jackets and book bags should be removed when the student arrives at school. Tattoos and body art should be covered with clothing as these adornments are very distracting to the children wearing them and the children around them. **Any clothing, attire, or accessory that results in disruption to the school or the learning process is not permitted.** Shorts and skirts/dresses are to be of reasonable length. As a general rule, shorts or skirts/dresses should be not shorter than fingertip length when the arm is extended to the side. All pants worn by boys or girls must be worn around the waist, even when seated or stretching.

### **EARLY PICK-UP**

A parent picking up a student early, due to medical or dental appointments, family emergencies, etc. is to send a note to the teacher that morning and is to meet the student in the front foyer at the designated time for sign out. Early pick-up will be recorded much like a tardy for missed instructional time.

### **ELECTRONICS**

Headsets, iPod, iPad, electronic games, cell phones and/or radios may be used during the bus ride to and from school per the bus driver's approval. These electronic items MAY NOT be used in school or during recess. Items must be stored in student backpacks during the school day. The school is NOT RESPONSIBLE for lost or stolen electronic items.

### **EMERGENCY DRILLS**

Fire, tornado and intruder drills are practices for emergencies we hope will never occur. The way one responds during a drill is probably the way one will respond in an actual emergency. To prevent panic and promote safety, students are to be quiet and orderly during drills and to look to the teacher for instruction. To assure that everyone's out of the building even in dense smoke, students are to hold hands during fire drills. Once outside, drop hands and stand with your class group. Teachers are to take attendance once they have reached their safe area.

Indiana Schools are required to have one fire drill per month and two tornado drills per semester. Intruder drills will be conducted on an as needed basis.

### **EMERGENCY PROCEDURES**

#### **Intruder in the Building**

1. First person to notice intruder (person with a weapon or person who is upset or acting out of control) will notify principal.
2. Principal or designees will announce over the P.A. system: "There is an intruder in the building; We are in a Level 3 lock-down situation."
- a. This message is an indication for staff to:
  1. Assess the situation and area around you
  2. All exterior doors remain locked
  3. All classes being conducted outside will be notified of where to take their students
  4. Classroom doors are to be closed and locked
  5. Students seek immediate safety in a classroom or wherever they can
  6. Blinds are pulled shut (including covering hallway door windows) and lights are turned off
  7. Teachers with cell phones and iPads should turn them to silent and keep handy as a possible way to be contacted by administration
  8. Classroom activity is to stop and students are to be informed of the threat
  9. Students and staff are to be ready to follow our "Run, Hide, Fight" ALICE philosophy

### **FIELD TRIPS**

Western Primary organizes educational field trips to enhance instructional programs. In order for a student to be included on a field trip, behavior, attendance, completed assignments, and the ability to follow school rules will be taken into consideration. The classroom teacher and principal may exclude any student from attending a field trip who is demonstrating non-compliance while at school.

In order to be a chaperone for a field trip, each individual must have a background check **2 weeks** prior to the day of volunteering. Background check forms are available in the Primary office. **Background checks must be done each school year.**

Field trip locations allowing additional visitors. (i.e. Children's Museum)

Parents joining their child, but not selected as a class chaperone:

- Parents can drive behind buses to the field trip and meet at the location.
- Parents will need to pay for their own parking and admission fees.
- Parents will accompany their child in the assigned group and will not be able to leave or take their child from his/her assigned group as the chaperone of the assigned group has been assigned the responsibility.
- At the conclusion of the field trip, the child will return to the school by riding the bus.

**A student permission form must be completed by the parent/guardian for field trip participation; otherwise, the student will be excluded from attending.**

## **FIGHTING**

Any fighting on the bus, in the school or on the playground may result in strong disciplinary action such as detention, suspension or expulsion. Parents will be notified whenever possible.

## **FOOD SERVICE DEPARTMENT**

### **General Café Information & Charging Policy**

The Western School Corporation Food Service Department utilizes a computerized point-of-sale system, **Café Enterprise**. Upon enrollment, all students are given a café account and 4-digit PIN number. Money deposited into this account can be used for the purchase of breakfast, lunch, milk and a la carte items.

#### **I. Payment Options**

The Food Service Department strongly recommends that money is pre-paid into an account prior to the point-of-sale. Depositing cash or checks during the breakfast or lunch service interrupts the flow of the line and reduces the total time students have to eat. The following payment options are available:

- a. Major credit card online at **www.myschoolbucks.com**
  - I. **NO** service fee to make payments, check available balance or monitor purchases
  - II. Easy to enroll, convenient & secure b.
- b. Check
  - I. Check must be made payable to the corresponding school.
  - II. Must have student's name & 4-digit PIN number in memo.
  - III. If more than one student is on a single check, the check must specify how much money is to be deposited into each account.
  - IV. If a check is returned due to non-sufficient funds (NSF), we will attempt to collect all money owed. In the event it cannot be collected, a third-party collection agency will be utilized.
- c. Cash
  - I. Primary & Intermediate students must turn payment in to teacher in a sealed envelope, clearly marked with name & 4-digit PIN number.
  - II. Middle & High school students must turn payment in to cafeteria in a sealed envelope, clearly marked with name & 4-digit PIN number.

#### **II. Account Balance Information**

Western School Corporation expects parents to be responsible for monitoring their student's café account and maintaining a positive balance. **Free and reduced-price meal assistance is available to all households at any time throughout the school year.** Paper meal applications can be obtained from the Director of Food Service or any school office secretary. Online meal applications can be accessed at **www.pantherfood.com**. Contact the Director of Food Service at 765-883-1462 with any questions related to free and reduced-price meals.

**Students will no longer be given written negative account balance notices.**

The Food Service Department utilizes the **Skylert** system to notify parents of low and negative account balances. Any student with a lunch account balance below \$5.00 will receive an automated phone call Tuesday through Friday.

In addition, account balance information may be obtained in the following ways:

- a. [www.myschoolbucks.com](http://www.myschoolbucks.com)
- b. Contact the food service manager at the student's school:
  - i. Primary Cafeteria - 883-1441
  - ii. Intermediate Cafeteria - 883-1442
  - iii. Middle School Cafeteria - 883-1443
  - iv. High School Cafeteria - 883-1444

### **III. CHARGING GUIDELINES**

Western School Corporation wants to ensure that all students have access to nutritious meals daily. However, we are not allowed, per USDA regulations, to incur bad debt from unpaid meal charges. For this reason, we cannot allow large debt to accumulate on students' café accounts. The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. We realize that there may be extenuating circumstances that prevent a student from having money on their account from time to time. In the event a student does not have money on account or in hand to pay for a meal, we will adhere to the following guidelines:

- A student may charge up to **\$25.00**.
- A student may **not charge** "a la carte" items, including extra main entrees, sides, beverages or snacks.
- As previously stated, the Food Service Department utilizes the Skylert system to notify parents of low and negative account balances Tuesday through Friday. Students are also verbally notified of their account balances as they come through the lunch line. The food service manager or other school personnel will coordinate additional communication with the parent(s)/guardian(s) to resolve the matter of unpaid meal charges.
- If, after breakfast and lunch meals have been charged to the \$25.00 limit and a payment has still not been received, schools will provide a courtesy Type A meal until the negative balance is paid off and the account is brought to a positive balance.
- If the account is still not paid after three weeks, the Corporation will take action to collect all balances owed by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation. Please note that any of these collection methods may incur additional charges to you.
- If food service staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals and/or receiving courtesy meals will be refused.
- If a student repeatedly comes to school with no lunch and no money, food service staff will report this to the building principal, as this may be a sign of abuse or neglect and the account will be subject to a referral made to the Department of Child Services of Howard County.

### **IV. Guests**

All guests are expected to pay for their meal at the time of purchase. Charging is not allowed.

### **V. Excess Funds/End of year Balances**

Any balance remaining from last year in a student's meal account at the end of the school year will be carried over into the next school year. In the event that a student leaves the district, any meal account that has \$5.00 or more remaining is entitled to a refund. A verbal or written refund request must be submitted to the Food Service Office within 30 days after the date the student leaves the district in order for any balance to be refunded. Please contact the Food Service Office directly by calling (765) 883-1462 or emailing [jlazar@western.k12.in.us](mailto:jlazar@western.k12.in.us).

At the end of each school year, positive account balances of graduating students will automatically be transferred to sibling accounts, as applicable, or automatically refunded if \$5.00 or more remains on their account. There is no need to contact the Food Service Office regarding graduating student account balances.

Unclaimed account balances will be transferred into the 3490/Unclaimed Balance account within our Café' Enterprise system.

**This institution is an equal opportunity provider.**

### **FUNDRAISERS**

All foods that meet the regulatory standards may be sold at fundraisers on the school campus during school hours. **No exempt fundraiser foods or beverages may be sold in competition with school meals in food service area during meal service.** The standards would not apply to items sold during non-school hours, weekends, or off-campus fundraising events.

## **GRADES**

The following scale is used in determining letter grades in first and second grade for class work. Report cards are progress reports and will show progress and/or lack of progress from grading period to grading period in academic areas.

A+ ...100

A.....93 to 99

C.....73 to 76

A-.....90 to 92

C-.....70 to 72

B+.....87 to 89

D+....67 to 69

B.....83 to 86

D.....63 to 66

B-.....80 to 82

D-.....60 to 62

C+.....77 to 79

F.....59

Cr – Low achievement but working to capability

S - Satisfactory Progress

## **GRADES / HONOR ROLL—SECOND GRADE ONLY**

Gold Honor Roll – Students with all A's including citizenship and S+ (including S in special areas) will be on the Gold Honor Roll).

Silver Honor Roll – Students with all A's and/or B's including citizenship, and S+ or S grade (including special areas) will be on the Silver Honor Roll.

## **GRADING PERIOD**

Kindergarten, 1st & 2nd Grade operates on a nine week grading period. Grade cards will be available the Wednesday following the end of a grading period. Mid-term reports will be available around the 4 1/2 to 5th week of the marking period.

## **GUM/SUCKERS**

Chewing gum is not permitted in the school, on the playground, as a class treat, or sent for a party treat. Suckers should not be sent as a treat as safety concerns exist if they are taken on the bus or in the hallways.

## **HALLS**

Running or loud talking will not be allowed in the hallways. Respect for other students working in their classrooms is expected.

## **HARASSMENT**

It is a violation of law and of school rules for a student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible.

*\* Students, Parents, and Community Members now have an easy way to convey to school authorities information they feel is important for the safety of our students and school. If you know of any unlawful or illegal activities occurring within, or on our school campus, if you are in danger or are feeling unsafe on campus, or if you are being harassed or bullied, call the Western Safe School Tip Line to report these activities anonymously. Call either 883-5576 and dial extension 8477 (TIPS) or 883-5528*

## **HEAD LICE POLICY**

If a student in the Corporation is found to have head lice, the student's parents will be contacted to have the child picked up immediately and treated for the condition. After treatment and upon returning to school, the student will be examined by the school nurse or designee, which may include the principal. The Corporation practices a policy of "no live lice" as the criterion for returning to school. The parent will be provided a notification letter (Form 8451A F2) and a treatment form that provides guidance and educational material concerning the epidemiology, treatment, and follow-up procedures for the infestation (Form 8451A F1). When the parent picks up the student, the parent will be informed that the student needs to be treated before he/she returns and the parent will need to complete Form 8451A F3 before the student is readmitted. The student will be permitted to return to school after it is confirmed the child is free of any live lice.

## **HEALTH SERVICES**

The school nurse is available on a full-time call basis to help with routine student medical concerns and emergency situations until the parents/guardians or emergency medical personnel can be contacted. Students seen in the clinic or

office will be asked to describe their symptoms. Their temperature will be taken and if no fever, vomiting, and/or other apparent symptoms of illness or injury exist, students will be returned to class. **Students sent home by the nurse are not to return to school and/or extra-curricular activities that day without permission from administration.** Students with a temperature of 100 degrees or higher and/or symptoms of acute illness or injury will be sent home after the school contacts the parent. Students are NOT to call parents to take them home without permission from a school authority.

- If a student has a fever of 100 degrees Fahrenheit or greater, and/or vomits due to an illness, the student will be sent home from school, or the student should be kept home from school if prior to school hours. Students may return to school after 24 hours have passed with a normal temperature without the use of fever-reducing medications, and/or no vomiting. The 24 hour policy is based off of the CDC (Center for Disease Control) recommendations and guidelines for schools. Parents must call in illnesses to office personnel, or a written note should be sent with student when returning to school.
- Students with specific health care needs should submit those needs in writing with proper documentation by a physician to the office
- Asthma, Severe Allergy, Seizure and Diabetes care-plan forms are available on the school corporation website homepage located in the info tab. Forms may also be obtained from the nurse/office
- Care-plan forms, medication administration forms, physician orders and permission to carry forms need to be updated every school year.

**HOMEWORK**

You can help your child learn by helping him/her with homework. Western Schools encourage parents to:

1. Show a positive interest in their children’s homework as well as their school work.
2. Cooperate with the teacher to make homework more effective.
3. Provide children with a suitable place to do homework, away from the TV or pre-school children.
4. Set a definite time each day of the week for homework and stick to it.
5. Serve as —helpers with assignments, but do not complete the assignments for the child.
6. See that assignments are completed neatly.
7. Talk to your children about their attitudes toward school work and homework.

In the interest of variety and in order to give pupils an opportunity to develop different kinds of skills, not all assignments will be written assignments. Some will require the student to read, to interview, to cut out, to collect, to study, to do research, to listen to a particular radio program or watch a special TV program. Generally we do not encourage big homework assignments on weekends; but a short weekend assignment can give parents an opportunity to help and encourage proper homework technique.

**HOURS**

Kindergarten, First & Second Grade School Hours for **Monday, Tuesday, Thursday and Friday:**

Students Arrive.....8:40 a.m.  
 Tardy Bell.....8:50 a.m.-Classes Begin  
 Dismissal.....3:30 p.m.

Kindergarten, First & Second Grade School Hours for **Wednesday:**

Students Arrive.....9:10 a.m.  
 Tardy Bell.....9:20 a.m.-Classes Begin  
 Dismissal.....3:30 p.m.

In the event that weather and/or road conditions cause a two-hour delay on any Wednesday, classes will begin at 10:50 a.m. and dismiss at 3:30 for all classes.

**IMMUNIZATION REQUIREMENTS**

No student shall be permitted to attend school for more than twenty (20) days beyond the date of enrollment without either:

- Current immunization statement on file with the school, or
- Written confirmation statement provided to the school

**INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the Corporation’s computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and



legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student handbook, and/or civil or criminal liability. **All students, grades, grades K-12, will automatically receive a computer account for internal network use and permission to use the Internet. The corporation provides parents and guardians the option of requesting, for their minor children, alternate activities that do not require direct Internet use. Parents/guardians desiring to limit Internet access for their student(s) should complete and return the Internet Non-Consent form.**

Smooth operation of the Corporation's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

1. Students are responsible for their behavior and communication on the Internet.
2. Students may only access the Internet by using their assigned Network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords.
3. Students may not intentionally seek information on, obtain copies of, or modify files, data or pass-words is prohibited. Students may not allow other users to utilize their passwords.
4. Students may not use the Internet to engage in hacking or other unlawful activities.
5. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
6. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
7. Students are expected to abide by the following generally accepted rules of network etiquette:
  - a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  - b. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members while communicating on the Internet. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - c. Never agree to get together with someone you "meet" online without prior parent approval.
  - d. Diligently delete old files on a regular basis from the personal directory to avoid excessive use of the electronic disk space
8. Use of Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's computers/network (e.g., viruses) are also prohibited.
9. Malicious use of the Corporation's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the corporation's computers/ network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited re-sources.
10. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/ or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
11. Downloading executable program files onto the Corporation's hard drives is prohibited unless approved by the Technology Director. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student may be liable for any and all repair costs to make the Network once again fully operational.
12. Students are prohibited from accessing or participating in online —chat roomsll or other forms of direct electronic communication (other than e-mail) without prior approval from a principal or the Technology Director. All such authorized communications must comply with these guidelines.
13. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Corporation reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
14. Use of the Internet and any information procured from the Internet is at the student's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be.

Students are expected to care for books and other materials as if they were their own and are responsible for materials checked out to them. Students are expected to pay the replacement cost of lost or seriously damaged books. Students losing library materials will be billed for the book. The billing statement will include the cost, shipping and handling fees for the replacement book/books. Since no charges are made of overdue materials, please consider donating the book to the Primary Library if found.

Library book check out is as follows for K—2 students:

Kindergarten—Students may get one book off the top shelf and keep the books one week. After a book is gone for two weeks a letter will be sent home with the title of the book and cost for replacing it.

First Grade—Students may get two books from easy and non-fiction shelves. Students may keep the books one week. Procedure for overdue books is the same as for Kindergarten.

Second Grade—Students may get two books from anywhere in the library. Students may keep the books for one week. Procedures are the same for overdue books as Kindergarten and first grade.

### **LOST AND FOUND**

A Lost and Found service is maintained in the office and hallway adjacent to the office. Students are urged to accept the responsibility for their school clothing, equipment, and supplies. It is advised that students not bring large sums of money or articles of great value to school. Lost articles may be claimed upon identification by their owners.

### **LUNCHROOM INFORMATION**

#### **\*Lunch Drinks**

We encourage students to drink milk with lunch. The milk coolers may not be used to store drinks other than milk.

**CARBONATED beverages and other soft drinks may not be carried to school. Federal lunch guidelines prohibit the presence of soft drinks i.e. Coke, Pepsi, Mountain Dew, etc. in the school cafeteria during breakfast and lunch times.** Students having allergies to milk and/or milk products must have a doctor's note on file with the school nurse.

#### **\*Sack Lunch**

Students who bring their lunches should not bring food that will need to be heated or refrigerated. When packing your child's sack lunch, always include the necessary utensils (spoon, fork) and condiments (ketchup, mustard, etc.) Students may bring their lunch from home however, fast food is not allowed. This program is in compliance with Indiana Dept. of Education Child Nutrition Programs and FNS instruction 765-7.

#### **\*Lunch Guests**

If guests choose to visit school and eat with a student, call the school no later than 9:30 a.m. of the day visiting to request a meal. Requesting ahead helps the kitchen prepare enough food for all. Lunch guests will eat with their child at the designated tables located in the lobby due to the capacity numbers permitted in the lunchroom.

### **LUNCHROOM RULES**

The following rules are written to help make the lunchroom a learning experience as well as to provide a wholesome atmosphere for the student's meals. Students are to line up at the serving window and receive their trays of food and one-half pint of milk and then be seated at one of the cafeteria tables. Students may talk to their neighbors in low voices and are expected to display appropriate table manners. Students are to remain seated unless permission to leave his/her seat is granted by the supervising teacher. At the end of the meal students will dispose of paper refuse, place utensils in the appropriate containers and return their tray to the dishwasher's window.

A few students may choose not to conform to acceptable behaviors. Misbehavior in the lunchroom will have consequences per the classroom teacher or principal.

Sharing of food will not be permitted. Students will be silent and orderly during dismissal back to their classrooms.

### **MAKE-UP WORK**

1. Parents are encouraged to call the office to request make-up work before 9:00 a.m. if the student expects to be absent more than one day.
2. Arrangements for making up missed assignments shall be made by the student/parents with each teacher. Credit will be given for all work made up due to an **excused absence**. The designated time limit is one (1) day for each day's absence to a maximum of five (5) days.

3. Any assignment that is missed on the day/days a student is removed from school or classes will receive ½ **credit for daily work** (due no later than when the student returns). **Missed tests, quizzes, and major assignments** are due or taken on the day the student returns for **full credit**.
4. An incomplete may be given only if a student is absent during the last of a grading period and the incomplete must be approved by the administration. All in-completes must be made up within ten (10) school days, unless extraordinary circumstances make this impossible. Upon return to school students are responsible for contacting all teachers to check on make-up work.

### **MEDICATION ADMINISTRATION POLICY**

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance the educational program. Parents/guardians should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. Herbal or natural medications and vitamins will be refused. The intent of following guidelines is to reduce the number of medications given at school, and assume safe, effective administration of medications for those students who require them. In those circumstances where a student must take medication during the school day, the following guidelines are to be observed:

- Before medication can be given at school, a parent/guardian must first fill out a Medication Authorization Form (\*\*Forms are available at the school office, nurse clinic, or the Western School Corporation home page under the "info" tab).
- Medication must be in original containers and age appropriate. All prescriptions must be labeled with student's name, physician's name, date, pharmacy name and telephone, name of medication, prescribed dosage and frequency, special handling and storage directions. At no time shall medication be administered in a dosage that exceeds that listed on prescription label or original container. Any changes in dosage must be documented by a physician's order. Parents/guardians should request pharmacist to fill 2 bottles; one for home and one for school.
- Medication WILL be refused if sent in anything other than original bottle.
- Medication may be brought to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Medication MAY NOT be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications by students whose physician has filled out a permission to carry form.
- Medication that is possessed by a school for administration during school hours or at school functions may be released to the student's parent/guardian or to an individual who is eighteen (18) years of age or older who has been designated, in writing, by the student's parent/guardian to receive the medication.
- Any unused medication unclaimed by the parent will be destroyed by the administrative personnel when a prescription is no longer to be administered or at the end of a school year.
- Students can carry non-medicated cough drops that do not have regulations from the FDA, such as Luden's brand.

### **MONEY**

Students are responsible for money brought to school and are not to bring large amounts of money.

Money sent with a young child should be in a sealed envelope labeled with student's and teacher's names. Students are not to trade or buy items from other students at school.

### **MULTIPURPOSE FACILITY / WEIGHT ROOM**

#### **Student Use**

- Students in the Multi-Purpose Facility and/or Weight Room must be supervised by their respective coaches, or weight room coordinator.
- Students are to be dressed in proper attire (shorts, T-shirts, tennis shoes – **No Spikes**).
- Students will not abuse equipment in any way. Infractions will result in suspended use of the facility for a time to be determined by the Administration.
- This is a work area! Abuse of equipment could result in injury. Students causing a disturbance will be asked to leave.
- Weight Room - Students are not to lift alone. When using free weights you must have a spotter. Replace all weights on racks and do not leave weights on the bars.
- The treadmills, bicycles, elliptical trainers, and climbers are not to be used by students until they have received proper instruction and are under the supervision of the weight room coordinator or supervisor.
- Students are not to bring students from other schools or other guests to use the facility.
- The Multi-Purpose Facility and weight room are not open for student use except for interscholastic team practice and contests or as outlined under Community Use.

- No pop, sports drinks, or food is allowed in the Multi-Purpose Facility and/or weight room at any time (water bottles only).

### **Community Use**

- All residents of the Western School District are eligible to use the facilities as scheduled below.
- The use of the track and weight room is free to all Western residents. Residents attending an aerobics class will be charged a fee to cover the cost of the instructor.
- A membership card or student ID is required to be admitted to the Multi-Purpose Facility and/or Weight Room. Membership cards are available through the office of the Assistant Superintendent.
- Members are not to bring guests in on their membership. Individuals from outside the Western School district will not be allowed to use the facilities.
- Dressing room and shower facilities will not be provided.
- There are to be no children under 6<sup>th</sup> grade in the weight room at any time.
- Middle School students are not to be in the weight room at any time unless supervised by their parent or coach.
- No pop, sports drinks, or food is allowed in the Multi-Purpose Facility and/or weight room at any time (water bottles only).
- Proper dress for the Multi-Purpose Facility and/or weight room is sweats or athletic shorts, T-shirts, tennis shoes (**No Spikes**) and work-out attire.
- Weight Room - Replace all free weights on the racks. Please do not leave free weights on the bars.
- When the treadmills, bicycles, elliptical trainers, and climbers are busy, please do not use the equipment for more than 30 minutes per person.
- Abuse of equipment or not following rules will result in the loss of privileges to use the facility.

### **NON-DISCRIMINATION STATEMENT**

It is the policy of the Western School Corporation to provide an equal opportunity for all students to learn through the curriculum offered in this Corporation regardless of race, color, creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the Corporation or social or economic background.

If any person believes that the Western School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and/or (3) Section 504 of the Rehabilitation Act of 1973, he or she may bring forward a complaint to the corporation's Civil Rights Coordinator, Randy McCracken, Western School Corporation, 2600 South Road 600 West, Russiaville, IN 46979.

**The Western School Corporation does not discriminate on the basis of religion, race, color, national origin, gender, disability or age in its programs, activities or employment.**

### **ONE TO ONE TECHNOLOGY – STUDENT AND TECHNOLOGY RESPONSIBLE USE POLICY**

Western School Corporation (WSC) believes the 1:1 technology initiative will enhance the learning for all students in grades K-12. We believe each student has the responsibility to act in a legal, courteous, efficient, and responsible manner.

All users need to understand the importance of their responsibilities and the way they conduct themselves at all times while using the technology devices WSC has provided. The following statements represent the students' agreement about the responsible use of technology that has been provided to them to support learning.

#### **I Will:**

- Bring my iPad to school fully charged each day.
- Keep private information private. (My password and identity are not to be shared).
- Notify an adult immediately if someone violates the Responsible Use Policy.
- Treat WSC technology equipment with great care.
- Follow ALL WSC policies, rules, and regulations.
- Credit my sources when using other peoples work (images, text, etc.).
- Be a good digital citizen at any time while on the internet or network.
- Use the technology provided by WSC for school use during school hours.

#### **I Will Not:**

- Read other students information included but not limited to: school work and communications.
- Create, download, or obtain improper application, languages, text or pictures.
- Use technology to harass, intimidate, ridicule, or harm anyone else.
- Impersonate (pretend to be) someone other than myself.
- Give ANY personal information including: name, address, passwords, cell phone number.
- Take pictures, video or audio of ANYONE without permission of person or persons being captured.
- Search, possess, read, view, or copy inappropriate pictures or text.
- Tamper, change, or damage WSC hardware or WSC network in any way.
- Write on, mark on, stick anything on, or any other modifications to the iPad, iPad case charging cable, and/or charge pack.

**I Understand:**

- Internet reliability and or access while students are not in session at Western School Corporation is not the responsibility of the school.
- Electronic paperwork has the potential to be lost and I should backup all important information regularly.
- That there may be issues with the Internet and WSC technology may not work 100% of the time.
- Not all information on the internet is true.
- I am responsible for verifying information on the internet.
- The use of WSC network is a privilege and not a right.
- The full use of the iPads is a privilege not a right.
- The technology equipment and applications assigned to me is sole property of WSC.
- School personnel have full authority over the iPad and may remove the device from me for violating any of the mentioned.
- Changes to these procedures are always evolving.

**Consequences for misuse or not following the items above:**

- School personnel may revoke the use of iPad features due to poor performance with academics, attendance, and/or behavior
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.
- Defacing an iPad, charging cable, charge pack, or case will result in a monetary fine for either a new piece of hardware or charge for cleaning.

**Lost iPads:**

- 1st offense: will be documented as a referral but without a consequence or “Action”
- Subsequent offenses: will result in referrals with a consequence per handbook guidelines.

Repair Costs for damaged, stolen, iPads are below as of the 2021/2022 school year:

	Broken Screen, Headphone jack, charge port, home button	Stolen/Lost*	Power Adapter, cable Lost/Damaged	Intentional Damage	Replacement Case
COST	\$100	Student will be billed complete cost of iPad \$299 plus cost of case.	\$20	\$299	\$35

\*Replaced iPad will become property of Western School Corporation.

WSC firmly believes that the valuable information and interaction available on the World Wide Web far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

**Student Acknowledgement:**

I understand and will abide by the above Student Technology Responsible Use Policy.  
I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Acknowledgement**

As the parent or guardian of this student, I have read the Student Technology Responsible Use Policy. I understand that this access is designed for educational purposes. Western School Corporation has taken precautions to eliminate controversial material. However, I also recognize it is impossible for WSC to restrict access to all controversial materials and I will not hold them responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form in correct.

Parent/ Guardian Printed Name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT’S RIGHT TO KNOW**

The No Child Left Behind Act (NCLBA) is an extension of a previous Federal program titled the Elementary and Secondary Education Act (ESEA). NCLBA requires schools to notify parents of students in that school that they may request, and the Corporation will provide the following information on the student’s classroom teachers:

1. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.

**PARTIES**

To help with check-in procedures on party days, parents, grandparents, or guardians may check-in at the office one week prior to the party to have their volunteer permission and student check-out approved. Upon approval, the volunteer will be issued a Primary Pass. On the day of the party, volunteers may enter the building, give their pass to a check-in employee and immediately enter the building.

Volunteers who do not check-in early, or forget their pass must go through the normal check-in/check-out procedure at the receptionist’s desk. **Only approved volunteers will be allowed to attend parties. NO guests, siblings or visitors will be allowed during party times.**

**Only 5 volunteers per classroom are allowed for parties.**

**All food treats must be purchased. Homemade treats are not permitted.**

**PETS**

Pets may visit school only upon special arrangement with the teacher and the principal. At least one day’s notice is necessary before pets can come to school.

**PHYSICAL EDUCATION AND SWIMMING**

Physical education is one of our most important special area classes. Students are required to participate in physical education unless they have a note from parents. Three parent notes will be accepted each semester before participation grade is lowered. The exception to this rule would be a doctor’s note excusing the student for a longer time.

Each student needs a pair of tennis or running shoes to be used for physical education classes. Shoes are to be properly laced and tied or secured with Velcro. **Slip on and open toed shoes are not acceptable.** Students not having the appropriate attire including tennis shoes will not be allowed to participate in physical education for the day and will receive a parent letter indicating that the participation grade will be lowered.

Swimming, while not a graded class, is part of our physical education program and participation is required unless excused by a doctor's note or because of religious objections. Parents wishing to observe swimming should drive to the High School parking area, sign in as a visitor to the High School and then join their child's class in the pool area. Pre-school children and children from other schools should not be in the pool area during school hours.

### **PICTURES**

School pictures for student purchase will be handled on a prepay basis. Students may select from several different priced packages and the full amount must be paid the day pictures are taken. The photographer guarantees satisfaction and all money will be refunded if not completely satisfied with the pictures. Pictures are generally scheduled to be taken in September. Retakes are taken early November. Spring pictures will be taken some-time during the second semester.

### **PLAYGROUND RULES**

The following rules are designed for the health and safety of all students:

1. Baseball – Do not bring hard balls to school
2. Boots – Students should wear boots when the playground is wet or snowy. Any student without boots shall stay on the blacktop.
3. Building Entry – If a student must go inside the building during the play period, permission must be granted by a teacher on duty.
4. Dangerous Activities – Skateboards, roller skates, roller blades, shoes with skate rollers, piggyback-riding, snowball-throwing, rock-throwing, and hitting with sticks are not permitted.
5. Entrances – Students are not to play, make loud noises, or bounce balls off the walls near the building entrances.
6. Excuses – To provide fresh air, exercise, and a break in routine, all students are to play outdoors at recess unless they have a weekly doctor's excuse or a daily excuse signed by the parent. Parent excuses will be accepted for one week, after which the school nurse will contact the parents. Students are expected to dress appropriately for the weather.
7. Football – If teacher on duty permits touch football, the privilege shall be withdrawn if students begin to tackle or block. Tackle football is not allowed.
8. Injuries – A teacher shall take the child to the clinic (or send another child to the clinic with him/her) for evaluation and/or first aid.
9. Line – Students are to line up promptly and quietly at the end of recess. Equipment shall be held quietly while entering the building as others are working in the classrooms.
10. Play Areas – Students are to play on the blacktop, mulch, or grassy play areas. Students are not to play near the creek or lagoon, where cars are parked, or between the buildings.
11. Swings – Students are to swing facing the North.

**\*Parents and/or other family members are not allowed to attend recess.**

### **RESTRAINING STUDENTS**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parent or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstance that led to the use of the restraint and or seclusion. The Seclusion and Restraint Plan is available online at: [www.western.k12.in.us](http://www.western.k12.in.us)

### **RESTROOMS**

1. Improper behavior such as hitting, climbing, loud talking, horsing around, and running are not permitted in the restroom.
2. Students and their parents will be held financially responsible for vandalism and/or damage to rest-room facilities.
3. Respect for other students is expected.

### **RETENTION POLICY**

Each building principal, as the superintendent's designee, shall be responsible for establishing guidelines for procedures in retaining students. It is expected that principals will consult with teachers and parents before deciding whether a student is to be assigned to the next grade or retained. **Principals have the responsibility for making the final decision for each student's next year class placement.**

#### Primary School Retention Criteria

Students who have the ability to master grade-level skills but whose performance is well below grade level and below Indiana Standards should be considered for retention.

Retention guidelines and academic cut scores have been developed to help guide parents, teachers and administration when making a decision on retention.

Students who have **not met** the following guidelines/cut scores may be recommended for retention:

##### \*Kindergarten

- \*90% on letter naming (lower and upper case)
- \*85% on letter sounds (does not include long vowel sounds)
- \*50% on sight word identification
- \*90% recognition of numerals out of order 0-20
- \*50% counting of objects to 100
- \*90% writing numerals to 20
- \*Student has an Rtl Plan

Students who have **not met** the following guidelines/cut scores may be recommended for retention:

##### \*1<sup>st</sup> Grade

- \*75% Reading accuracy
- \*25 words per minute Reading Fluency
- \*Achieves a reading level "F" or above
- \*50% correct on the End of Year Math assessment
- \*Earned Passing Grades in all Content Areas
- \*Student has an Rtl Plan
- \*Student previously "Conditionally Promoted"

Students who have **not met** the following guidelines/cut scores may be recommended for retention:

##### \*2<sup>nd</sup> Grade

- \*Meet or exceed Reading Lexile Level 500
- \*86% Reading accuracy
- \*75 words per minute Reading Fluency
- \*Meet performance expectations on grade level assessments
- \*Demonstrate mastery of Math Addition Facts
- \*Earned Passing Grades in all Content Areas
- \*Student has an Rtl Plan
- \*Student previously "Conditionally Promoted"

#### Primary School Retention Procedures

For students being considered for retention, the teacher will confer with parents after the end of the third nine-week grading period. The teacher will provide parents with data to support the concern, including information on work habits, examples of work, grades on daily assignments, quizzes and tests. The teacher will let parents know that retention is a possibility if work does not improve substantially. The teacher will record these conferences of PRINCIPAL-PARENT-TEACHER CONFERENCE form with copies to parent, teacher, and principal. The principal may be invited to participate at the teacher's option. Conference participants are asked to sign the bottom of the PRINCIPAL-PARENT-TEACHER form.

For any student who is to be recommended for retention, the teacher will schedule a conference after the middle of the last nine-week grading period to include classroom teachers and both parents if possible. The principal may be invited to participate at the teacher's option. The conference will be recorded on a "End of Year Conference" form with copies to parent, teacher, and principal.



## **SCHOOL PROPERTY**

Any student who willfully destroys school property will be sent to the office; parents will be contacted and billed for the damage. We hope parents will require students to earn the money to repay them.

## **SCHOOL SUPPLIES**

The school supplies needed for your child vary upon their grade level. These supplies need to be provided by the parent) /guardian) at the beginning of the school year and continue to be on hand for the student for the complete school year. Be sure to label your child's supplies (name and classroom number) with permanent marker. The following represents a basic list of supplies students may be asked to provide. Individual classroom teachers will send home information just after school starts which states their preferences for supplies. Classroom website pages will also contain lists of needed supplies.

### **Kindergarten**

4 pocket folders (1 red, 1 green, 1 blue, 1 any)	1 backpack (no wheels)
1 school box	2 large boxes of facial tissues
2 dry erase markers (Black Only)	1 large pink pearl eraser
12 glue sticks throughout the year	4 boxes of 24 count Crayola crayons
1 roll of paper towels	2 lg containers of Clorox wipes or wet wipes
1 wide-ruled spiral bound notebook	1 pack yellow #2 pencils with erasers
1 pair of headphones for iPad (3.5 mm port, straight Jack)	
Boys—1 box of gallon freezer Ziploc bags	Girls—1 box of quart Ziploc bags

**\*Please label the pocket folders, school box, backpack and headphones**

### **First Grade**

8 #2 pencils	1 pair of scissors
1 pocket folder	8 glue sticks
1 backpack (no wheels)	1 roll of paper towels
2 large boxes of Kleenex	4 boxes 24 count <b>Crayola</b> crayons
2 tub Clorox wipes	2 <b>black</b> dry erase markers
4 large pink erasers	1 school box
1 <b>yellow</b> highlighter	
1 pair of headphones for iPad with 3.5 mm port, straight jack (no earbuds)	

\*Individual teachers may require additional supplies

### **ADDITIONAL ITEMS for 1<sup>st</sup> Grade**

Girls Only: 1 box of gallon size Ziploc Bags

Boys Only: 1 8-12 oz unscented hand sanitizer w/pump

### **Second Grade**

24 #2 pencils (each semester)	2 boxes 24 count crayons (1 each semester)
4 glue sticks (No bottle glue please)	2 boxes of Kleenex
1 roll of paper towels	1 pair of Fiskars (pointed scissors)
1 supply box	1 pair of headphones for iPad (no earbuds)
1 container of disinfectant wipes	1 bottle hand sanitizer

### **ADDITIONAL ITEMS FOR 2ND GRADE**

GIRLS only - 1 box of GALLON SIZE ziploc bags

BOYS only - 1 box of QUART SIZE ziploc bags

\*Individual teachers may require additional supplies

## **SPEECH, LANGUAGE, AND HEARING SCREENINGS**

Indiana Code 20-8.1-7-17 requires the school corporation to annually conduct an audiometer test or a similar test to determine the hearing efficiency of all school children in the first, fourth, seventh and tenth grades of all transferred school children and of all school children suspected of having hearing defects. The governing body of the school corporation may appoint the technicians and assistants necessary to perform the testing required under this section. This section also states; the local governing body may adopt rules and regulations for the administration of this section.

To put this in easier terms: Because this is a State requirement, parental notification and permission is implied, therefore a separate permission is not necessary. The screenings are required in first, fourth, seventh, and tenth grades and for any new students. In addition, all kindergarten students are screened as well. The screenings may be conducted by a trained technician or assistant as the local school determines appropriate.

### **SPECIAL EDUCATION**

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA)

A student can access special education services only through the proper evaluation and placement procedure required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure, a parent should contact the principal at 883-5528.

### **STICKERS**

Students are not to place stickers of any kind on school property.

### **STUDENT FEES, FINES AND CHARGES**

Because of limited financial means, the School Board may need to levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials. Such charges would be made on expendable items such as, but not limited to, magazines, workbook materials, paperback selections, and laboratory supplies as well as for lost or damaged books and materials for independent study or special projects, and Corporation-sponsored trips. No student, however, shall be deprived of participation in an activity because of lack of financial ability to pay a charge. A charge shall not exceed the combined cost of the material used, freight and/or handling and processing charges, and nominal add-on for loss.

Failure to pay book and supply fees in a timely manner may result in the Western School Corporation filing suit in Small Claims Court.

#### **Fines**

When school property, equipment, or supplies are damaged, lost or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

All fines collected will be sent to the Treasurer for deposit in the appropriate fund. In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or his/her parents to Small Claims Court for collection. \*Adopted 5-16-94

### **STUDENT INSURANCE**

Student insurance is available at a nominal cost and is optional. When a student is injured under this plan, he may pick up a claim form from the office. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a median in supplying the insurance, and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

### **SUMMER SCHOOL**

A student may be required to attend summer school based on classroom performance and/or standardized testing results. A student may be retained if they do not attend the required summer school session.

### **STUDY ROOM**

A supervised study room is available for first and second grade students who have incomplete daily work or make-up work to complete. Students go to study room for a maximum of 15 minutes per day during their recess time.

### **TEACHER / CLASSROOM REQUESTS**

Western School Corporation does not accept teacher requests by parents or students. However, a parent may request to NOT have a teacher based upon legitimate stated reasons. These reasons could include but are not limited to prior negative experiences, working relationships and personal situations or issues. Any such requests must be presented in writing to the administration by July 1. There is no guarantee such requests will be honored as factors in teacher availability, course/class availability, course/class enrollment will be primary factors in making the final determination.

### **TEXTBOOK CARE**

Students are responsible for the care of the textbooks issued to them. Normal wear is expected however, fines will be levied as follows:

Defacing \$1.00 to \$4.00

Rebinding \$5.00 (1 – 3 years)

\$3.00 (3 – 5 years)

Replacement Current cost of text

### **TOYS AND TRADING CARDS**

Trading cards of any kind shall not be brought to school. Please get teacher permission prior to bringing toys to school.

### **TRANSFER STUDENTS**

#### **I.C. 20-26-11-32**

(j) Notwithstanding subsections (f), (g), and (h), a governing body of a school corporation may deny a request for a student to transfer to the school corporation or may discontinue enrollment currently or in a subsequent school year, or establish terms or conditions for enrollment, or for continued enrollment in a subsequent school year, if:

(1) the student has been suspended (as defined in IC 20-33-8-7) or expelled (as defined in IC 20-33-8-3) during the twelve (12) months preceding the student's request to transfer under this section:

A. for ten (10) or more school days

B. for a violation under IC 20-33-8-16

C. for causing physical injury to a student, a school employee, or a visitor to the school or

D. for a violation of a school corporation's drug or alcohol rules; or

(2) the student has had a history of unexcused absences and the governing body of the school corporation believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled with the school corporation.

### **VISITORS**

Parents and patrons should be aware that once the regular school day begins, all outside school doors will be locked. We apologize for any inconvenience, but this is for the safety of our children and staff. Adult visitors are asked to secure a VISITOR'S PASS from the school office. **Visitor ID's will be checked when attending lunch with a WPS student.**

**Pre-school children and children from other school districts are not permitted to visit classrooms during school hours. Exceptions: Pre-school children may attend lunch and classroom performances (does not include class parties) but must be accompanied by an adult visitor.**

Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal, or visit the child's classes. We ask that kindergarten parents/guardians not to visit the classroom or come for lunch for the first four weeks. This allows kindergarten students time to adjust to school and his/her classmates.

Parents are allowed to walk their child to class the first two weeks of school. After the first two weeks, parents will only be allowed to walk their child to class if there is a specific need and permission is granted by the principal.

**Only approved volunteers will be allowed to attend parties. NO guests, siblings or visitors will be allowed during party times.**

Parents wanting to observe swim classes are asked to drive to the High School parking lot, check in as a visitor to the High School and then join their child's class in the pool area.

\*Parents and/or other family members are not allowed to attend recess.

### **VOLUNTEERS**

Parent volunteers are welcomed by Western Primary School and are a vital part of our educational process. Parent volunteers are used in many different ways during the school day. Volunteer opportunities are arranged by classroom teachers, PTO, and Western Primary's Parent Involvement Committee. Please contact our office for information on how you can become a parent volunteer. **Those wanting to volunteer for classroom activities, parties and Field Trips must have a criminal background check on file two weeks prior to the day of volunteering or participating.**

Field trip chaperones, must ride the bus. The number of chaperones may be limited due to available seats. Chaperones must be confirmed and approved by the teacher due to limited seating and background checks. Persons serving as volunteers are not to have pre-school children or other children with them during the time they volunteer.

**No child siblings or other family children are allowed to accompany parents/guardians while volunteering in class.**

**WATER BOTTLES**

Water bottles are permitted in the classroom per the teacher's classroom guidelines for the use and storage of the water bottles. The water bottles should contain clear water only. (Flavored/colored waters, orange juice, gatorade, etc. are not permitted) Water bottles must be clearly labeled with the student's first and last name.