

**West Central Elementary School Student/Parent Handbook**

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## District Statements

### Vision Statement

Encourage Every Student, Every Day  
Engage • Empower • Educate

### Mission Statement

West Central Schools commit to a comprehensive system of support, which ensures every member of the school community is prepared for further learning and successful career opportunities in a technology-rich global economy. This is accomplished in an environment that fosters positive attitudes toward self, others, work, and responsible citizenship.

### Belief Statements

All students need:

- A clean, safe, structured environment that fosters a sense of belonging, dignity, and respect, which promotes student achievement, appropriate social skills, and a healthy lifestyle.
- A well-developed, rigorous curriculum, relevant instructional activities, and assessment measures that provide higher-level learning opportunities and enable student success.
- Parents, community, and a highly qualified staff to share the responsibility, through collaboration and communication, in advancing the school system's mission and goals.

### Nondiscrimination Statement

Educational services, programs, instruction, and facilities will not be denied to anyone in the West Central School Corporation as the result of his or her age, race, color, national origin, sex, or handicapped condition.

### Verbal Aggression

Verbal aggression towards anyone will not be tolerated. Disciplinary action and/or suspension **shall** result. Examples of verbal aggression are profane **and/or** obscene language, sexual harassment, forms of coercion, threats, intimidation, and **any racial comments(s) or racial slur**.

## I. General Information and School Policy

This handbook has been compiled to serve as a guide for students and parents concerning the policies of the West Central Elementary School. Suggestions from teachers, parents and students are welcomed and appreciated. With the cooperation of its school employees, parents and students, the West Central Elementary School will provide the best education possible.

The purpose of the Student/Parent Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school.

In case of a conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. (In some cases this may be the provisions in the handbook. The Board will immediately update the Board Policy as needed in these circumstances.)

The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the corporation. If policy changes are enacted during the school year, the administration will communicate the changes to students, staff, and parents/guardians.

**Textbook Rental** West Central's School Board establishes the fees charged for book rentals. The fees may vary each year due to the increased cost of books and materials. Textbook rental fees are due at the beginning of each semester. The student must pay for all lost or damaged books. Book rental-assistance forms are available in our elementary school office.

**Communication** The West Central Elementary School staff believes communication is very important. It is our philosophy to keep in close contact with parents throughout the school year. If you have questions or concerns about your child, please call your child's teacher to schedule a mutually agreeable conference time. Should you desire to talk with the principal, feel free to call for an appointment. The school newsletter, The Trojan News, is sent home every month to each family.

**Counseling** A school counselor is available to all students. The counselor promotes academic and career development, as well as, social/personal development. The counselor is a friend to our students and a resource for our parents and teachers. Students, teachers, parents, the principal or school counselor can initiate a counseling referral. Because counseling is a part of the general educational experience, Indiana law does not require a student to have parental permission to talk with the counselor.

**Field Trips** Parental permission forms must be signed and returned to the school prior to the student going on a field trip.

**Visitor Guidelines** All visitors are required to sign in at the office before going elsewhere in the building. Visitors will be issued a visitor's I.D badge. Visitors must then **sign-out** and return the visitor's I.D. badge before leaving the building.

**Parent-Teacher Council (PTC)** The PTC assists our staff in helping to provide a quality education for our students. All parents, teachers and staff members are encouraged to attend the meetings. The after-school meetings are usually held in the school library. Contact the office for meeting dates.

**Parties** Snacks nutritional in value must be offered. Some helpful suggestions for snack ideas can be obtained from the student's teacher.

**Cafeteria/Meal Charge Policy** Program requirements prohibit schools from denying meals for:

- Disciplinary reasons
- Past unpaid charges if the child has money in hand for today's meal
- Free students regardless of any other charges at school

We do not want to deny students a meal, but in the financial standpoint we cannot let students go without paying for their meals.

**K-5 Grade** Students can charge **no more than** 3 lunch meals, after the third meal is charged, you must send money to pay the charges or send meals from home with your child. During this time they are not allowed a breakfast unless they have money to put into their account that day.

The cafeteria will provide a minimal lunch consisting of a cheese sandwich and applesauce to any student that exceeds the charge limit.

Every effort is made to get notifications home to the parents/guardians when the student is getting low on funds. The cashier sends a note home on a daily basis once the account gets to \$2.00 to help avoid the lapse in time to get the money to the cafeteria.

If at any time your household goes through a financial change, please fill out an assistance application which can be found on the school website.

If you would like to track your child's account you can do that using the student's school ID number. Visit the school website and look for the online payment tab. You **DO NOT** need to put money in online to use this tool.

Any student can bring their lunch from home if they choose not to eat the school's lunch, but there are to be **NO** soft drinks or energy drinks with the lunch.

**Adverse Weather Conditions** Parents and students are encouraged to listen to area radio stations concerning school delays or closings. The following stations will relay school announcements:

WLQI Rensselaer	97.7 FM
WKVI Knox	99.3 FM or 1520 AM
WKJM Lafayette/Monticello	95 FM
WRIN Rensselaer	1560 AM
WAZY Lafayette	96.5 FM
WFRN Winamac	100.1 FM

**Pest Control Policy** West Central is committed to providing students and staff a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. Parents may request to receive advanced notice of all pesticide use in the by filling out the appropriate form available in the elementary school office.

**Student Submission to Required Evaluations/Surveys** No student shall be required to submit without prior written consent of his parent or guardian, to a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student or his family
3. Sexual behavior and attitudes
4. Illegal, anti-social, self-incrimination and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged and analogous relationships such as those of lawyers, physicians, and ministers
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

### **Media Center**

The media center *is* the center of our school and home to the several thousand books available for our students to check out and read. Students in grades 2-5 also have the opportunity to check out back issues of magazines through a class rotating system. There is a professional and video/DVD library for staff use. The following rules and guidelines exist for good stewardship of our library materials.

1. Students have a limit to the number of books they may check out, depending on their grade level.
2. All books and magazines are due one (1) week after their check-out date. Students may renew books as needed.
3. Students are encouraged to take only one (1) book home at a time.
4. Responsibility for the care and return of library books rests primarily with the students, but if a book is lost or damaged, payment for that book must be made before the student is able to check out any more books. Parents or guardians are ultimately responsible to ensure payment is made for lost or damaged books.

**Swimming Pool** The swimming pool is open for community swimming (\$1.00 per person) on Tuesdays and Thursdays from 6:30 PM to 8:00 PM. Pool rental and price forms are available in the elementary office. For additional information please visit: [www.wcsc.k12.in.us/pool](http://www.wcsc.k12.in.us/pool).

### **No School = No Pool!**

Swimming Pool rules include:

1. No cut-offs, shorts, bike shorts, or t-shirts are permitted
2. One-piece swim suits only, no open-stomach suits
3. Must furnish own towel
4. No gum, food, or drinks
5. No running, drinking, or rough play
6. Showers must be taken before and after swimming
7. Elementary students must wear swim caps
8. Children under seven years of age must be accompanied by an adult
9. Valuables should be left at home. The corporation is not responsible for missing valuables
10. Lockers are provided, but no locks

11. All inflatable objects are allowable only at the lifeguard's discretion
12. Only one person on any ladder or diving board
13. No playing on the ladder
14. Only one spring (bounce) on the diving board
15. Dive off the front of the board, not the sides
16. At least one lane will be designated for lap swimmers only. Other swimmers are to stay clear of the lane.
17. Respect the judgment and experience of the trained lifeguards; follow their advice, and do not interfere with the performance of their duty.

**Title I Parents' Right to Know** As a parent of children in a Title I school, **you have rights**. You may request information regarding the professional qualifications of your child's classroom teacher, including:

- If the teacher has met State qualifications and licensing criteria for the grade level and subject areas taught.
- If the teacher is teaching under an emergency or temporary status in which State qualifications or licensing criteria have been waived.
- The teacher's baccalaureate degree major, graduate certification and field of discipline.
- If after four or more consecutive weeks your child has been taught by a teacher who is not highly qualified.

You may also request information regarding:

- Whether your child is provided services by paraprofessionals and their qualifications.
- Information on your child's level of achievement in each of the State's academic assessments.
- Our school's policies, rules, and regulations (See Student/Parent Handbook).

The West Central School Corporation is required to provide notice to parents if their children are in schools that are in School Improvement. These notices must offer public School choice and/or Supplemental Educational Services as appropriate. If you have any questions or concerns regarding your parental rights, please contact the building principal or the corporation's superintendent.

### **Title I Complaint Procedures**

West Central School Corporation is committed to open communication between staff and parents at the districts' Title I, Part A school in order to reach the goal of educating all students. We are aware that disagreements may arise periodically. These disagreements need to be resolved in a timely fashion. The following procedures have been developed to handle complaints dealing with Title I, Part A programs, services, and staff members. All Title I, Part A complaints are to be directed to the Director of Title I as described below.

#### **Filing a Complaint (person with complaint does the following)**

1. Gather all information related to the complaint.
2. Write out and detail any concerns regarding the Title I program. Please be as specific as possible.
3. Send the complaint form to the Title I office at the address listed on the form.

#### **Response to Complaint (Director of Title I does the following)**

4. Investigate and prepare a response to the complaint.
5. Set an appointment with the originator(s) of the complaint in order to resolve the complaint. The Director of Title I usually will schedule this meeting within five (5) working days after receipt of the complaint.

#### **Additional Steps (if required)**

6. If the complaint cannot be resolved by the Director Title I, a meeting will be set up with the Superintendent, the Director of Title I, and the concerned parties.
7. The Superintendent will work with the Director of Title I to resolve the complaint.
8. If the issue is still unresolved, the Director Title I will contact the state department of education's Title I, Part A office for guidance.
9. Meetings with officials from the district may be scheduled in order to resolve the complaint.
10. If additional steps beyond the state department of education are required in the resolution of the complaint, these steps will occur in accordance with the federal Every Student Succeeds Act.

### **Contact for Complaints**

Title I Director

## **II. Student Attendance**

**Entrance Requirements** Kindergarten children must be five years of age by August 1 before entering school for the first time. First grade students must be six years old by August 1 before entering the first grade. All children are required by law to attend school from ages 7 to 16 unless they are physically or mentally incapable of attending classes. Indiana State law requires that each Kindergarten parent/guardian provide the school with up-dated health records. These records should include the names and dates when the immunizations were administered.

**Excused Absence** All assignments missed during the student's absence must be made up within twice the number of days missed to a maximum of five days. Excused Absences are not included in the eight day per semester limit. The following are excused absences when the school is properly notified by a parent or a doctor's note is submitted:

- Personal illness called in by a parent which may/may not require a doctor's appointment. After meeting the 9 day absence limit for the school year, a doctor's note will be required for each additional absence. Absences beyond the 9<sup>th</sup> day not substantiated by a doctor's note will count as unexcused.
- The death of an immediate family or household member.
- Exhibiting for one day at Indiana State Fair.
- Administratively approved educational experience which is approved in advance and does not exceed five days.
- Justifiable reasons at the discretion of the principal.

All assignments missed during the students' absence must be made up within twice the number of days missed to a maximum of five days.

**Unexcused Absence** An absence is unexcused if the parent does not report the absence. Days beyond the allowed educational experience limit and other reasons not justifiable at the discretion of the principal may be marked as unexcused.

### **Determining Tardies & Absences During the School Day**

Students arriving between 8:00-9:00am will be counted as tardy. Students arriving after 9:00 will be counted as absent for ½ day. Students arriving after 12:30 will be counted as absent for the whole day since they missed the majority of the instructional time.

**Guidelines for Habitual Truancy/Chronic Absenteeism** Attendance in school is compulsory as provided by Indiana Code 20-33-4-3.2. A child who fails to attend school without a justifiable reason is truant. An excused absence or an absence due to suspension, expulsion, exclusion, or illness, incarceration or lawful removal of the student from school by the parent or guardian are not considered truancy in the compulsory school attendance policy as provided by Indiana Code 20-33-2-11. However, the following may be evidence of habitual truancy if the:

- Student shows defiance of parental authority in the failure to attend school.
- Student has a repeated, continuous pattern of absences.
- Student acquires an early dismissal under false pretenses.
- Parent fails to ensure their child is in school.

Chronic absenteeism is defined as being absent from school for ten percent or more of a school year for any reason (I.C. 20-20-8-8(18)). This definition includes excused and unexcused absences. Habitual truancy is defined as absent for 10 or more days without being excused or being absent without a parental request that has been filed with the school. The meaning of this last phrase is unclear as being absent without parental permission is generally seen as unexcused (IC 20-20-8-8(19)).

A letter will be sent to the parent on the fourth and sixth unexcused absence. On the sixth unexcused absence, a referral may be made to the Pulaski or Jasper County Prosecuting Attorney for failure to comply with the compulsory school

attendance law. The West Central School Corporation reserves the right to consider retention of any student, regardless of the child's performance, based on 12 or more excused or unexcused absences per school year.

**Early Dismissal** An early dismissal may be issued to a student for justifiable emergency and/or personal reasons. The request must come from the parent or legal guardian. The student will remain in class until his parent arrives at school. Then, the student will be called to the office. The student must be formally "signed-out" by the parent or guardian. Written notification must be presented if the child is to be transported by another individual other than a family member.

**Student Withdrawals** Parents of students moving to another school district must notify the elementary office before withdrawing their children. Parents are required to sign claim forms for book rental refunds, and/or pay all balances due.

### **III. Student Health Policy**

**Epi-Pens** Anaphylaxis is a life-threatening allergic reaction. It can occur after insect stings or food intake in susceptible children, adolescents, and adults while at school. The respiratory, skin, gastrointestinal, and cardiac systems are often affected; prompt treatment with injected epinephrine may be lifesaving. At West Central (K-12) we will have Epi-Pens for emergency use that would be given by the nurse at school.

If a staff member or a student with no known allergies exhibit signs of anaphylaxis, such as severe swelling of the lips, face, tongue, or throat or have severe difficulty swallowing or breathing, or unconsciousness, administration of an Epi-Pen will be given. 911 and parents will be called. **\*\*If a parent does not wish for this emergency treatment to be given, a written note must be sent into school and will be kept on file. It must have the student's name and be signed/dated by parent.\*\***

**School Nurse** A registered nurse is available in the elementary school. The nurse assesses all ill or injured students sent to the office. The nurse is an aid in sickness and emergencies, not a substitute for a family physician. She conducts vision testing. She also maintains a health record for each student and monitors each student's immunization status. Please refer to the medication policy in the following pages.

Guidelines for Sending/Keeping Students Home:

- Fever above 100.0 degrees
- Acute cold with severe cough
- Vomiting, nausea, abdominal pain, and repeated diarrhea
- Communicable disease (i.e. pinkeye (conjunctivitis), Strep throat, Chicken pox, etc.)
- Injuries that are questionable for possible fractures, or head injury
- Head lice (Live bugs will require the student to be sent home.)

There will be times when it will be difficult to tell when your child is too ill to go to school. Like adults, some young people have very different tolerances to discomfort or illness. Even with the "common cold" some young people will be able to function while others cannot. Fevers must be gone for a full 24 hours without the aid of medication; this is to protect the rest of the staff and student body from contracting the illness. If a student is placed on prescribed antibiotics, they must take it for a full 24 hours before being considered no longer contagious. Please make sure that all of your contact information is current and updated. If it changes let us know as soon as possible. Please do not hesitate to contact the school nurse if you have any questions about if your child should or should not return to school after an illness.

**Immunization** When a child enrolls in our school corporation, his parents must show either that he has been immunized or that a current, written religious or medical objection is on file. Parents are required to provide the school with complete immunization records prior to the beginning of the school year. Minimum immunization requirements are as follows:

- |   |        |             |
|---|--------|-------------|
| - Kindergarten to 3 <sup>rd</sup>           | 3Hep B | 2 Varicella |
|   | 5DTaP  | 2 HepA      |
|   | 4Polio | 2MMR        |
| - Grades 4 <sup>th</sup> to 5 <sup>th</sup> | 3HepB  | 2 Varicella |
|   | 5DTap  | 4Polio      |



## 2MMR

- **Hep A** – The minimum interval between first and second dose of Hapatitis A is 6 calendar months
- **Hep B** - The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.
- **DTaP** - Four doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's fourth birthday.
- **Polio** - The 4<sup>th</sup> dose of polio vaccine must be administered on or after child's fourth birthday. This applies only to kindergarten through 3<sup>rd</sup> grades for 2013-2014. Three doses of polio vaccine are acceptable if 3<sup>rd</sup> dose was administered on or after child's fourth birthday and the doses are all IPV or all OPV.
- **Varicella** - Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 5<sup>th</sup> grade. A signed statement from the parent/guardian indicating history of disease, including month and year is acceptable for children in grades 6-12.
- **Live Vaccines (MMR, Varicella & LAIV)** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

**Religious/Medical Exemption** Religious/Medical Exemption - IC 20-34-4 permits children to attend school if they have a Religious/Medical Exemption to Indiana State required immunizations. Your Physician must sign a Medical Exemption yearly; a Religious Exemption must also be updated yearly and on file.

If a child has a Medical/Religious Exemption on file, they will have to follow our "Outbreak Policy". In the event of an outbreak of a vaccine preventable disease for which your child is not fully vaccinated, your child may be excluded from school to protect his/her health and the health of all our students and staff. It is important to understand that with some diseases such as measles, one infected child is an outbreak. The length of time your child will be kept out of school depends on the disease. Your child's exclusion may be as long as 3-4 weeks.

If your child is excluded from school, your child will also be excluded from school sponsored activities, such as sporting events, dances, and graduation that occur within the exclusion period. The school will notify you when your child can return to school. Incompletely vaccinated children can be excluded from school due to cases of measles, chickenpox, pertussis, mumps, or any other vaccine preventable disease (at the discretion of the local health officer).

**Head Lice Policy** School-wide head checks will be held during the first week of each new school year. Additional school-wide checks will be conducted when students return from Christmas break. All new in-coming students, as well as any student having possible signs of head lice, will be checked. Students should have no live lice in order to remain in the classroom. Parents will be contacted and students will be excluded from riding the bus, when possible. In addition, parents are requested to contact the school as soon as possible if they know their child has head lice.

**Insurance** Student group accident insurance is available under a voluntary plan. Insurance information is distributed at the start of school in the fall. All parents are asked to sign a form stating that insurance has been offered to their family.

**Medication for Students** It is strongly recommended that medications be given at home whenever possible. However, when students need medication during the school day, the following guidelines must be observed to comply with school policy. **Any medication sent to school without meeting these guidelines will not be dispensed.** The following personnel are authorized to administer medication to students: nurse, secretary, principal, counselor, or designated office assistant.

The guidelines are:

1. Prescription medications must be sent to school in their **original containers**. Each container must be labeled with:
  - a. The name of the medication
  - b. The amount to be given
  - c. The time of day to be taken
  - d. The number of days the medication is to be taken
2. Over-the-counter medications will be dispensed if:

- a. The medication is in its original container
- b. Written permission from the parent or legal guardian accompanies the medication
- c. Written instructions, including time of day and amount to be taken, accompany the medication
3. All medications and medical devices are kept in the nurse's office.
4. Daily medications require a written note of instruction from the doctor.
5. Non-FDA approved supplements will not be given (herbs, homeopathic, etc.)

**Senate Bill 376** Any student with a chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while the student is on or off school grounds while attending a school activity, function or event. The physician determines what is acute or chronic, not the school. The authorization must be filed annually. The school needs two written statements one from the parent and one from the doctor.

1. The parent must send written permission for the child to carry the medication and self-administer. This includes all inhalers.
2. A physician must state in writing the following:
  - a. The student has an acute disease or medical condition for which the medication has been prescribed.
  - b. The student has been instructed in how to self-administer the medication.
  - c. The nature of the student's medical condition requires emergency administration of the medication.

**Release of Medications (IC 20-34-3-18)** Sec. 18

(a) This section does not apply to medication possessed by a student for self-administration under IC 20-33-8-13.

(b) Medication that is possessed by a school for administration during school hours or at school functions for a student **may** be released to: (1) a student's parent; or (2) an individual that is at least (18) years of age **and** designated in writing by the student's parent to receive the medication.

(c) A School Corporation **may** send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication.

**\*\*As added by P.L. 1-2005, SEC. 18. Amended by P.L. 76-2005, SEC. 4\*\***

**Emergency Information** Please make available the name and phone number of someone to contact in case of an emergency. This contact person should have a source of transportation in the event it would be needed. This information will be kept on file in the elementary office.

**Inside Recess** Students may stay inside in inclement weather as determined by the administration or his designee. Recess will be held inside if the outside temperature is 20 ° or below. Continuous requests for a student to stay inside require a doctor's note.

**Health Screenings** School officials are required to administer a hearing screening to pupils in Grades One, Four, Seven and Ten. All students new to our corporation and students in Kindergarten, Grades One, Three, and Five will be given a vision screening each year. Parents opposed to these screenings must submit their objections in writing to the health office.

**West Central Corporation Wellness Policy**

Philosophy: The Board of School Trustees of West Central School Corporation supports increased emphasis on nutrition and physical activity at all grade levels to enhance the well-being of the school corporation's students.

Therefore, in accordance with the Child Nutrition Act, it is the policy of the Board to:

Statement of Purpose: Provide students access to nutritious food and beverages; provide opportunities for physical activity and developmentally appropriate exercises; and require that all meals served by the school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture.

**I. Coordinated School Health Advisory Council**

West Central School Corporation will engage students, parents/guardians, teachers, food service professionals, health

professionals, and other interested community members in developing, implementing, monitoring and reviewing our corporation's nutrition and physical activities policies. A Coordinated School Health Advisory Council will oversee the development, implementation and evaluation of the school corporation's wellness policy.

A. In accordance with Indiana Code 20-26-9-18, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes at a minimum the following:

- \*parents/guardians
- \*foodservice director & staff
- \*students
- \*health care professionals
- \*school board member
- \*school administrators
- \*teachers (physical education teachers)
- \*school nurse
- \*members of the general public/community organizations

B. The Advisory Council shall meet annually to review nutrition and physical activity policies and develop an action plan for the coming year. The council shall meet as needed during the school year to discuss implementation activities and to address barriers and challenges.

C. The Advisory Council shall report annually to the Superintendent and School Board on the implementation of the wellness policy and any changes or revisions that are recommended

D. The School Board will adopt or revise policies based on the recommendations made by the Advisory Council

E. The School Wellness Policy shall be made available to students, staff and families by means of school registration, corporation's website, and the student/staff handbook

## II. Standards for USDA Child Nutrition Programs and School Meals

All schools at West Central will provide and promote breakfast and lunch through the USDA National School Breakfast and Lunch Program

### A. School meal content

1. Meals served through the National School Breakfast and Lunch Programs will:

- \* meet or exceed the USDA Dietary Guidelines for Americans
- \*offer a minimum of 2 fruits and/or vegetables at all meals
  - \*offer only 1% white for fat free milk
  - \*include whole grains for at least 50% of the grains served
  - \*contain 0 percent trans fats

2. All cooked foods will be baked or steamed

3. Fresh fruits and vegetables will be from certified local farmers when practical

### B. School Meal Participation

1. Schools will, to the extent possible, utilize methods to serve school breakfast that encourages participation, including serving breakfast in the classroom and grab and go breakfasts

2. Morning bus routes will be scheduled to allow students to arrive at school in time to eat breakfast

3. Schools in which more than 50% of students are eligible for free or reduced priced meals will sponsor the Summer Food Program when feasible

### C. Mealtimes and Scheduling

1. Students will be provided adequate time to eat (at least 20 minutes to eat lunch and 10 minutes to eat breakfast)

2. School meals will be served in clean and pleasant settings

3. Students will be able to wash and sanitize their hands before meals

4. Potable water will be available at all mealtimes

5. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced

### D. Professional Development

1. Professional development and training will be provided and tracked for the foodservice department according to the CEU's required by the USDA

## III. Nutrition Standards for Competitive and Other Foods and Beverages

All schools at West Central will provide and allow foods and beverages that support proper nutrition and promote healthy choices throughout the school day.

#### A. Approved Nutrition Standards

1. K-12 a la carte and competitive foods outside the school meals shall be limited to:

\*No more than 30% of total calories from fat

\*Less than 10% of total calories from saturated fats

\*0% trans fat

\*No more than 35% of calories from total sugars

2. K-12 a la carte and competitive beverages outside the school meals shall be limited to:

\*Water without flavoring, additives, or carbonation

\*Low-fat and nonfat milk (in 8oz. portions)

\*100% fruit juice in 4oz. portions as packaged for elementary/middle school and 8oz. for high school

\*All beverages other than water, milk, or juice shall be no larger than 12 ounces

#### B. Availability

1. Vending machines for middle/high school students will have timers allowing their use only after school hours. An exception is for vending machines dispensing 100% healthy snacks and drinks

2. Elementary students will have no access to vending machines during the school day

3. Snack carts and the sale of food items by individuals/groups shall be permitted only with prior approval

4. Students and staff will have free water for consumption available in water fountains throughout the school buildings

#### C. Celebrations and Fundraisers

1. All school sponsored events and celebrations of special occasions shall include healthy beverages and/or food among the choices available to participants.

2. Teachers will send home a healthy snack suggestion guide to parents

3. Water or school beverages listed above are encouraged to be served for any celebration during school hours

4. Fundraising activities will strive to support healthy eating and wellness

#### IV. Nutrition Education and Promotion

Nutrition, health, and fitness topics shall be integrated within the health education curriculum taught at every grade level, K-12, and coordinated with the school corporation's food service program. These topics may be integrated with other curriculum areas as deemed appropriate, and will link with the coordinated school healthy program.

#### A. Nutrition education will be provided in the following ways:

1. Lessons, using Team Nutrition materials, will be incorporated in all grade levels on nutritional values of meals/foods

2. Lessons will be taught on various chronic diseases, such as diabetes, and their symptoms

3. One focus for nutrition education will be to reach out to community resources such as Purdue Extension

4. Effort will be made to market healthy foods and My Plate will be displayed throughout the school buildings and in every classroom including the cafeteria

5. Nutritional tid-bits will be posted in each buildings cafeteria

6. The food service department will share and publicize information about nutritional content of meals with students, staff, and parents on the schools website

7. Periodic taste testing of proposed new healthy foods will be done in the cafeteria

8. Special dietary, religious, and cultural need of students will be considered when planning meals

9. Students are prohibited from leaving campus for lunch

#### V. Physical Activity and Physical Education

##### A. Physical Education K-12

1. All students in grades K-12 will be scheduled for physical education instruction in accordance with Indiana State Law

2. Waivers will not apply toward the physical education courses required for a diploma

3. A licensed instructor will teach physical education

4. All staff involved in physical education will be provided with opportunities for professional development

##### B. Daily Physical Activity Breaks

1. Each school day shall incorporate several minutes of physical activity or exercise (20 minutes in elementary school)

in addition to the physical education curriculum

2. Other goals for physical activity include recess, classroom physical activity breaks, and before and after school programs

#### C. Physical Activity Opportunities Before and After School

1. The school offers intramural teams, clubs, and voluntary activities to increase physical activity opportunities for students after school hours

2. The corporation is encouraged to promote the use of school facilities (fitness center, weight room, pool, playground, etc.) outside of school hours for physical activity

#### D. Education/Activities Punishment

1. Physical education shall not be taken away as a consequence

### VI. Staff Wellness

A. Staff is encouraged to engage in health screenings, follow-ups, and healthy activities to improve and maintain their health

1. MASE annual health screenings

2. Free online monitoring ([www.sparkpeople.com](http://www.sparkpeople.com))

3. Example activities: walking, running, and biking

B. Staff is encouraged to eat healthy and be positive role models

1. Fresh fruit, vegetables, and salad bar are offered daily and staff is encouraged to partake in the breakfast and lunch program

2. Staff is encouraged to adhere to and assist in enforcement of the above policies to aid in developing a healthy school and community

### VII. Evaluation and Responsibilities

West Central School Corporation's Superintendent or designee is responsible to prepare rules, regulations, and guidelines to implement and support this policy. Such provisions should address all food and beverages sold and/or served to students, including competitive food sales, vending machine items, fund raising activities, and student rewards. The superintendent should also prepare regulations for staff development, community involvement, and program evaluation.

A. The superintendent and each building principal or designee shall share the operational responsibility for ensuring the provisions of this policy and its regulations are met in each school

1. The Advisory council will use the WellSAT tool to evaluate the policy

2. The Advisory council will be responsible to report to the principals and superintendent on an annual basis the results of the evaluation

3. The superintendent will be responsible for reporting to the school board the progress

4. This policy shall be reviewed once a year and revised every two years or as needed

### **IV. Student Conduct**

Students are expected to show respect to every member of our school staff. They are also expected to obey all school rules and regulations.

**Dress-Code** Students are expected to exhibit cleanliness and good taste in personal appearance.

1. Tank tops, midriff-exposing shirts, short shorts, low-riding pants exposing skin when standing or sitting, clothing with low necklines, backless, strapless, and clothing with holes in them exposing parts of the body not normally seen are prohibited.

2. Hats, bandanas and other head coverings are not allowed.

3. Clothing/items displaying alcohol, drugs, tobacco, and inappropriate pictures/words are unacceptable.

4. Sunglasses, dog collars and /or spikes, and any other accessories that could be dangerous to others in school are

- prohibited.
5. Any other item that interferes with student learning.

**Sexually Explicit Behavior/Sexual Harassment** Students will not engage in sexual harassment, which includes sexual verbal statements, gestures or physical contact. Nor will they engage in voluntary or consensual sexual contact with another person.

**Student Due Process** All students are allowed the due process right afforded to them under federal and state laws.

## **V. Discipline Guidelines**

**West Central School Corporation Student Conduct and Discipline** Any administrator, teacher or other personnel of the school corporation shall be authorized to take action in connection with student behavior in addition to the actions specifically provided in the student handbook when attempting to prevent or correct interference with school purpose. Specific forms of disciplinary action are:

1. Refer to counselor for problem solving.
2. Conference with a parent by phone or in person.
3. Assigning additional work.
4. Rearranging class schedule.
5. Before or after school detention.
6. Restriction of participating in or attendance at extra-curricular activities.
7. School related work activities as an alternative to other means of discipline.
8. Remove from classroom for a period of time.
9. Corporal punishment may be administered at the discretion of an administrator but shall not be administered with anger or malice toward the student. An adult witness employed by the school corporation shall be required to be present and serve as a witness to this form of discipline.
10. Contact outside authorities for assistance-welfare department, probation department, law enforcement, etc.
11. Suspension from school attendance.
12. Expulsion from school attendance.
13. And any other action deemed necessary and appropriate to maintain discipline.

**School Bus Rules and Regulations** A student will be permitted to ride a different bus **only when our office has received written parental notification**. If an emergency occurs and different transportation is required, a parent/guardian should contact the school **before 2:00 PM**.

Students who do not have a note or whose parents have not contacted the school **will be sent home on their regular buses**. Students are expected to follow safety rules and the directives of the bus driver. Failure to do so will be cause for disciplinary action and/or suspension of bus riding privileges.

**Bus transportation is provided as a service. It is not a right.** School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge. School bus drivers shall follow the recommended rules for pupil safety upon approval by the school authority.

1. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
2. No pupils shall stand or move from place to place during the trip. Pupils should sit back and face forward keeping the aisle clear.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. Upon recommendation of the bus driver, school authorities will deny the privilege of riding the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner.
8. The bus stop and bus ride are considered part of the school day, therefore, all school rules apply.

9. The student should be waiting at his loading station when the bus arrives.
10. No pop, gum, candy, or other food items will be allowed on the bus.
11. The parent has the responsibility of transporting their child home if during the day the child developed a physical condition that would create an unsafe environment on the bus. Of greatest concerns are situations where body fluids are an issue and a condition where a child has been isolated from others during the day.
12. West Central takes a strong position on any involvement with drugs. A student who has in their possession, is involved with the use of drugs in any form while on school property, or is involved in the sale of drugs, or any substance alleged to be drugs, will be recommended for expulsion. This policy is in effect during the school day and at all extracurricular events.
13. To ensure the safety of all students the West Central School Corporation agrees and supports the school bus rules and regulations as suggested by the Indiana State Police.

### **Tobacco Free Environment**

Effective June 1, 2009, West Central School Corporation is declared a “Tobacco Free” campus. This includes all buildings, grounds, in vehicles while on school grounds and school owned vehicles at any time. This policy applies to all staff, students and visitors to the West Central campus and is in effect twenty-four hours per day. This policy is in keeping with the Pro-Children Act of 1994, revised in 2001.

Students are not permitted to **possess**, smoke, or chew tobacco, anywhere in the school building, on school grounds **including vehicles**, on school buses, **at bus stops**, and/or at school sponsored activities at any location.

First Offense: Three days of suspension from school.

Second Offense: Five days suspension from school and expulsion

It is also a violation of the disciplinary code to possess, provide to another person, or to assist in (such as being a “look-out”) the use of tobacco or any other smoking material, or any substance which is, looks like, or which is or was represented to be a tobacco product. Disciplinary action and/or suspension will result.

**Corporal Punishment** The principal, classroom teachers and other staff personnel are authorized to formulate and enforce reasonable rules and regulations. In most cases, disobedience can be corrected without the use of corporal punishment. However, when other corrective actions have been unsuccessful, corporal punishment may be used. Corporal punishment must be reasonable, not administered with anger/malice, or in the presence of other children. A certified staff member must administer this corrective action.

A second staff member must serve as a witness. A written report will then be filed in the Principal’s office and a copy will be sent home to the parent.

- A. Indiana courts have consistently upheld that corporal punishment may be used when justified. The fact that a pupil suffers hurt is not an indication that the teacher is brutal.
- B. A copy of our bus rules and regulations is distributed to each student and his parent/legal guardian prior to the first day of school. A parental/legal guardian signature is required on this document indicating that it has been reviewed, not necessarily that it is agreed to, by all parties. This form is kept on file in the school office.
- C. Any staff member of West Central School Corporation is authorized to take action when attempting to prevent or correct student behavior.

### **West Central Acceptable Use Policy for Computing/Networking**

The West Central Computer Network System (henceforth referred to as: TrojanNet) is established for the educational and professional use of the West Central educational community. TrojanNet is a local and universal communications network which links West Central to various other networks, organizations, services and the Internet. The TrojanNet includes the West Central computer system, internet-capable devices issued by West Central, and access to the Internet.

It should be noted that if the school issues a student an internet-capable device, the expectation is that the student will use the district-issued device for school-related activities. Students who have not been issued a West Central device will be permitted to use their personal devices for school-related activities.

### **Mission**

Electronic information skills are now fundamental to preparation of citizens and future employees. The mission of TrojanNet is to provide and maintain an infrastructure of computers, telecommunications equipment, and other new

technologies to promote personal growth in information gathering techniques, critical thinking skills, and communication skills.

### Responsibility

The networking environment requires that West Central define guidelines for the use of electronic information resources. The use of the TrojanNet is a privilege not a right. Access entails responsibility. West Central regulates access to the network and internet-capable devices by principles, rules, and expectations consistent with the educational mission of the schools. Disciplinary action will be determined at the building level regarding any violation of this agreement. Depending upon the severity of the abuse, the penalty might go beyond denial of service to reporting the abuse to appropriate authorities for prosecution. The educational value of the TrojanNet is the joint responsibility of students, parents/guardians, and employees of the School Corporation.

### Agreement

All students and staff will be asked to sign the Contract for Acceptable Use of the West Central School Corporation TrojanNet (along with their parents or guardians if under age 18), to indicate their cooperation with this policy. This will assure that the school family understands the rules and regulations under which access to the TrojanNet may be obtained. These agreements will be held on file in each school building. Only students and staff with signed agreements on file will be given privilege to the TrojanNet. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their signature.

### Disclaimer

West Central School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The West Central School Corporation will not be responsible for:

- Any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its own negligence or your errors or omissions.
- Information retrieved or stored on school diskettes, hard drives, or servers.
- Personal property used to access corporation's computers, networks, or online resources.
- Financial obligations resulting from use of school corporation resources/accounts to access the Internet.
- Any unsolicited online contacts.
- Use of any information obtained via the Internet is at your own risk. West Central School Corporation specifically denies responsibility for the accuracy or quality of information obtained through its services.

### Security

Students and staff who have their own computer account on the TrojanNet must guard their password and access to their district-issued device. Someone who logs in using another person's name and password or uses another person's district-issued device can access private files and can "blame" any actions on that person. TrojanNet administrators do have the capacity and the right to investigate any files placed on the TrojanNet. The TrojanNet does have the capacity to monitor Internet access sites visited by keeping a log of every page accessed by any and all individuals. Passwords, therefore, must be kept private and devices must be used only by the intended parties. No one should try to discover another person's password, try to log in as someone else, or use another student's device. Doing so will result in disciplinary action.

Users who are accustomed to a personal computer at home need to be more considerate of others when using the school's computers and the Internet. Security on the school's computers is a major issue. Downloading programs or changing the computer's setup should not be done at school. Users should inform their immediate supervisor regarding any unsolicited on-line contacts. Any user who identifies or knows about a security problem on the TrojanNet is responsible to convey the details of that problem to the TrojanNet administrators without discussing it with others.

### Personal Responsibility

When you are using TrojanNet, it may feel like you can more easily break a rule and not get caught. However, this is a false sense of security. Whenever you do something on a network you leave "electronic footprints," heightening the chances that your misdeeds will be discovered. Regardless, the fact that you can do something or think you can do something without getting caught does not make it right to do so. Even if you don't get caught, there is always one



person who will know whether you have done wrong - that person is you. Your use of TrojanNet can be a mirror that will show you what kind of person you really are.

### Acceptable Use

Acceptable use of the TrojanNet is when the access is in direct support of the educational program of the school. Keep in mind that the purpose of the acceptable use is as important as the use itself. Some exploration on the Internet is natural, inevitable, and beneficial. However, the administrators of the TrojanNet reserve the right to restrict the non-essential use by the student.

District-issued devices are considered essential tools for student participation in academic work. Thus, district-issued devices should be brought to school every day charged and ready for work. Should a district-issued device become broken or damaged beyond the point of use, it is the student's responsibility to report it immediately to the school's technology department. Students will be held liable for damages caused by improper use/care of district-issued devices.

The following uses of TrojanNet access are not permitted:

- To reveal the personal address or phone number of yourself or others.
- To communicate any credit card number, bank account number, or any other financial information.
- To use the TrojanNet for commercial purposes, illegal purposes in support of illegal activities, political purposes, or product advertisements.
- To violate any local, state, or federal statute.
- To access another person's material, information, or files.
- To violate copyright, or otherwise use another person's intellectual property without their prior approval or proper citation, otherwise known as plagiarism.
- To access or transmit obscene materials. Sending or receiving offensive messages or pictures from any source is unacceptable.
- To write or send unacceptable messages using vulgarities or any other inappropriate language.
- To harm or destroy data of another user or any hardware or software, or other things of value.
- To deface, damage, or intentionally cause TrojanNet hardware to lose value. TrojanNet devices are school property and should be kept in good care.
- To attempt to financially profit from a district-issued device.

NOTICE: This policy and all of its provisions are subordinate to local, state, and federal statutes. It should also be noted that any TrojanNet user's traffic that traverses another network may be subject to that network's acceptable use policy.

Violation of the West Central Acceptable Use Policy will result in disciplinary action which can include the following:

First Offense: The student is not allowed to use any computers on campus for twenty (20) school days. The student may do any and all computer work outside of school and turn it in for full credit the next school day.

Second Offense: The student is not allowed to use any computers on campus for forty-five (45) school days. The student may do any and all computer work outside of school and turn it in for full credit the next school day.

Third Offense: The student is not allowed to use any computers on campus for ninety (90) school days. The student may do any and all computer work outside of school and turn it in for full credit the next school day.

Fourth Offense: The student is not allowed to use any computers on campus for one hundred and eighty (180) school days. The student may do any and all computer work outside of school and turn it in for full credit the next school day. The penalties may carry over into the next school year.

### Cell Phone Policy and Sexual Conduct

During the school day cell phones are to be turned off and kept in students' bags. The school will not be held responsible for lost or damaged cell phones which are brought to school. Students are not permitted to possess or use a cell phone to make calls, text messaging, take pictures, listen to music, or other uses during the school day. **Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is considered grounds for suspension or expulsion.** Students may be suspended and/or expelled for taking and/or possessing inappropriate pictures. Law enforcement will be contacted if students take or possess inappropriate pictures. Students may face criminal charges for taking or possessing

inappropriate pictures. Penalties for violating the cell phone policy are:

First Violation: The cell phone will be confiscated and kept in the office. A parent/guardian must pick the phone up in the office.

Second Violation: The cell phone will be confiscated and kept in the office. A parent/guardian must pick the phone up in the office and the student will have two (2) days of in-school suspension.

Third Violation: The cell phone will be confiscated and kept in the office, a parent/guardian must pick the phone up in the office and the student will have two (2) days of out-of-school suspension.

Additional Violation: The cell phone will be confiscated and kept in the office, a parent/guardian must pick the phone up in the office and the student will have 10 days of out-of-school suspension and recommendation for expulsion.

**Grounds for Suspension or Expulsion** The grounds for suspension or expulsion apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours at any time when school is being used by a school group.
2. Off-school grounds at a school activity, function or event.
3. Traveling to or from school or a school activity, function, or event.
4. Engaging in unlawful activities on or off school grounds. This includes any unlawful activity which takes place during holidays, school breaks, and summer vacation.
5. Removed so that order can be restored or for the protection of other people on school property.

Student misconduct or habitual disobedience is grounds for suspension/expulsion. The following include examples of student misconduct or disobedience, but are not limited to:

1. Using violence, force, noise, coercion threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this 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, corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal private property.
3. 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.
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from the student.
5. Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon.
6. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
7. 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.
8. 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.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;

- d. knowingly possessing, using, or transmitting any substance which is amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product, stimulant, depressant or intoxicant of any kind;
  - e. possessing, using, transmitting or being under the influence of caffeine-based substances containing phenylpropanolamine (PPA), or stimulates of any kind, be they available with or without a prescription;
  - f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - g. possessing or using on school grounds during school hours an electronic paging device, electronic game, CD player, headphones or cell phone in a situation not related to a school purpose or an educational function.
11. Possessing or using on school grounds during school hours any electronic device in a situation not related to a school purpose or educational function.
  12. Possession of a Firearm:
    - a. No student shall possess, handle or transmit any firearm or ammunition on school property.
    - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 in the United States Code:
      - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
      - the frame or receiver of any weapon described above
      - any firearm muffler or firearm silencer
      - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine or any similar device
      - any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
      - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
    - c. The penalty for possession of a firearm: Ten days suspension and expulsion from school for one calendar year. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
    - d. The Superintendent shall notify the county Prosecuting Attorney's Office when a student is expelled under this rule.
  13. Sending, sharing, viewing, or possessing pictures, text messages, email, or any other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is considered grounds for suspension and/or expulsion.
  14. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.

**Playground Rules and Consequences** Students will:

1. Obey all commands given by recess supervisors.
  2. Refrain from throwing any objects such as rocks, dirt, mulch, or snowballs.
  3. Refrain from playing tackle football.
  4. Refrain from playing with hard balls.
  5. Refrain from standing on swings, swinging sideways or doing under-ducks.
  6. Observe slide rules:
    - a. No standing on the slides.
    - b. One person is permitted to go down at a time.
    - c. No climbing the slide from the wrong direction.
  7. Refrain from chewing gum or eating food on the playground.
  8. Quickly and quietly get into line.
  9. Ask permission to leave the playground to retrieve a ball, use the restroom, or visit the nurse.
  10. Respect all school property.
  11. \*Show respect to all staff members and fellow students.
  12. \*Refrain from fighting and obscenities.
  13. \*Not intentionally cause bodily harm to another student.
- \*The student will be sent immediately to the principal's office.

Most consequences will be implemented within the school day when the infraction occurred. The goal is for each student to begin a new school day with a clean slate.

1<sup>st</sup> Offense: Student spends the remainder of the recess walking the perimeter of playground or gym.

2<sup>nd</sup> Offense within the same day: Student loses all recesses. Student will spend his time walking the perimeter of playground or gym.

**Bullying** Bullying is a very serious offense and will not be tolerated. Each incident will be handled based on the degree of the act as determined by the school administration. Acts of bullying may result in suspension or expulsion.

In compliance with Senate Enrolled Act 285, IC 20-33-8-0.2, bullying is defined as “overt, unwanted repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical act 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.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include **physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.**

- **Physical bullying** involves hurting a person’s body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone’s things, and making mean or rude hand gestures.
- **Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
- **Social/relational bullying** involves hurting someone’s reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
- **Electronic/written communication** involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

- **The history between the individuals.** Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying).
- **Power differential.** Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- **Repetition.** Has this or a similar incident happened before? Is the individual worried that it may happen again?
- **Are any of the individuals involved with a gang?** (This may result in interventions different from bullying.)

### **Consequences for Bullying**

The consequences of bullying will apply when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when a school group is using the school. It also applies when our students are off school grounds at another school activity, function or event; traveling to or from school; attending a school-related activity, function, or event; or using property or equipment that has been provided by the school.

#### **Level 1: Conference/Parent Contact**

- School personnel and parent
- Conference with student

#### **Level 2: Intervention Options**

- Student is provided materials/counseling intended to increase empathy, communication skills, social skills, and understand the impact of bullying.
- Referral: Administration, school counselor, social worker, or support staff.
- Time-out: The removal of a student from classes for one-half day or less.
- School Behavior Agreement with student/parent: A written statement listing steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parent as well as the date when the contract will be reviewed.
- Intervention Assistance Team: A meeting of school personnel, parents, and other individuals to consider the behavior and/or progress of the student and make recommendations.
- Restricted activity: The denial of participation in school activities.
- Other options as discussed among parent, teachers, and administrators.

### **Level 3: In-School Alternatives**

- Placement of student in an in-school suspension program for one-half day or more with a parent contacted.
- Placement of a student in-school suspension program for one or more days with a parent contacted.
- Placement of a student in a specially designed in-school class or program.
- Placement as outlined above and in combination with levels 1 and 2 consequences. Additional empathy and social skill training
- Suspension from class by the teacher – A teacher may exclude a student from participation in any educational function under that teacher’s charge and supervision for a period not to exceed one school day when a student interferes with the educational function of which the teacher is then in charge (Teacher Master Contract page 22).

### **Level 4: Out-of-School Suspension (1-5 days)**

- Suspension with parent conference or the parent may attend school with the student for one school day.
- Suspension with parent conference and contractual agreement.
- May be in combination with Levels 1, 2, and 3 consequences.

### **Level 5: Alternative Consequences/Programs**

- Modified schedule.
- Alternative to Expulsion (ATE) with referral to social worker. ATE is a probationary period of time (to be determined on an individual basis by the administrator) in which the student must exhibit behavior free from trouble. Failure to do so will result in more severe consequences.
- School probation with referral to a community agency such as juvenile court
- School probation may be in combination with Levels 2, 3, and 4 consequences.
- Conditional school (able to attend school based upon set conditions).

**Fighting Policy** When any student is engaged in fighting, the following consequences will be carried out. However, depending on the severity of the fighting incidents, the building principal reserves the right to omit some of the following steps.

### **Kindergarten, Grades One & Two**

1<sup>st</sup> Offense: Student loses recess, and his parents are notified.

2<sup>nd</sup> Offense: Parent/guardian is called and student remains in the office the remainder of the day.

3<sup>rd</sup> Offense: Student may be suspended from school for two days.

4<sup>th</sup> Offense: Student may be suspended from school for three days.

### **Grades Three, Four and Five**

1<sup>st</sup> Offense: Parent/guardian is called and student remains in the office the remainder of the day.

2<sup>nd</sup> Offense: 3 days suspension from school may occur.

3<sup>rd</sup> Offense: 5 days suspension from school may occur.

4<sup>th</sup> Offense: Recommendation for expulsion for the remainder of the semester may occur.

\*When applicable, a discipline committee will determine the discipline for the child that is considered less responsible for the fight.

We also realize that the above consequences alone will not take care of the problem. Therefore, the following preventive measures will be used when deemed necessary:

1. Referral to school counselor.
2. Student behavior contract.
3. Parent conference.
4. Referral to outside counseling.
5. Contact the Probation Department.

6. After-school detention.

It is not our desire to have students missing school, but we do want our students and parents to understand that we will not tolerate fighting at West Central Elementary School. When a student is suspended from school, he will be expected to turn in all missed assignments.

## **VI. Student Evaluation**

**Report Cards** Report cards are sent home with students every nine weeks in grades Kindergarten through 5<sup>th</sup>. Student grades are determined from test scores, daily assignments, completion of all required work, etc. Parents are required to sign and return report cards promptly.

**Grading System** The following symbols are used in:

### **A. Kindergarten & First Grade**

- + indicates Mastered or at Standard
- ✓ indicates Progressing toward Standard
- indicates Below Standard
- \* indicates Not Evaluated at this time

### **B. Grades Kindergarten through Five - The following symbols will be used in Music, PE, and Art.**

- S indicates Satisfactory
- N indicates Needs Improvement
- U indicates Unsatisfactory

**C. Grade Two** will use “S,” “N,” and “U” in Science/Health, Social Studies, and Penmanship. Letter grades will be given in Math, Language Arts, and Spelling.

**D. Grade Three** will use “S,” “N,” and “U” in Penmanship. Letter grades will be given for Science/Health, Social Studies, Math, Language Arts, and Spelling.

**E. Grades Four & Five** will use letter grades for Science/Health, Social Studies, Language Arts, and Math.

**F. Grades 2-5** will use the following scale to determine letter grades.

100	-	A+	84-80	-	C+
99-96	-	A	79-74	-	C
95-94	-	A-	73-70	-	C-
93-92	-	B+	69-67	-	D+
91-87	-	B	66-63	-	D
86-85	-	B-	62-60	-	D-
			59-0	-	F

**After-School Activities** Students who wish to participate in any after school-sponsored activities cannot receive an “F” in the previous reporting period (Report Card or Progress Report). To reinstate eligibility, the next reporting period must not show an “F”.

**Progress Reports** Each student will receive a progress report 4.5 weeks into each grading period.

**High Honor Roll** Students in Grades Four and Five who have an “A” and/or an “S” in all core subjects (Math, Language Arts, Social Studies, Science/Health) and special area classes (Art, Music, PE) will be eligible for the High Honor Roll.

**Honor Roll** Students in Grades Four and Five who have at least a “B” and/or an “S” in all core subjects (Math, Language Arts, Social Studies, Science/Health) and special area classes (Art, Music, PE), will be eligible for the Honor Roll.

**Student Assignment Books** Students in Grades 3, 4 and 5 are required to use a Student Assignment Book. The use of these books will help to facilitate communication between the home and school. Each student is expected to fill out his

assignment book and take it home on a daily basis. Then, parents are to review and sign their child's book before it is returned to school the next day.

**Conferences** Parents are encouraged to contact their child's teacher when there is a question or a concern regarding his progress. Please call in advance to make an appointment with your child's teacher. In addition, school-wide Parent-Teacher conferences are held in October.

## **VII. Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the West Central School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the student record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The Offices that administer FERPA are:

West Central Elementary School	West Central Middle School
1842 S. US 421	1850 S. US 421
Francesville, IN 47946	Francesville, IN 47946
219-567-9741	219-567-2534

West Central High School	West Central School Corp.
1852 S. US 421	117 E. Montgomery St.
Francesville, IN 47946	Francesville, IN 47946
219-567-9119	219-567-9161

5. **Notice for Directory Information** The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the West Central School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the West Central School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the West Central School Corporation to the contrary in accordance with the West Central School Corporation procedures. The primary purpose of directory information is to allow the West Central School Corporation to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the West Central School Corporation to disclose directory information from your child's education records without your prior written consent, you must notify the West Central School Corporation in writing by the first Friday in August. The West Central School Corporation has designated the following information as directory information: Note: an LEA may, but does not have to, include all the information listed below:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Major Field of study
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institutional attended
- Student ID number, use ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (a student's SSN, in whole or in part, cannot be used for this purpose).