

**Western Intermediate  
2018-2019**

**Parent/Student  
Handbook**



**765-883-5554**

**\*Teaching \* Learning \* Growing\* Caring \* Excelling**

## CONTENTS

Admit to School After Absence.....	6
Americans with Disabilities Act.....	32
Asbestos.....	44
Attendance.....	5
Before and After School Functions.....	29
Behavior .....	28
Birthdays and Treats.....	29
Bullying.....	18
Bus Regulations .....	25
Communicable Diseases and Pests.....	31
Discipline .....	14
Dress .....	28
Emergency Drills .....	11
Excessive Absences .....	6
Excused Absence.....	5
Field House.....	44
Field Trips.....	11
Gangs.....	21
Grades .....	32
Halls.....	26
Harassment.....	21
Health Services.....	30
Healthy Hunger Free Kids Act.....	38
Homework .....	33
Honor Rolls .....	32
Immunization Records .....	32
Injury and Illness.....	31
Introduction to School.....	4
Library .....	13
Lunch/Breakfast .....	8
Major Violations of School Rules .....	16
Make Up Work .....	7
Medication.....	30
Medication Form .....	36
Money .....	7
Paper.....	11
Parent's Right to Know.....	39
Physical Education .....	14
Playground.....	27
Restrooms .....	26
Retention Policy, Criteria & Procedures .....	34
Saturday School.....	24
School Closings/Late Starts.....	7
School Hours/Student Arrival.....	4
School Property .....	29
Seclusion and Restraint of Students.....	33
Special Education .....	32
Speech, Language, & Hearing Screening.....	32
Student Internet Use.....	39
Student and Technology Responsible Use Policy.....	41
Student Technology Responsible Use Agreement.....	43
Student Well-Being.....	31
Study Room.....	29
Summer School .....	34
Supplies - Grades 3, 4, & 5.....	11
Suspension and Expulsion.....	17
Swearing.....	29
Swimming.....	14
Textbook Rental.....	13
Transfer Students .....	34
Toys.....	29
Traffic Safety .....	4
Visitors.....	10

**Discrimination Statement:** It is the policy of 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 600 West, Russiaville, IN 46979.

**MISSION OF WESTERN INTERMEDIATE SCHOOL**  
**To Educate and Inspire Today's Students for Tomorrow's Opportunities.**

**WESTERN INTERMEDIATE BELIEF STATEMENTS**

- 1. Positive relationships and mutual respect among and between students and staff enhance student self-esteem and learning.**
- 2. Developmentally appropriate learning activities enhance learning at all levels, taking into account differences in learning styles and abilities.**
- 3. Teachers, students, parents, and the community share the responsibility for the support of the school's mission.**
- 4. Challenging expectations increase individual student performance.**
- 5. Each student is a valued individual with unique physical, social, emotional and intellectual needs and is capable of achievement.**
- 6. A safe, physically comfortable, and stimulating environment promotes learning.**

Parents: This handbook will familiarize you with the basic procedures of Western Intermediate School.

Teachers: Please help your students understand the pertinent information which applies to them as well as helping parents locate needed information within the handbook.

Students: Our goal is to help you receive the best possible education. To achieve this goal and to protect the rights and safety of all, it is necessary to have rules for all to follow.

I. School Hours, Student Arrival, and Early Pick-up

- A. Class sessions begin at 9:00 a.m. and end at 3:35 p.m. Office hours are 8:00 a.m. to 4:00 p.m.
- B. All students arriving by bus are to enter through the bus-unloading doors (west entrances). Students transported by parents are to be dropped off at the main entrance. Students are not to be dropped off before 8:40 a.m. (exception AMTAG).
- C. The parent or guardian of a student, who must come late or leave school early due to medical appointments, family emergencies, etc., **MUST** sign the student out at the school office when leaving and sign them in upon their return to school. **Also, any person, including parent/guardian, will be required to provide a valid Indiana driver's license each time a student is picked up.** Students can only be picked up in the office. **No one will be allowed to go a classroom to get a student without permission.**

Parents should try to schedule doctor and dental appointments so the student will not miss school. If a partial day's absence is necessary, the above procedure of leaving and returning will be observed. Please send a note to the teacher ahead of time, so the teacher will know when to expect the student.
- D. A student who arrives at school after 9:00 a.m. is to report to the office to sign in and receive an ADMIT SLIP. A record of tardiness will be kept in the school office and in the teacher's attendance register. The first unexcused tardy will not require a penalty. For subsequent unexcused tardiness additional actions will be required; see page 6, section E. Any student who is excessively tardy may be considered for suspension/expulsion. See page 20 under major violations of school rules. **Students who receive an unexcused tardy will be ineligible for PERFECT ATTENDANCE awards.**
- E. 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.
- F. Students shall not arrive at school prior to the time the first bus arrives unless:
  - 1. A parent is employed by the school corporation and provides supervision until the first bus arrives.
  - 2. The student has made previous arrangements with the teacher to participate in a before school learning activity.

II. Traffic Safety

- A. Students must be extremely careful when crossing the streets and driveways because of

the large volume of bus and car traffic.

1. Use only the marked crossing areas.
  2. Always look both ways before crossing any street or driveway.
  3. Do not run from between parked buses or cars.
- B. When bringing or picking up a student, use the front entrance only. **DO NOT DRIVE AROUND THE SCHOOL.** This is a student play area.

### III. Attendance

The following information on school attendance is consistent for all Western Schools.

A student who is absent for six (6) days in a given semester, (unless under a physician's care) is exhibiting **excessive absenteeism** and s/he will be monitored closely by the attendance officer and may be required to have a physician's statement for further absences.

A student who continues to be absent beyond the six (6) days may be recommended for expulsion. (Board Policy)

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.

A. Excused Absence - The following may be considered valid reasons for school absence by Western students provided by Indiana School Attendance Law - missed assignments can be made up and full credit received, if completed within the required number of days, (usually 1 day for each absence up to a maximum of 5 days). If a student does not make up the work within the required number of days, as defined by the teacher, the missed assignments will receive "O" grades.

1. Illness of the student
2. Death in the immediate family
3. Court appointment (where the student's attendance is required by the court)
4. Quarantine
5. Exclusion because of exposure to contagious disease
6. Required religious observance
7. Special events of educational value. (The principal must grant permission and an additional project may be assigned.)
8. Serving on Election Day
9. Serving as a legislative page
10. Certain school sponsored activities

B. Unexcused Absence - 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 during days in which school is in session, students will not have the opportunity to receive credit for daily work missed and will receive a zero for that day's assignments; unless approved by the Principal. However, students are encouraged to do the work missed so they will not have a gap in their learning. Credit may be given for tests, quizzes, or long-term assignments missed during the day/days in question. Excessive unexcused absences may limit student participation in field trips, convocations, or extra-curricular activities.

**TRIPS** - Prior notification and approval. Prior to a family trip the student's parent must notify the administration for approval about the up coming 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 may be made up under the following conditions:

- (1) Only major assignments and not daily work may be made up.
  - (2) All work that needs to be made up should be arranged with the teacher.
- 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.

- C. Excessive absences will be reported to the principal who will evaluate the circumstances.

Parents may be expected to provide a doctor's note for all succeeding absences. Absences other than health related may be referred to the counselor, juvenile probation services, child protective services, or other agencies dealing with truancy. Excessive unexcused absences may limit student participation in field trips, convocations, or extra-curricular activities.

Frequent absences disrupt the continuity of regular classroom learning experiences and cause a student to receive less than maximum benefits of schooling. Often this results in mediocre success in the academic program. Research shows that learning and attendance are directly related. In order to achieve maximum benefit from education, children must have regular instruction, classroom participation, planned learning experiences, and study.

- D. Admit to School After Absence

1. Parents are required to call the Intermediate School Office, 883-5554, on the day the student is absent. We would appreciate the call between 8:00 and 10:00 a.m., but a voice message is available before 8:00 a.m. Please state the student's name, grade level, and the reason for the absence. **FAILURE TO CALL THE INTERMEDIATE OFFICE ON THE DAY OF THE ABSENCE WILL RESULT IN THE ABSENCE BEING COUNTED AS UNEXCUSED.** (Emergency situations will be considered.)
2. If a student is absent 5 days or more, a doctor's note may be required upon return to school.

- E. Tardy

Being at school is a necessity for a child's academic success. Chronic tardiness can also have a negative effect on a child's academics. Whether the tardy is the fault of the child or the parent/guardian, students are expected to be at school on time each day.

1. Tardy 5 times      Conference with the Principal and School Guidance Counselor
2. Tardy 6-9 times      Lunch Detention: The student will serve a lunch detention for each tardy.
3. Tardy 10-14 times      One session of After-School Detention (3:40-4:30PM)

4. Tardy 15+ times     1 day of Alternative Classroom Setting (ACS) plus an additional parent conference held with Principal and Guidance Counselor. Additional days of ACS or Friday Extended School may be assigned at the discretion of the principal. Excessive unexcused cases of tardiness may limit student participation in field trips, convocations, or extra-curricular activities.

F. 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. Homework can be picked up at 3:30 p.m.
2. Arrangements for making up missed assignments shall be made by the student with each teacher. Credit will be given for all work made up due to an excused absence (exception - only major assignments and not daily work may be made up due to a trip with prior notification and approval or an in-school suspension.) The designated time limit is one (1) day for each day's absence to a maximum of five (5) days. Work due on the day of absence will be due on the date the student returns to school. While not in class, students suspended in In-School Suspension will receive full credit for all daily assignments, tests, and major projects.

An incomplete may be given only if a student is absent during the last week of a grading period and the incomplete must be approved by the administration. All incompletes must be made up within ten (10) school days, unless extraordinary circumstances make this impossible.

G. Absence

**A student missing 1 ½ hours of school will be recorded as a half day of absence; five or more hours constitutes a full day absence.**

IV. School Closings and Late Starts

It is the policy of the School 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 as close to 6:00 a.m. as possible. This information will be on radio stations WWKI-100.5 FM, WIOU-1350 AM, WZWZ-92.5 FM and WSHW-SHINE 99. Television stations, WRTV 6, WISH 8, WTHR 13 or at the school website [www.western.k12.in.us/delays](http://www.western.k12.in.us/delays). The Western School Messenger program will also call the phone number listed with the school to alert parents and students of a delay or closing.

**If a 2hr. delay is called on a Wednesday there is no 30 minute delay.**

Please tell your children what to do if it should become necessary to close the schools during the day. 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.

V. Money

Students are responsible for money brought to school and are not to bring large amounts. **Students are not to trade or buy items from other students at school.**

A. Lunch money-Prices are determined yearly per USDA regulations. Lunch money is to be paid at a minimum by the week to the child's teacher and will be collected in the classroom. Parents are encouraged and have the option to pay a month or more in advance.

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.

### **Western School Corporation 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](http://www.myschoolbucks.com)
  - i. NO service fee to make payments, check available balance or monitor purchases
  - ii. Easy to enroll, convenient & secure
- 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](http://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:

Primary Cafeteria:- 883-1441

Intermediate Cafeteria:- 883-1442

Middle School Cafeteria:- 883-1443

High School Cafeteria- 883-1444

This institution is an equal opportunity provider.

### 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 five (5) lunch meals maximum (one charge per meal).
- A student may not charge a breakfast meal or purchase "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 5 lunch meals have been charged and a payment has still not been received, schools will provide a courtesy meal (turkey & cheese or PB&J with milk) 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.
- A Western staff member may charge up to \$10.00, as long as they establish and maintain a good credit history of making payments on their food service account. The balance owed must be paid in full by the end of the school year.

### 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 funds remaining in a student's café 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 school district, any café account that has \$5.00 or more remaining on it 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. Contact the Food

Service Office directly by calling 765-883-1462 or emailing. 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 the account. There is no need to contact the Food Service Office regarding graduating student account balances. Unclaimed remaining balances will be transferred to the 3490/Unclaimed Balance account within our Café Enterprise system.

A. Drinks – We encourage students to drink milk with lunch. **Carbonated beverages are NOT permitted** with lunch nor may they be sent to school in any container. Extra milk may be purchased for the price of a single carton of milk and will be added to the student's lunch bill. Extra milk requires a permission form signed by a parent/guardian.

If a student has a milk allergy or intolerance, a note from either a parent or doctor is required in order for the school to provide a milk-equivalent substitute which includes either soy milk or lactose-free milk. Students are permitted to have bottled water in a clear container, at the discretion of the classroom teacher.

B. Sack Lunches - Students who bring their lunches may purchase milk from the lunchroom. Students are to pay the teacher on Monday for the milk they've had the previous week. Students should not bring food needing to be heated or refrigerated.

C. Fast Food - *Parents should not bring fast food and/or carbonated beverages for their children to eat in the lunchroom.* This program is in compliance with the Indiana Department of Education Child Nutrition Programs and the FNS Instruction 765-7. Parents who would like to eat with their child may make arrangements to eat in the Commons Area(p. 11G)

D. Lunchroom procedures

*Student Self-Check*

- a. *Be responsible*
- b. *Focus on food*
- c. *Respect others*

1. Speak in a quiet voice (line and lunchroom).
2. Be patient in line.
3. Do not toss milk cartons.
4. Do not trade food.
5. Clean your own eating area (table and floor).
6. Less talking/more eating.
7. Only talk to students at your table.
8. Remain seated with both feet on the floor.
9. Raise your hand if you need something.
10. Do not throw trash/food.
11. No food is to be taken out of the lunchroom.
12. Table washers/sweepers need to clean their areas daily.
13. Walk as you enter/leave the lunchroom.
14. Students will give complete and quiet attention to the adults in charge in the lunchroom.
15. Talking must be in restaurant voices.
16. Each classroom will have assigned tables for lunch.
17. Do not play with your food.

VI. Visitors

A. Adult visitors are asked to secure a **VISITOR'S PASS** from the school office.

Preschoolers and children from other school districts are not permitted to visit classrooms during school hours. Only approved Western Primary, Middle School, and High School Students are allowed to visit, as well.

- B. Adult volunteers for parties and special activities must obtain a limited criminal history background check prior to the event. There is a **limit of 5 volunteers** per classroom for parties. Children from other districts, those not of school age, and Western students not on the approved list are not permitted in the classroom.
- C. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal, or visit the child's classes. Parents and/or other family members are not allowed to attend recess.
- D. In order to limit disruptions during a classroom lesson, parents visiting their child(ren) will be seated in an area assigned by the classroom teacher.
- E. Pets may visit school only upon special arrangement with the teacher and the principal.
- F. Visitors are asked to turn off their cellular phones while in the building, including during conferences with teachers. Any kind of recording device without the permission of the classroom teacher and/or principal is not allowed.
- G. For those visitors who eat with their child in the Commons Area, we ask the following:
  - Please call in by 10:45AM the day of your visit so that we may assure there is available seating.
  - Choose only one additional student guest. You must have permission from that child's parent. Please provide a copy of a text, note, email, etc.
  - Clean up the area when finished and return the seating to proper locations (3 seats per table)

VII. Field Trips- Students must have an **S or higher** in citizenship for the current grading period to be eligible for a field trip. Students with an **N** in citizenship will be required to complete missing assignments and/or teacher recommended activities before being considered eligible for the trip. In order to be a chaperone for a field trip, each individual must have a background check **1 week** prior to the day of volunteering. Background check forms are available in the Intermediate office. **Background checks must be done each school year.** If you choose to be a chaperone, you must ride the bus. The number of chaperones is limited due to space. Chaperones must be confirmed/approved by the teacher due to this limited space and background check. Field trip permission slips must be turned in by the due date on the slip. Late forms will not be accepted, with the exception of a student absence.

VIII. Emergency Drills – Fire, tornado, reunification and intruder drills are for emergencies that we hope will never occur. Indiana schools are required to have one fire drill per month and one tornado and intruder drill per semester.

To prevent panic and promote safety, students are to be quiet and orderly during drills and to look to the teacher for instruction. Teachers will take attendance once they have reached their safe area outside.

IX. Supplies: \*The classroom teacher may request additional items. Please see teacher supply list on the welcome letter for more information.\*

A. Paper

Students are to use wide-ruled (5/16"), white lined paper, unless directed otherwise

by the teacher. Please check with your child(ren) to be sure that they have these supplies throughout the year.

### **Grade 3**

- 1 pair of earbuds
- 1 stylus; iPad compatible (soft rubber tip)
- 1 pencil box
- Pencils and erasers (all year)
- 1 box of 24 crayons (each semester)
- 1 box of washable markers
- 1 bottle of white school glue or 6 glue sticks
- 1 pair of scissors
- 2 yellow highlighters
- 1 package of dry erase markers
- 2 spiral notebooks (wide rule)
- 3 boxes of tissues
- 1 roll of paper towels
- 1 box zip-baggies (boys: gallon size and girls: sandwich size)
- 1 container of Lysol wipes
- Post-it notes
- Index cards

### **4<sup>th</sup> Grade**

Pencils and erasers (all year) *please check with teacher before sending in mechanical pencils*

1" binder with wide-lined notebook paper (all year)

Binder inserts with tabs

- 2 spiral bound notebooks
- 1 glue stick
- 1 box crayons (not the big box)
- 1 box colored pencils
- 1 dry erase Expo marker
- 1 ruler (cm and inches)
- 1 pair scissors
- 1 highlighter
- Earbuds compatible for use with iPads
- 2 box of tissues
- 2 rolls of paper towel
- 2 containers of Lysol wipes
- Post-it notes (all year)
- Girls: 1 box gallon sized Ziploc bags
- Boys: 1 box sandwich sized Ziploc bags
- Pencil pouch or box (pouches don't spill everywhere when dropped)
- Small bottle hand sanitizer
- Stylus (optional)

### **Grade 5**

- 1 box of colored pencils
- 1 ruler (centimeters and inches)

- 1 pencil box or pencil pouch
- 1 pair of scissors
- Wide-ruled notebook paper (not spiral bound)
- 1 binder, at least 1-inch rings, binders that zip/close are helpful
- Ballpoint pen, erasable if possible (dark blue or black ink only)
- Pencils and erasers
- 3 boxes of tissue
- 2 highlight markers
- 2 rolls of paper towels
- 2 glue sticks
- 1 containers of Lysol wipes
- Headphones or Earbuds
- 1 pack of Post-It Notes (Girls Only)
- 1 pack of Index Cards (Boys Only)
- 3 folders that are 3 ring hole punched

PLEASE MAKE SURE THESE MATERIALS ARE SUPPLIED THROUGHOUT THE YEAR

X. Textbook Rental

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

Students are responsible for the care of the textbooks issued them by number. Excepting normal wear, fines will be levied as follows:

<u>Fine</u>	<u>Problem</u>
\$1.00	Minimal Markings
\$1.00 - 4.00	Defacement
\$5.00	Rebinding books one to three years old
\$3.00	Rebinding books three to five years old
Cost of Book	Lost Book

The late return of borrowed books or materials from the school library will be subject to appropriate fines. All fines collected will be sent to the Treasurer for deposit in the appropriate fund.

XI. Library

The library is open each morning before school for those students who need access to research materials and computers for specific projects/papers. Students must have a pass from their homeroom teacher that states the nature of the assignment and the date the student will be working in the library.

Students are expected to care for books and other materials as if they were their own. They are responsible for materials checked out to them. Students are expected to pay the replacement cost of lost or seriously damaged books.

## XII. Physical Education/Swimming

Physical education is an important special area class. **Students are required to participate unless they have a note from parents or doctor.** Students are to wear appropriate attire including tennis or running shoes on the days they attend physical education class. Shoes are to be properly laced and tied or secured with Velcro. Slip-on shoes are not acceptable.

**Swimming, while not a class to be graded, is part of our physical education program and participation is required unless excused by a doctor's note or because of religious objections.**

## XIII. Discipline and Student Conduct

Each student is responsible for his/her own behavior during the school day as well as on the way to and from school. In general all school rules can be applied through three simple steps:

- \*Take care of yourself*
- \*Take care of each other*
- \*Take care of the building*

Each teacher is responsible for maintaining safe and proper behavior in his/her own classroom.

ALL school personnel are responsible for helping maintain safe and proper behavior in and about the school.

Students who misbehave are subject to reprimand and/or punishment including detention, suspension, or expulsion. Whenever possible, parents will be contacted.

The school organizes educational field trips to enhance the instructional program. In order for a student to be included in a field trip, behavior, attendance, completed assignments, and the ability to follow school rules will be taken into consideration. Therefore, the classroom teacher(s) and building principal will make the final decision on who may attend a field trip.

### Student Due Process and Discipline

I.C. 20-8.1-5.1-3 Supervision responsibilities of school corporation personnel. (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of a corporation. (b) 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 to an orderly and effective educational system. (c) 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

(a) This section applies to a person who:

- (1) is a teacher or other school staff member; and
- (2) has students under the person's charge.

(b) 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.

(c) 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 (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. 20-8.1-5.1-5. Delegation of authority - Principal (a) A principal may take any action concerning the principal's school or a school within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. (b) Subsection (a) allows a principal to write regulations to govern student conduct.

I.C. 20-8.1-5.1-8. Grounds for suspension or expulsion

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- a. on school grounds immediately before or during school hours, or at any time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

I.C. 20-8.1-5.1-9. Unlawful activity. In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

I.C. 20-8.1-5.1-12. Suspension procedures.

(a) A principal may suspend a student for not more than ten (10) school days under

section 8, 9, or 10 of this chapter. However, the student may be suspended for more than (10) school days

under section 16 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) shall commence as soon as reasonably possible after the student's suspension.

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

(1) The student's misconduct.

(2) The action taken by the principal.

Students are placed in the In-School Suspension classroom and given assignments that are to be completed during the suspension time. An In-School Suspension could be for a partial day or full day, but never will exceed three days. While not in class, suspended students will receive full credit for all daily assignments, tests, and major projects.

I.C.20-8.1-5.1-13. Expulsion procedures.

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

(1) Legal counsel.

(2) A member of the administrative staff if the member:

(A) has not expelled the student; and

(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.

(b) 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:

(1) be made by certified mail or by personal delivery;

(2) contain the reasons for the expulsion meeting;

and

(3) contain the date, time, place, and purpose of the meeting.

(c) The person conducting an expulsion meeting;

(1) shall make a written summary of the evidence heard at the expulsion meeting;

(2) may take action that the person finds appropriate; and

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

(d) 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:

(1) shall hold a meeting to consider:

(A) the written summary of evidence prepared under subsection (c) (1); and



(B) the arguments of the principal and the student or the student's parents; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and

(2) 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.

(e) A student or a student's parent who fails to appear at an expulsion meeting after receipt of a request to appear forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, a request to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

(f) The governing body may vote not to hear appeals of action taken under subsection (c). If the governing body votes not to hear appeals, after the date on which the vote is taken a student or parent may appeal only under section 15 of this chapter.

#### XIV. MAJOR VIOLATIONS OF SCHOOL RULES: SUSPENSION AND EXPULSION

The following is a list of specific acts of misconduct or conditions that may result in detention, suspension, expulsion, or arrest. This list is not all inclusive, but merely representative.

These rules apply when a student is:

- (1) on school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

The following types of student conduct constitute grounds for 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 any object that can reasonably be considered a 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 threatening use of firearms, explosives, or other weapons on school premises for any unlawful purpose.

1. 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 of at least one (1) calendar year, 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.

2. 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.

3. 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.
- (2) 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.
  - (3) 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.
  - (4) 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.
  - (5) 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.

- 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.**

(6) Threatening or intimidating any student, especially 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.

(7) Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.

(8) 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 possessing 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-alike. This includes substances in alcohol look-alike containers and/or look-alike drugs.

(9) 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.

(10) 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 properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

(11) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

(12) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function. This includes all mischievous behavior.

(13) Knowingly possessing or using on school grounds 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.

(14) 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.

(15) Obscenities written, spoken, worn or drawn or actions which are offensive prevailing notions of decency.

(16) Throwing of dangerous objects including snowballs or food thrown in the lunchroom.

- (17) 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.
- (18) 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 35-46-1-10.5 indicated 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.
- (19) Excessive absence without being legally excused. Excessive tardiness or truancy.
- (20) Refusal to identify self or intentionally giving a false identification of self.
- (21) Intentional setting of a fire.
- (22) Turning in a false alarm.
- (23) Frequently being a disruptive person to the point of being sent to the Principal's office.
- (24) Indecent exposure.
- (25) Forging, lying, or falsifying any school document. (This includes passes, absence notes, report cards.)
- (26) Cheating on school assignments.
- (27) Unauthorized access to the computer network, tampering or destroying computer hardware or software.
- (28) I.C. 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.

**HARASSMENT:** It is a violation of law and of school rules for any 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 a 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.

## **Gangs**

### [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.

### **Saturday School Option**

Saturday School is an alternative form of discipline for minor infractions that currently may result in removal from all classes for a day or more (excessive tardy or attendance infractions, excessive cases of incomplete or missing assignments, repeated offenses to school policies)

### **SATURDAY SCHOOL RULES**

1. Saturday School for grades 6-12 begins at 8:00 a.m. and will last until 12:00 noon (four hours).
2. Saturday School for grades K-5 begins at either 8:00 a.m. or 10:00 a.m. and lasts for two (2) hours.
3. 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.
4. 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) are allowed. Cell Phones will be collected at the beginning of Saturday School and returned at the end. Work will be assigned by your teachers.
5. There will be no talking, except if the student needs to ask the supervisor in charge a question.
6. Students are to stay in an assigned seat. If students need to leave their seat, they are to raise their hand and ask permission.
7. There will be a five minute restroom break at 9:55 a.m. There is no eating or drinking pop, coffee, etc.
8. Students cannot leave the building during Saturday School time.
9. Students are to have NO visitors in the building during their assigned time.
10. Sleeping or giving the appearance of sleeping will not be tolerated in Saturday School.
11. In the event bad weather causes cancellation of school on a Friday prior to Saturday School, Saturday School will be postponed to another day.
12. Students will not be allowed to use the telephone or go to lockers.
13. 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.
14. 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.
15. 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:
  - a) failure to attend or arriving over fifteen (15) minutes late
  - b) misconduct
  - c) failure to complete assignments



d) dismissal from Saturday School

XV. Auditorium/Gym Assemblies

*Student Self-Check*

a. *Respect others.*

b. *Display self-control.*

1. Pay attention.
2. Sit quietly.
3. Hands/feet to yourself.
4. Follow directions.
5. Thank you—applause.
6. No booing, whistling, or negative comments aloud.
7. Look to your teacher for dismissal at the end of the program.
8. Show appreciation/respect to all visitors.
9. Sit with pockets on the floor (gym assemblies).
10. Keep feet on the floor (auditorium assemblies).
11. Sit straight in the seat (auditorium assemblies).
12. Classrooms will sit in an assigned section of seats (auditorium assemblies).
13. No bouncing in the seats (auditorium assemblies).

XVI. Bus Regulations

A. 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. Most buses are equipped with video cameras to monitor behavior.

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.

B. Students are to go directly into the building upon arrival at school.

C. Students are to be at their morning pick-up BEFORE the bus arrives.

D. Students are under the supervision of the bus driver when on the school bus.

E. Students must have a signed permission slip from their parents to go home with another student. The note must be turned into the attendance office in the morning. Requests may not be granted, however, if the bus is full. A student will NOT be permitted to ride a bus other than their own without a bus pass from the office.

**Changes in transportation must be alerted to the office by 3:00pm. After this time the student's regular method of transportation will be followed. Students will not be pulled off the bus for changes except in cases of extreme circumstances or emergency.**

F. 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.
2. Pencils and/or sharp objects should be contained in book bag, etc.
3. Yelling or screaming is not allowed.
4. Obscene language, fighting, tripping, picking on someone, or any disruptive behavior will not be permitted.
5. Windows or doors are not to be opened or closed except with permission of the

driver.

6. Animals and insects are not to be transported on the bus at any time.
7. Students will not be allowed to bring inflated balloons on the bus. Inflated balloons create safety concerns for our drivers.
8. No gum or suckers are to be eaten on the buses.

G. Students are not to violate any school rule while riding the bus.

## XVII. Hallway Procedures

### *Student Self-Check*

- a. *Keep it slow.*
- b. *Respect our building.*
- c. *Respect others.*

1. Quiet in the hallways.
2. Walk in the hallways.
3. Listen and follow the instructions given to you by the adult in charge.
4. Stay with your class at all times.
5. Keep hands and feet off the walls.
6. Follow the designated routes to the buses.
7. All students are to keep hands and feet away from the walls, bulletin boards, and any hall displays.
8. The wearing of shoes with wheels is not permitted. Please remove the wheels before coming to school.
9. Students and their parents will be financially responsible for vandalism and/or damage to the walls in the hallways.

## XVIII. Restroom Procedures

### *Student Self-Check*

- a. *Hush*
- b. *Flush*
- c. *Respect others*

1. Use very low voices in the restroom.
2. Use approved language.
3. All toilets must be flushed.
4. No running or pushing.
5. Turn off the sink.
6. Wait your turn.
7. Keep hands, feet, and eyes to yourself.
8. Shake as much of the water from your hands into the sink before using the hand dryer.
9. Do not hang out in the restroom.
10. Do not hang or climb on the restroom interior walls or doors.
11. Student and their parents will be financially responsible for vandalism and/or damage to restroom facilities.
12. Respect for other students is expected.
13. Improper behavior such as hitting, shoving, climbing, loud talking, horsing around, and running are not permitted in the restrooms.
14. Students must wait their turn in the restroom.

XIX. Playground - The following rules are designed for the health and safety of all students.

*Student Self-Check*

- a. *Safety first*
- b. *Respect the environment*
- c. *Respect others*
- d. *Respect equipment*

1. Share all playground equipment.
2. Use approved language.
3. Win/lose-respect others.
4. If you take equipment out, you return the equipment.
5. Play fair, follow game rules.
6. Recess time is over when the whistle sounds.
7. Line up calmly to enter the building.
8. All talking stops at the building doors or at lining up point.
9. Do not run in the building after entering from the playground.
10. Stay on the playground.
11. Do not throw rocks, mulch, dirt, snow, ice, etc.
12. Use all equipment safely.
13. Slides—up the ladder, down the slide, sit down at all times. Do not play at the top of slides. Slide down slides feet first, sitting position only, one person at a time.
14. Report all injuries/accidents to an adult on duty.
15. Ask for permission to retrieve ball that goes outside of the playground boundaries.
16. Bring items from home at your own risk with your teacher's permission.
17. No jumping off of a swing.
18. Do not twist swing chains.
19. No tag on playground equipment.
20. No sports balls on playground equipment.

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

- A. 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.
- B. Play Areas - Students are to play in designated areas on the blacktop, mulch, or grass. They are not to play near the creek, where cars are parked, or in the woods.
- C. Ball Retrieval - Students must get permission from the teacher or aide before crossing any road or fence to retrieve a ball.
- D. Building Entry - If a student must go inside the building during the play period, permission must be granted by a teacher on duty.
- E. Entrances - Students are not to play in the entrances, make loud noises, or bounce balls off the walls of the building.
- F. Baseball - Do not bring baseballs or hard balls to school.
- G. Dangerous Activities - Skateboards, roller skates, roller blades, sliding on ice, piggyback-riding, snowball throwing, and rock throwing are not permitted.
- H. Swings - Students are to swing facing the playground. Only one student should be on the swing at a time.
- I. Slides - No loitering at top or bottom or horsing around. Use ladder. One person slides down at a time. Do not jump off the slide. Do not slide down head first.
- J. Touch Football - In games of tag or touch football, the person tagged is responsible for

stopping and acknowledging that s/he has been tagged. Tagging is to be done by hand only, without unnecessary force. Students are not to do anything that causes another person to fall to the ground. The privilege shall be withdrawn if students begin to tackle or block.

- K. Parallel Bars/Monkey Bars - do not walk on top of or across any of the bars.
- L. Equipment - Carry playground balls and basketballs to and from the playground.
- M. Line - Students are to line up promptly and quietly at the end of recess. Equipment should be held quietly as students enter the building. Do not bounce balls in the hallway.
- N. Injuries - A teacher shall take the child to the nurse (or send another child to the nurse with him/her) and write an accident report when appropriate. If another child is responsible for the injury, report to that child's teacher and/or the principal.
- O. No gum, candy, drink or food on the playground without teacher/administrator approval.

XX. General Behavior

A. Dress - **Any clothing, attire, or accessory that results in disruption to the school or the learning process, or be a health or safety hazard to the individual student or the other students is not permitted.**

- a. Footwear must be worn in the school at all times—no Heelies.
- b. Torn clothing and clothing with holes, or clothing with chains is unacceptable
- c. Any item of wearing apparel that has any picture, diagram, or slogan that can be considered vulgar, obscene, or tends to exploit in a positive manner, drugs, alcohol, tobacco, anything immoral or illegal will be deemed inappropriate and may not be worn in school or at a school function.
- d. Hats are not to be worn inside the school except for special dress-up days.
- e. Hair dye or hair styles, which are distracting or unacceptable, will have to be changed before the student may return to school. At the principal's discretion, students may be sent home for inappropriate hair color or style.
- f. Body piercing that create significant disruptions
- g. Bandannas are not to be worn in any fashion.
- h. Shorts, skirts, and dresses are to be of reasonable length. As a general rule, shorts or skirts/dresses should be no 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.
- i. Pajama pants are not acceptable, unless permitted for a special activity.
- j. Tank tops should not be a distraction in class. No spaghetti strap shirts.
- k. Any clothing that reveals a student's upper torso and/or cleavage is not acceptable.
- l. In winter weather, jackets or coats, caps or hoods, warm leg covering, boots, mittens, and scarves will help prevent colds, coughs, and pneumonia. Students will be sent to the study room if a teacher and/or the principal feel a student's dress is not appropriate for the weather.

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

C. Fighting - Any fighting on the bus, in the school, or on the playground may result in

strong disciplinary action such as loss of recess, suspension, or expulsion. Parents will be notified whenever possible.

- D. Dangerous Devices - Knives, squirt guns, squirt devices, lasers, caps, lighters, firecrackers, aerosol cans, bullets, or cigarettes will be taken from the student and turned in at the office where they may be claimed by a parent only.
  - E. Stickers - Students are not to place stickers of any kind on school property.
  - F. 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.
  - G. Swearing – Any student who swears or uses indecent gestures will be disciplined appropriately.
  - H. Gum - Chewing gum is not permitted in the school or on the playground. It is NOT to be sent as a class treat.
  - I. Birthdays/Treats/Parties - Birthday party invitations may not be distributed at school unless invitations are issued to every student in the class. Birthday parties will be held once a month at a designated time by the classroom teacher. **Surprise parties/gifts and balloons are not permitted. Volunteers must complete a limited criminal history background check each year. No siblings or other children are allowed to visit classrooms during parties.**
  - J. Telephones - Telephones may be used by students with permission from the classroom teacher and/or the person in charge at the office before, during and after school.
  - K. Study Room - Students assigned to study rooms during recess are to be provided with STUDY ROOM INSTRUCTION by the assigning teacher.
    - 1. Reasons for using the study room include:
      - a. The need for students who have been absent to complete missed assignments, take quizzes, and/or tests.
      - b. Necessary health related written requests by a parent, nurse, teacher, and/or the doctor. (If more than a week at a time, a doctor's note is requested.)
      - c. Completing homework as assigned by the teacher.
      - d. Detention for misbehavior and/or missing work.
- Note: Students may (at the discretion of the principal) be asked to come an hour early or stay an hour late to make up work or to make up study time lost because of misbehavior. (In this case parents would be responsible for arranging transportation.)
- L. Electronic Equipment-Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring headsets, tape/CD players, portable TV's, electronic games, remote control toys, laser pointers, cellular telephones, radios, beepers/pagers, and any kind of recording device without the permission of the classroom teacher and/or principal. Any forbidden equipment will be confiscated and disciplinary action will be taken. The only exception to this is if a student's bus driver allows these items on the bus. In that case, the student may bring the item on the bus, but the item must be placed in their backpack upon entering the school and cannot be taken out for any reason.
- M. Toys – Toys are not to be brought to school unless permission is granted by the classroom teacher or principal.

## XXI. Before and After School Functions

- A. All school rules are applicable to before and after school functions.

- B. Students staying for after-school functions must have transportation home at the time specified by the adult in charge.
- C. Boys and girls coming for preschool weekly meetings will be required to bring one note only at the beginning of the year.
- D. Children attending evening school activities should be accompanied by parents/adults. This includes middle school and high school athletic events.
- E. Students riding the early bus for AMTAG must make arrangements with the bus driver.

## XXII. Health Services

The school nurse is available on a full-time 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 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. 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 the office personnel or a written note should be sent with the student when returning to school. 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 or greater, and/or vomits prior to school hours, the student should be kept home. Parents must call the student in ill to the Intermediate Office (883-5554).

### 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. Medications should be given at home whenever possible, including herbal or natural medications and vitamins. The intent of the 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 prescribed medication during the school day, the following guidelines are to be observed:

1. Parent/Guardian should determine with their physician whether the medication schedule can be adjusted to avoid administering medication during school hours. Medication given three (3) times a day or less are not to be brought to school unless a doctor has ordered that they need to be given during school hours.
2. A Medication Authorization Form must be filed out by the parent/guardian prior to administering any medication during school hours.
3. Prescription Medication must have a written authorization by a physician. Containers must have patient's name, doctor, prescription dosage, and expiration date. The pharmacy label can serve as the written physician's order. Any changes in dosage must be documented by a physician's order. Parents should request pharmacist to fill 2 bottles: one for home, and one for school.
4. A written order by a physician is required in order for a student to carry an inhaler or emergency medication such as an Epi-pen. The order must state that the student has a chronic or life threatening disease that requires the student to carry

- the medication during school hours.
5. All medications, including prescription and over-the-counter, must be in the original container, and be age appropriate for the child. Medication WILL be refused if sent loose such as in a bag or foil.
- V. Students must bring medications directly to the office or nurse's clinic at the beginning of the school day. According to a newly passed state law, students are NOT allowed to take any medication home with them. Therefore, a parent/guardian must pick up any unused medication. All unused medication unclaimed will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

#### PEDICULOSIS (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.

#### Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. All students must have an emergency medical sheet completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

#### Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

#### Control of Casual Contact 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.

### 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. Parent involvement in this procedure is 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 883-5554.

### Americans with Disabilities Act Section 504

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the principal at 883-5554.

### SPEECH, LANGUAGE, AND HEARING SCREENING

Indiana Code 20-8.1-7-17 requires the school corporation to "annually conduct and 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. A trained technician or assistant may conduct the screenings as the local school determines appropriate.

### IMMUNIZATION RECORD

The State of Indiana requires parents of children in elementary school to furnish the school a record showing proof of the child's immunizations. They must be immunized against diphtheria, whooping cough, tetanus, measles, rubella and polio. This record must be on file the first day of enrollment.

## XXIII. Grades

The following scale is used in determining letter grades for classwork and report cards:

A+ 100

C+ 79-77

F 59 or below



A	99-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
Cr.	Low achievement but working to capability		
E	Excellent progress		
S	Satisfactory progress		
N	Needs Improvement		

#### XXIV. Honor Rolls

**Gold Honor Roll** - Students with all A's and any S (including S in Citizenship special areas) will be on the Gold Honor Roll.

**Silver Honor Roll** - Students with all A's and/or B's and any S (including Citizenship and special areas) will be on the Silver Honor Roll.

**Excellent Citizenship** - Students with an E in Citizenship will earn an Excellent Citizenship award.

Year-end awards will be based on 1<sup>st</sup> and 2<sup>nd</sup> semester grades.

#### XXV. Homework

A. Parents and teachers are partners in the education of students. Their cooperative efforts in assigning and monitoring homework provide an excellent opportunity to strengthen this educational partnership. A parent is not expected to play the role of tutor. However, they should insist that homework be completed and provide time and a place for doing it.

Please consult with your child's teacher if there is a question about homework. We want homework to be a help and not a chore.

#### XXVI. Seclusion and Restraint

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: [Western.k12.in.us](http://Western.k12.in.us)

## XXVII. Promotion, Remediation, and Retention of Students

Each building principal, as the Superintendent's designee, shall be responsible for establishing guidelines for procedures in remediating and/or retaining students. It is expected that principals will consult with teachers and parents before deciding whether a student is to be locally identified for remediation, assigned to the next grade, or retained. Results of standardized tests, grades, teacher recommendations, and parent views should be considered as criteria. **Principals have the responsibility for making the final decisions for each student's next year grade placement.**

### A. Intermediate School Retention Criteria

1. Students who have the ability to master grade-level skills but whose performance is well below grade level should be considered for retention.
2. Students not meeting ISTEP+ or IREAD minimum requirements or Western's expected achievement standards shall be retained or remediated at the discretion of the school principal.
3. Students who seem to be working at approximately their ability level should be assigned to the next grade.
4. Students who have been absent from school for a significant number of days may be retained if such absences have had a substantial impact on the academic achievement of the student.

### B. Intermediate School Retention Procedures

For students who are potential retainees, the teacher will confer with parents near the end of the first semester. 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. A record of these conferences will be given to the principal.

For any student who is to be recommended for retention, the teacher will schedule a conference no later than the first week of the fourth grading period to include classroom teachers and both parents if possible. The principal may be invited to participate. **The final decision on each student's placement is the responsibility of the building principal.**

- C. Summer School- A student may be required to attend summer school based on classroom performance and standardized testing results. If a student does not attend the required summer school, they may be retained.

## XXVIII. Transfer Students

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

- A. By May 1<sup>st</sup> for the 1<sup>st</sup> semester of the following school year and December 1<sup>st</sup> for the 2<sup>nd</sup> semester of the current school year, the Board will establish the number of transfer students that can be accepted in each building and grade

level.

- B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.
- C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:
  - 1. has been enrolled in the Corporation in the prior school year;
  - 2. is a member of a household in which any other member of the household is a student in the transferee school; or
  - 3. has a parent who is an employee of the Corporation.
- D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

An application to transfer to the Corporation may be denied if the student has been suspended (as defined in I.C. 20-33-8-7) or expelled (as defined in I.C. 20-33-8-3) during the twelve (12) months preceding the student's request to transfer for:

- A. ten (10) or more school days;
- B. possession of a firearm, deadly weapon, or a destructive device as described in I.C. 20-33-8-16;
- C. causing physical injury to a student, a school employee, or a visitor to the school; or
- D. a violation of a school corporation's drug or alcohol rules.

For purposes of computing the number of days of discipline of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) for a violation described in subdivisions (2) through (4) shall be included in the calculation of the number of school days that a student has been suspended. No transfer student shall be accepted for enrollment for athletic reasons.

#### XXIX. Teacher 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 experience, working relationships, and personal situations or issues. Any such requests must be presented in writing to the administration by July 1st (December 1<sup>st</sup> for second semester courses in the high school). There is no guarantee such requests will be honored as factors such as teacher availability, course/class availability, course/class enrollment will be primary factors in making the final determination.**

# Western Intermediate School

## REQUEST FOR ADMINISTRATION OF MEDICATION

I hereby authorize the school to administer medication to my child, \_\_\_\_\_, grade \_\_\_\_\_, during school hours, in accordance with the enclosed written instructions from my physician. I agree to provide all medication, prescription or over-the-counter, in its original container, and to renew long-term orders at the beginning of each school year.

Name of Medication: \_\_\_\_\_

Time(s) of administration: \_\_\_\_\_

Date(s) of administration: \_\_\_\_\_

Name of Physician: \_\_\_\_\_

I understand that Western School Corporation bears no legal responsibility for the administration or effects of said medication.

Parent/Guardian's signature: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Parents,

During school hours...

1. Medication given three (3) times a day or less are not to be brought to school unless a doctor has ordered that they need to be given during school hours.
2. A Medication Authorization Form must be filled out by the parent/guardian prior to administering any medication during school hours.
3. Prescription Medication must have written authorization by a physician. Containers must have patient's name, doctor, prescription dosage, and expiration date. The Pharmacy label can serve as the written physician's order. Any changes in dosage must be documented by a physician's order. Parents should request pharmacist to fill 2 bottles: one for home, and one for school.
4. A written order by a physician is required in order for a student to carry an inhaler or emergency medication such as an Epi-pen. The order must state that the student has a chronic or life threatening disease that requires the student to carry the medication during school hours.
5. All medications, including prescription and over-the-counter, must be in the original container, and be age appropriate for the child. Medication WILL be refused if sent loose, such as in a bag or foil.
6. Students must bring medications directly to the office or nurse's clinic at the beginning of the school day, or when the student arrives at school. According to a newly passed state law, students are NOT allowed to take any medication home with them. Therefore, the parent/guardian must pick up any unused medication. All unused medication unclaimed will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
7. Herbal or natural medications and vitamins will be refused.

Thank you,  
Kara Dukes, R.N., School Nurse

WESTERN SCHOOL CORPORATION  
Russiaville, IN 46979

TO: Parents and Students

Guidelines established by the U.S. Environmental Protection Agency (EPA), in compliance with provisions of the Asbestos Hazard Emergency Response Act (AHERA), require us to notify you that the Western School Board has a plan for the management of asbestos.

Additionally, we are required to inform you that before the 94-95 school year, the semiannual periodic surveillance was accomplished (i.e. during June 1994), as well as the required three-year reinspection, accomplished by a licensed inspector in January 1994.

This letter is to notify you that the Western Schools are in compliance with the AHERA regulations. A management plan has been adopted and a copy is on file in the office of the principal of your child's school. A copy of the plan will be made available to any interested patron of the school district for the cost of copying.

While this letter is designed to meet our obligations under the AHERA guidelines, we want to emphasize that any question or concern related to asbestos management in the Western Schools will be welcomed by the central office staff.

Healthy, Hunger-Free Kids Act

- Requires that USDA establish nutrition standards for all foods and beverages sold in school- beyond the Federal child nutrition program in schools.
- The law specifies that the nutrition standards shall apply to all foods sold:
  - Outside the school meal programs
  - On the school campus, and
  - At any time during the school day
  - Includes a la carte in the cafeteria, in school stores, snack bars, vending machines, fundraisers and other venues
- School Campus
  - All areas of the property under jurisdiction of the school that are accessible to students during the school day (the period from midnight before, to 30 minutes after the end of the official school day)

**Fundraisers**

Foods and beverages sold to students as fundraisers during the school day must meet the USDA's *Smart Snacks in Schools* nutrition standards. The State of Indiana has set a limit on the number of fundraisers that do not meet the standards (“exempt fundraisers”) to two per building, per year. One exempt fundraiser lasts for one day. The Principal will determine the exempt fundraisers allowed for each building. Please note, even exempt fundraisers will not be allowed to be sold in competition with the breakfast or lunch programs during meal service.

Fundraisers that include foods and beverages that meet the *Smart Snacks* nutrition standards may be held as often as a school wishes.

The *Smart Snacks* standards **do not apply** to food-based fundraisers that are intended for consumption outside of the school day, such as fundraisers that include selling frozen cookie dough, frozen pizzas or Market Day, to name a few.

*Smart Snacks* standards **do not apply** to foods given as rewards or provided free to students for classroom/building celebrations. In addition, *Smart Snacks* standards **do not apply** to anything that takes place 30 minutes after the school day has ended, such as evening, weekend or community/athletic events.

## Title I – Parents’ 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 the school that they may request, and the Corporation will provide the following information on the student’s classroom teachers:

- A. whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching
- B. whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived
- C. the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned
- D. the qualifications of any paraprofessionals providing services to their child(ren)

In addition, the parents shall be provided:

- E. information on the level of achievement of their child(ren) on the required State academic assessments;
- F. timely notice if the student is assigned to a substitute teacher who is not “highly qualified” for the subject they are teaching for more than four (4) weeks.

Licensing information for teachers is also available at [www.doe.state.in.us](http://www.doe.state.in.us) under the K-12 school data section. Should you have any questions, please contact Randy McCracken at 883-5930.

## **STUDENT NETWORK AND 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.

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.

- A. Students are responsible for their behavior and communication on the Internet.
- B. 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.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords are prohibited. Students may not allow other users to utilize their passwords.
- D. Students may not use the Internet to engage in “hacking” or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
1. 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.
  2. Never reveal names, addresses, phone numbers, or passwords of yourself, other students, or family members while communicating on the Internet.
  3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  4. Never agree to get together with someone you "meet" on-line without prior parent approval.
  5. Diligently delete old files on a regular basis from the personal directory to avoid excessive use of the electronic disk space.
- H. 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 stimulated 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.
- I. 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 resources.
- J. 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.
- K. 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.
- L. Students are prohibited from accessing or participating in online "chat rooms" 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.
- M. 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.
- N. 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 cited the same as references to printed materials.
- O. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form." (Form 7540. D3 F1)



- P. Proprietary rights in the design of web sites hosted on the Corporation's servers remains at all times with the Corporation.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254 (h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., part F, elementary and Secondary Education Act of 1965, as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246

# Western School Corporation Student and Technology Responsible Use Policy

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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 people's 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.
- Maintain possession and know where my iPad is located at all times.
- Inform someone immediately if an iPad is damaged.

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.
- Responsibility of the iPad for damage is on the student assigned to the iPad unless: caused by another student once determined by the Building Principal or Assistant Principal ASAP (within 1 school day).
- Damage found MUST be reported to the building media center as soon as it is discovered.

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.

Repair Costs for damaged, stolen, iPads are below as of the 2016/2017 school year:

	Broken Screen, Headphone jack, charge port, home button	Stolen/Lost*	Power Adapter, cable Lost/Damaged	Intentional Damage	Replacement Case
COST	\$329	Student will be billed complete cost of iPad \$329 plus cost of case..	\$10	\$329	\$47

\*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 Technology Responsible Use Agreement

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### 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 is correct.

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

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

## ANNUAL ASBESTOS NOTIFICATION FOR PARENTS AND EMPLOYEES

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.

## WESTERN SCHOOL CORPORATION GUIDELINES FOR USE OF MULTI - PURPOSE FACILITY AND 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 6th 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.
- Cages and Courts are only available as outlined below.
- Abuse of equipment or not following rules will result in the loss of privileges to use the facility.

### Hours of Operation and Use

#### Monday – Friday (Day Use)

Hours August - May Summer (June & July)

5:00 a.m. – 7:00 a.m. Western Patrons and School Employees – Use of Track and Weight Room Western Patrons and School Employees – Use of Track and Weight Room

- 5:00 a.m. – 6:00 a.m. Scheduled Aerobics (participation fee for instructor) – Open to Western Patrons and School Employees  
 Scheduled Aerobics (participation fee for instructor) – Open to Western Patrons and School Employees
- 6:00 a.m. – 7:00 a.m. Inside of Track – School Use Only Inside of Track – School Use Only
- 7:00 a.m. – 2:30 p.m. School Use as Scheduled through Central Office Athletics & Band – Scheduled through the Athletic Director
- 2:45 p.m. – 6:00 p.m. Athletics & Band – Scheduled through the Athletic Director Closed or Scheduled through Central Office
- Monday – Thursday (Evening Use)  
 Hours August - May Summer (June & July)
- 6:00 p.m. – 9:00 p.m. Western Patrons and School Employees – Use of Track and Weight Room Western Patrons and School Employees – Use of Track and Weight Room
- 6:00 p.m. – 9:00 p.m. Cages & Courts – Western/Russiaville Youth Sports – Scheduled through the Athletic Director  
 Cages & Courts – Western/Russiaville Youth Sports – Scheduled through the Athletic Director
- Saturdays  
 Hours August - May Summer (June & July)
- 8:00 a.m. – 12:00 p.m. (noon) Athletics & Band – Scheduled through the Athletic Director Closed or Scheduled through Central Office
- 12:00 p.m. (noon) – 4:00 p.m. Western Patrons and School Employees – Use of Track and Weight Room (except as Scheduled for School Contests or Events) Closed or Scheduled through Central Office
- 12:00 p.m. (noon) – 4:00 p.m. Cages & Courts – Western/Russiaville Youth Sports – Scheduled through the Athletic Director (except as Scheduled for School Contests or Events) Closed or Scheduled through Central Office
- Sunday and Holidays - Closed or Scheduled through Central Office by completing a Facility Request
- Additional Information for Coaches, Sponsors, and Staff
- Changing Rooms
    - o Lockers are only for temporary use and are not to have clothes, etc. locked in them overnight (Only 30 lockers available). Overnight lockers are available in the hall
    - o Students and Athletes are to be supervised
    - o Changing rooms should be monitored (Supervisor(s) will lock doors at the end of the evening)
  - Weight Room/Wrestling
    - o Enforce guidelines
    - o Supervise students and athletes
    - o Students and athletes should use changing room restrooms only
  - Multi-Purpose Facility Office (should be locked at all times)
    - o Weight Room Supervisor
    - o Others with access – Administrators, Athletic Director, PE Teachers, designated head coaches, evening custodian, and evening supervisor(s)
  - Trained to operate equipment
    - Fans
    - Curtains
    - Nets
    - Basketball Goals
    - Lights (Mechanical Room)
    - Multi-Purpose Room
    - o Follow the schedule
    - o Enforce guidelines
    - o Follow protocol for use (provided by the Athletic Director)
    - o Supervise Students
    - o Put all equipment back in storage room when finished
    - o Make sure students are not accessing middle school and high school
    - o Walls and ceiling are plastic covered insulation – make sure there is no hitting or other activities outside the cages that can damage the insulation, lights or drywall.
    - o Students and athletes should use changing room restrooms only
    - o No alterations, modifications or additions are to made to the facility
    - o Curtains are not to be used as backstops
  - Overall Facility Use
    - o Accidents – complete accident report and give to Athletic Director
    - o All supervisors must be CPR/AED Trained
    - o Report any damages immediately
    - o Take Pride in our Facility