

Western Intermediate School Parent/Student Handbook 2025-2026



Western School Corporation

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Russiaville, Indiana 46979

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To Educate and Inspire Today's Students For Tomorrow's Opportunities.

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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, Mr. Mark Dubois, Superintendent of Western School Corporation, 2600 South 600 West, Russiaville, IN 46979

Western Intermediate Mission Statement:

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 increases 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.

Purpose Statement

The purpose of this handbook is to familiarize parents and students with the basic procedures of Western Intermediate School.

Parents: Please assist us in our communication efforts by providing the most current phone numbers and email addresses to reach you.

Students: In order to help you receive the best possible education, it is important that you understand and abide by the following rules and procedures laid out in this handbook.

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

School Hours, Student Arrival, Early Pick-Up

1. School begins promptly at 8:50 a.m. on MTThF and 9:20 on Wednesday. School ends at 3:30 p.m. each day. Office hours are from 8:00 a.m. to 4:00 p.m.
2. All students arriving by bus are to enter Door E or Door F (west entrances). Students transported by parents are to be dropped off at the main entrance, Door A. Students are not to be dropped off before 8:25 a.m. unless pre-arranged with a staff member. Door A will close at 8:45 a.m. on MTThF and 9:10 a.m. on Wednesday.
3. If a student arrives after 8:50 a.m. or leaves before 3:30 p.m., a parent/guardian **must** sign the student in or out of the office upon arrival or departure. Any person picking up a student 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 to 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.
4. A student who arrives at school after Door A closes at 8:45 a.m. is to report to the office and should be signed in by an adult 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 consequence. For subsequent unexcused tardiness, additional actions will be required (*See "Attendance" pg. 5*). Any student who is excessively tardy may be considered for suspension/expulsion. See page 20 for major violations of school rules. Unexcused tardies will prevent students from receiving Perfect Attendance awards. It is always better for a student to be tardy rather than absent all day.
5. Students are not permitted to arrive at school prior to 8:25 a.m. unless:
 - a. A parent is employed by the school corporation and provides supervision until the first bus arrives.
 - b. The student has made previous arrangements with the teacher to participate in a before school learning activity.

Traffic Safety

1. Students must be extremely careful when crossing the streets and driveways because of the large volume of bus and car traffic.
 - a. Use only the marked crossing areas.
 - b. Always look both ways before crossing any street or driveway.
 - c. Do not run from between parked buses or cars.
2. When bringing or picking up a student, use the front entrance only. **DO NOT DRIVE AROUND THE SCHOOL.** This is a student play area.
3. When dropping off or picking up students, drivers must refrain from cell phone use while operating their vehicle. This creates an unsafe environment for students, staff, and yourself.

Communication

Communication between school and home is a vital component for student success. Please provide us with the most current phone number and email address to assist us with communication. We use a variety of communication methods including but not limited to: phone calls, email, Skyward, Google Voice, Remind 101, Class Dojo. Parents/guardians are responsible to sign up for the communication platform used by the teacher. Teachers are responsible for providing this information to parents.

Attendance

Student attendance plays an important role in academic success. Research shows that students who attend school regularly have higher levels of achievement than students who do not have regular attendance.

If your student misses school, the absence must be called in to the Intermediate office no later than **10:00am** to be considered excused. Notes excusing students may be turned in to the office within 24 hours of the absence. You may reach the office at 765-883-5554. Failure to call your child in will result in an unexcused absence.

Excused Absences

A student may be excused from school **10 times each school year** with appropriate parent notification for any of the following reasons:

- Illness of the student
- Death of the immediate family
- Religious observances
- Court appointment (where student attendance is required in court).
- Exclusion because of exposure to contagious diseases
- Serving on election day

- Serving as a legislative page
- Certain school sponsored activities

Any absences beyond 10 excused must be accompanied by appropriate documentation such as a doctor note in order to be considered excused within 72 hours of the absence. Students who are sent home by the school nurse will also be considered excused.

Special circumstances may be considered if submitted in writing to the school principal or assistant principal at least 5 days prior to the absence. Parent/Guardian will be notified in writing whether or not the absence(s) will be excused. Family vacations taken while school is in session will not be excused.

Students with serious health issues may have their attendance policy adjusted with appropriate documentation from the student's physician. Please contact the assistant principal for further information.

# of Excused Absences	Action Taken by School
5 Excused	Written notification provided to parent/guardian on student attendance progress.
10 Excused	<p>Written notification provided to parent/guardian on student attendance progress.</p> <p>Attendance conference will take place with parent/guardian and school administration.</p> <p>An attendance contract outlining future absences will be drafted.</p>

Unexcused Absences

Any absence not falling under the excused categories will be considered unexcused.

Additionally, absences where the parent/guardian fails to notify the school are unexcused.

Transfer students may have their transfer status revoked due to excessive absences per Indiana Code 20-29-11-32.

# of Unexcused Absences	Action Taken by School
5 Unexcused	<p>Attendance Conference with school administration where an attendance contract outlining goals and expectations will be drafted.</p> <p>Written notice provided that on the 10th unexcused absence, a</p>

	referral will be made to Child Protective Services and/or Probation.
10 Unexcused	<p>Attendance Conference with school administration to revisit attendance contract.</p> <p>Notify the Student's Parent or Guardian in writing that:</p> <ul style="list-style-type: none"> • A probable cause affidavit for habitual truancy will be completed and submitted to Juvenile Probation and/or the Child Protective Services • Enter the student's information in the Quest Case Management System
15+ Unexcused	<p>Notify the Student's Parent or Guardian in writing that the following will occur in addition to normal school procedures:</p> <ul style="list-style-type: none"> • Referral to juvenile Probation and/or the Department of Child Services: Juvenile Probation and/or the Department of Child Services will then forward the case to the Prosecutor's Office to determine if the case will be sent to the Juvenile Referee or Superior Court III for charges against the student or student's parent/guardian • Update the student's information in the Quest Case Management System

Tardies

Western Intermediate school begins at 8:50 a.m. M, T, Th, F and 9:20 a.m. on Wednesday. Students arriving to school later than these times are considered tardy and will need to be signed in at the front office by a parent/guardian. Students not arriving to class on time without appropriate reason will also be considered tardy.

# of Tardies	Action Taken by School
5 Tardies	<p>Written notification to parent/guardian provided, informing them of student attendance.</p> <p>Student will be assigned after-school detention or other appropriate consequence per administration.</p>
10+ Tardies	<p>Written notification to parent/guardian provided, informing them of student attendance.</p> <p>Conference held between parent/guardian and school administration.</p>

	Student will be assigned to serve Saturday school or other appropriate consequence per administration.
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Make-Up Work

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. 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.) 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. Students in ACS (Alternative Classroom Setting) will have the opportunity to make up daily work and receive full credit for all tests, quizzes, and major projects. Students who have been suspended out of school (OSS) will have the opportunity to complete any work assigned and receive full credit. Daily work assigned per discretion of the teacher. All tests, quizzes or major projects must be made available to students to complete for up full credit per I.C. 20-33-8-18. 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.

Partial Absences

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.

E-Learning Attendance

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

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 shared on radio stations WWKI-100/5 FM, WIOU-1350 AM, WXIN Fox 59 and WSHW-SHINE 99. Television stations: WRTV 6, WISH 8, WTHR 13, or at the school website, 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. In the event a 2-hour delay is called on a Wednesday, there is no 30 minute delay.

Please talk with your children about what to do if it should become necessary to close the schools during the day. Make sure emergency contact information is up to date in Skyward.

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.

**Please refer to Food Services on page 8 for policies regarding lunch money.*

Western School Corporation Food Services

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

1. 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:

1. Use a major credit card online at www.myschoolbucks.com
 - a. No service fee to make payments, check available balance or monitor purchases.
 - b. Easy to enroll, convenient & secure.
 - c. Checks must be made payable to the corresponding school.
 - d. Must have the student's name & 4-digit PIN number in the memo.
 - e. If more than one student is on a single check, the check must specify how much money is to be deposited into each account.
 - f. 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.
2. Cash
 - a. Primary & Intermediate students must turn payment into their teacher in a sealed envelope, clearly marked with name & 4-digit PIN number.
 - b. Middle & High school students must turn payment into the cafeteria in a sealed envelope, clearly marked with name & 4-digit PIN number.

2. Account Balance Information

Western School Corporation expects parents to be responsible for monitoring their student's cafe account and maintaining a positive balance. Free and reduced-price meal assistance is available to all households at any time throughout the school year. Paper

meal applications can be obtained from the Director of Food Service or any school office secretary. Online meal applications can be accessed at www.pantherfood.com. Contact the Director of Food Service at 765-883-1362 with any questions related to free and reduced-price meals. Students will no longer be given written negative account balance notice.

The Food Service Department utilizes 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:

1. www.myschoolbucks.com
2. Contact the Food Service manager at your student's school:
 - a. Primary Cafeteria: 765-883-1441
 - b. Intermediate Cafeteria: 765-883-1442
 - c. Middle School Cafeteria: 765-883-1443
 - d. High School Cafeteria: 765-883-1444

This Institution is an equal opportunity provider.

3. 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' cafe 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 their account or in hand to pay for a meal, we will adhere to the following guidelines:

1. A student may charge up to **\$25.00**
2. A student may **not charge** "a la carte" items, including extra main entrees, sides, beverages or snacks.
3. 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 the 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.
4. If, after breakfast and lunch meals have been charged to the \$25.00 limit and a payment has still not been received, schools will provide a complimentary **hot**

meal until the negative balance is paid off and the account is brought to a positive balance.

5. 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.
6. If food service staff suspect 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.
7. If a student repeatedly comes to school with no lunch and no money, food service staff will report 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.

4. Guests

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

5. Excess Funds/End of Year Balances

Any balance remaining from last year in a student's meal account at the end of the school year will be carried over into the next school year. In the event that a student leaves the district, any meal account that has \$5.00 or more remaining is entitled to a refund. A verbal or written refund request must be submitted to the Food Service Office within 30 days after the date the student leaves the district in order for any balance to be refunded. Please contact the Food Service Office directly by calling 765-883-1462 or emailing jlazar@western.k12.in.us. At the end of each school year, positive account balances of graduating students will automatically be transferred to sibling accounts, as applicable, or automatically refunded if \$5.00 or more remains on their account. There is no need to contact the Food Service Office regarding graduating student account balances. Unclaimed account balances will be transferred into the 3490/Unclaimed Balance account within our Cafe Enterprise system.

6. 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 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.

7. 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.

8. 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.

Visitors

1. 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.
2. 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 pre-approved volunteers per classroom for parties. Only approved volunteers will be allowed to attend parties. No guests, siblings or visitors will be allowed during party time.
3. Parents are always welcome, but are required to make an appointment to see a teacher or the principal.
4. 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.

Field Trips

In order to be a chaperone for a field trip, each individual must have a background check **2 weeks** prior to the day of volunteering. Background check forms are available on the school website. **Background checks must be done each school year.** The number of chaperones is limited due to space. Chaperones must be confirmed/approved by the teacher. Field trip permission slips and medical forms must be turned in by the due date on the slip. We must have the forms by the due dates in order to complete our required documents for the trip. Late forms will not be accepted, with the exception of a student absence or emergency.

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 administration will make the final decision on who may attend a field trip.

Background Checks

If you wish to volunteer at any time during the school year, you are required to fill out and pass a background check. The information below outlines which level background check you will need for various activities.

- **Level 3 Volunteer/Visitor:** This includes guests who are just visiting school offices only to pick up students or to drop them off. Formal background checks are not required.
- **Level 2 Volunteer/Visitor:** This includes visitors to our school during the school day who are under supervision of Western School Corporation staff. Examples: Attending a special event (such as an Awards Program). All individuals wishing to volunteer at Western School Corporation under Level 2 will be required to have a limited criminal background check; there is no fee for this.
- **Level 1 Volunteer/Visitor:** This includes volunteers that can possibly have direct and unsupervised interaction with students. Examples: Classroom volunteers, field trips, special parties. For a Level 3 volunteer/visitor, an extended background check will be run on any individual who wishes to have direct supervisory contact with students. This requires a \$15.90 fee and is valid for three years. If an individual has lived outside of the state of Indiana, there may be additional costs associated with the background request.

In the event an offense shows up on an individual's background check, Western School Corporation will utilize the following criteria as a guideline as to whether or not an individual can volunteer at Western School Corporation.

1. Drugs (dealing): Lifetime restriction; may not volunteer at Western School Corporation.
2. Convicted Sex Offender: Lifetime restriction; may not volunteer at Western School Corporation.
3. Felony or pending charges for a Felony with the exception of the two above offenses (dealing drugs or convicted sex offender): May not volunteer if within the past 10 years.
4. Misdemeanor charges including, but not limited to crime against another person, drug/alcohol (consuming or possession of), theft or conversion: May not volunteer if within the past 5 years.

*If an individual has multiple offenses on their record, depending on the severity of the offenses, they may not be able to volunteer at Western School Corporation. If we are aware that the charges are pending or the individual has been convicted, the individual will be unable to volunteer.

Emergency Drills

Fire, tornado, earthquake, 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.

Supplies

The classroom teacher may request additional items. It is important to ensure your child is supplied with these materials throughout the year. Please see the teacher supply list on the welcome letter for more information.

3rd Grade

- 1 pair of USBC earbuds or headphones (must not be wireless)
- 1 pencil box or pouch
- 4 packs of 12 pencils
- 1 pack of erasers
- 1 pack of washable markers
- 2 boxes of crayons or colored pencils
- 1 yellow highlighter
- 6 glue sticks
- 1 pair of scissors
- 1 pack of dry erase markers
- 2 spiral notebooks*
- 3 boxes of tissues
- 2 rolls of paper towels
- 1 box of zip baggies
 - Boys: quart/sandwich size
 - Girls: gallon size
- 3 Containers of Lysol wipes
- 1 box of colored pencils
- 1 pack of eraser caps

4th Grade

- Pencils and erasers (please check with teacher before sending in mechanical pencils)
- Wide-lined notebook paper (1 packages)
- 4 spiral bound notebooks*
- 4 glue sticks
- 1 liquid bottle of glue
- 1 box of 24 crayons
- 1 box colored pencils
- 1 pack dry erase Expo markers (4 or more)
- 1 ruler (centimeters and inches)
- 1 pair scissors
- 2 highlighters

- USBC headphones compatible for use with iPads (not wireless)
- 2 box of tissues
- 2 rolls of paper towel
- 2 containers of Lysol wipes
- Zip Baggies
 - Girls: 1 box gallon size
 - Boys: 1 box sandwich size
- Pencil pouch or box
- 1 bottle of hand sanitizer
- 1 Pack 3x5 index cards
- 1 Pack of 3 Post-It notes

**Students are to use wide-ruled (5/16”), white lined paper, unless directed otherwise by the teacher.*

5th Grade

If marked with an asterisk (), that item is a “Community Supply”. These are supplies that will be collected by the homeroom teacher during the first days of school to be shared by all in the classroom throughout the school year.*

- * A minimum of 24 pencils
- * 2 packs of glue sticks
- * 1 pack of loose-leaf, wide-ruled (5/16”), lined notebook paper
- * 2 packs, with a minimum of 8, dry-erase markers
 - Coloring Supplies: colored pencils, crayons, markers
 - 1 ruler (centimeters and inches)
 - 1 pencil pouch (no boxes, please)
 - 1 pair of scissors
 - 2 highlighters
 - 1 red folder (ELA) with prongs
 - 1 green folder (Science) with prongs
 - 1 blue folder (Math) with prongs
 - 1 yellow folder (Social Studies) with prongs
 - + 2 red, spiral-bound notebooks (ELA)
 - USBC Headphones or earbuds
 - **Last Name A-M:**
 - 3 boxes of tissues
 - 2 rolls of paper towels
 - 1 pack of index cards
 - 1 pack of Post-It notes
 - **Last Name N-Z:**
 - 2 containers of Lysol wipes

- 1 roll of paper towels
- 1 pack of Post-It notes
- 1 box of sandwich bags
- 1 box of gallon bags

**Students are to use wide-ruled (5/16”), white lined paper, unless directed otherwise by the teacher.*

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 by number. Except for 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.

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.

Physical Education/Swimming

Physical education is an important special area class. Students are required to participate unless they have a note from the 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 is part of our physical education program and participation is required unless excused by a doctor's note or because of religious objections.

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 reminders.

- **Physical Control**
- **Verbal Control**
- **Respect for All**

All Western Intermediate staff and students are responsible for maintaining safe and proper behavior in and about the school. Students who do not conduct themselves appropriately are subject to consequences including but not limited to: detention, suspension or expulsion. Whenever possible, parents will be contacted.

Parental Notification Regarding Identification

The Corporation shall, in compliance with I.C. 20-33-7.5, notify at least one (1) parent, if the student is an unemancipated minor, of a request made by the student to change the student's name or the pronoun, title, or word used to identify the student. This notification shall be made within five (5) business days after a school receives the request from the student.

Neither staff members nor volunteers associated with Western School Corporation are permitted to influence students to change their gender identity (different from their biological identity).

This notification provision may not be construed to require a school psychologist, a school nurse, a school social worker, or a school counselor to violate a Federal law or regulation.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Due Process and Discipline

I.C. 20-33-8-8 Duty and powers of school corporation to supervise and discipline students.

- (a) Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a corporation.
- (b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relationship 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. 20-33-8-9 Disciplinary powers of teachers and school staff members.

- (a) This section applies to an individual who: (1) is a teacher or other school staff member; and (2) has students under the person's charge.
- (b) An individual 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 five (5) school days from an educational function supervised by the person or another person who is a teacher or other school staff member.

I.C. 20-33-8-10 Disciplinary powers of the principals

- (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. 20-33-8-14 Grounds for suspension or expulsion

- (a) The following are 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: (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any time when the school is being used by a school group; (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. 20-33-8-15 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. 20-33-8-18 Maximum term of suspension; procedure

- (a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter.
- (b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following: (1) A written or an oral statement of the charges against the student. (2) If the student denies the charges, a summary of the evidence against the student. (3) An opportunity for the student to explain the student's conduct.
- (c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension.
- (d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following: (1) The student's misconduct. (2) The action taken by the principal.
- (e) If a student is suspended, the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal of the principal's designee shall ensure that the student receives:
 - (i) Notice of any assignments or school work due;
 - (ii) Teacher contact information in the event the student has questions regarding the assignments or school work; and
 - (iii) Credit, in the same manner that a student who is not suspended would receive, for any assignments or school work assigned during a period of the student's suspension that the student completes.
 - (iv) A student may be allowed to make up missed tests or quizzes when the student returns to school.

I.C. 20-33-8-19 Expulsion procedures; appeals

- (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:
 - (i) Legal counsel.
 - (ii) A member of the administrative staff if the member:
 - (1) Has not expelled the student; and

- (2) Was not involved in the events giving rise to the expulsion.
- (b) 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.
- (c) 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 meeting shall:
 - (i) Be made by certified mail or by personal delivery;
 - (ii) Contain the reasons for the expulsion meeting; and
 - (iii) Contain the date, time, place and purpose of the meeting.
- (d) The person conducting an expulsion meeting;
 - (i) Shall make a written summary of the evidence heard at the expulsion meeting;
 - (ii) May take action that the person finds appropriate; and
 - (iii) Must give notice of the action taken under subdivision (2) to the student and the student's parent.
- (e) If the student or the student's parent within ten (10) days of the receipt of notice of action taken under subsection © makes a written appeal to the governing body, the governing body;
 - (i) Shall hold a meeting to consider:
 - (1) The written summary of evidence prepared under subsection (C.1); and
 - (2) The arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection c; and
 - (ii) May take action that the governing body finds appropriate.
- (f) 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.
- (g) 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.

Major Violations of School Rules: Suspension & 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.*
2. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
3. 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, of use of the building, corridor, or room.
4. Setting fire to or substantially damaging any school building or property.
5. 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.
 - a. A student who is identified as bringing a firearm to school or on school property; or in possession of a firearm on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first semester after the end of one (1) year period.
 - b. A student who is identified as bringing a deadly weapon to school or on school property; or in possession of a deadly weapon on school property may be expelled for a period of not more than one (1) calendar year.
 - c. The superintendent shall notify the prosecuting attorney if a student is expelled under Section 5a. Upon receiving notification under this subsection, the prosecuting attorney shall begin an investigation and take appropriate action.
6. Prevention 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.
7. Continuously and intentionally making noise or acting in a 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/her supervision.

8. 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.
9. 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.
10. 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.
11. Bullying.
 - a. 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. ****Please read the full bullying policy and bullying investigative procedures located in Appendix A.***
12. Threatening or intimidating any student, especially for the purpose or 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.
13. Knowing, possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
14. Knowing, 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.*
15. 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.
16. 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.
17. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

18. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function. This includes all mischievous behavior.
19. Knowing or possessing or using on school grounds during school hours, an electronic paging device or handheld portable telephone in a situation not related to school purpose or an educational function.
20. 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.
21. Obscenities written, spoken, worn, or drawn or actions which are offensive prevailing notions of decency.

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 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.

Student Threats

Threats made by students whether towards self, others or school property, can be very traumatic to students and will be taken seriously. Any student making a threat towards him/herself, other students or staff, and/or towards school property will be subject to the following protocol.

1. The student will be removed from the classroom location and escorted to the office by an adult.
2. The principal, or designee, will conduct an investigation which will include interviewing the accused student, victim(s), and any witnesses.
3. A threat assessment will be conducted by the social worker and/or the principal to determine the validity and intent of the threat.
4. Parents of the accused student, victim(s), and other students who may be involved with the threat will be contacted. Any additional needed communication will be determined based on the circumstances of the threat.
5. Consequence(s) will be assigned based on the validity of the threat. These can range from:
 - a. 1 day of ACS up to expulsion for semester or school year based on conditions, level of threat, intent, number of previous referrals, past behavior
 - b. Possible mandatory home safety check (with parent consent) conducted by a SRO and/or mental health screening by a licensed therapist before returning to school (if an out-of-school suspension or expulsion is assigned).

- c. Additional meetings, conferences or counseling as needed based on circumstances of the incident.

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 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.

Definition

- 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 Options

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).

Rules:

1. Saturday school for grades 6-12 begins at 8:00 a.m. and will last until 12:00 p.m. (four hours)
2. Saturday school for grades K-5 begins at either 8:00 a.m. or 10:00a.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 a 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 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 the 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. Students will not be allowed to use the telephone or go to lockers.
12. 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.
13. All regular school rules are in effect. The Saturday School supervisor is in charge and any refusal to comply with his/her instructions will result in a dismissal from Saturday School.
14. 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

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. Changes in transportation must be alerted to the office by 2:00pm. 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 a 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.

Playground

All students should follow the playground rules set by the teacher and/or administration.

Recess is important for students and provides fresh air, exercise, and a break in routine. All students are to play outdoors 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.

General Behavior

1. **Dress:** Any clothing attire, or accessory that results in disruption to the school or learning process, or be a health or safety hazard to the individual student or 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 above the knee, bandannas or clothing with chains is unacceptable.
 - c. Any item or wearing apparel that has any picture, diagram, or slogan that can be considered vulgar, obscene, or tends to exploit drugs, alcohol, tobacco, or anything immoral or illegal in a positive manner will be deemed inappropriate and may not be worn to school or at a school function.
 - d. Hats and/or hoods are not to be worn inside the school except for special dress-up days. Headbands that are not used for hairstyles are not permitted.
 - 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 piercings that create significant disruptions.
 - g. 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.
 - h. Pajama pants are not acceptable, unless permitted for a special activity.
 - i. No spaghetti strap shirts.
 - j. Any clothing that reveals a student's upper torso and/or cleavage is not acceptable.
 - k. 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 office if a teacher and/or the principal feel a student's dress is not appropriate for the weather.
 - l. Student midriffs should be covered. Crop-tops are not permitted.
2. **Fighting:** Any fighting on the bus, at the bus stop, in the school, on the playground, or other areas of school property may result in strong disciplinary action such as loss of recess, suspension, or expulsion. Parents will be notified whenever possible.
 3. **Dangerous Devices:** Knives, squirt guns, squirt devices, lasers, caps, lighters, firecrackers, aerosol cans, bullets, or cigarettes will be confiscated from the student.
 4. **Stickers:** Students are not to place stickers of any kind on school property.
 5. **School Property:** Any students 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.
 6. **Swearing:** Any student who swears or uses indecent gestures will be disciplined appropriately.
 7. **Gum:** Chewing gum is not permitted in the school or on the playground. It is NOT to be sent as a class treat.
 8. **Treats/Parties:** Birthday party invitations may not be distributed at school unless invitations are issued to every student in the class. 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.
 9. **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.
 10. **Cell Phones, Smartwatches, Headphones, or other Wearable Technology:** All personal communication devices are prohibited per school board policy. To review the

policy, click this [link](#). These items create a huge disruption to the learning environment and are not to be out at any time during class or in the lunchroom, and are to be kept off and in the student's backpack during the school day. If a student is using an electronic device during class time and refuses to give it to the teacher, the student will automatically receive disciplinary action. Furthermore, unsolicited pictures or videos of other students or school personnel are not permitted and will be subject to disciplinary action. For example, recording a fight. Taking pictures or video in a restroom or locker room is strictly prohibited and disciplinary action will be taken. Headphones (including AirPods and earbuds) are not to be worn in the cafeteria or hallways at any time during the school day. Consequences for cell phones/ headphones:

- a. 1st & 2nd offense - Contraband will be confiscated and given to the front office and held until the end of the school day.
- b. 3rd and subsequent offenses will result in disciplinary action in addition to the confiscation. (Phones/smartwatches/headphones/wearable technology may be held for parent pick-up).

11. 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.

12. Toys: Toys are not to be brought to school unless permission is granted by the classroom teacher or principal.

Before and After School Functions

1. All school rules are applicable to before and after school functions.
2. Students staying for after-school functions must have transportation home at the time specified by the adult in charge.
3. Boys and girls coming for preschool weekly meetings will be required to bring one note only at the beginning of the year.
4. Children attending evening school activities should be accompanied by parents/adults. This includes middle school and high school athletic events.

Health Services

The school nurse is available from 8:30am-4:00pm during days school is in session 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, diarrhea, and/or other apparent symptoms of illness or injury exist, students will be returned to class. Students sent home by the nurse are not to return to school and/or extra-curricular activities that day without permission from administration. Students with a temperature of 100 degrees or higher and/or

symptoms of acute illness or injury will be sent home after the school contacts the parent. Students are NOT to call parents to take them home without permission from a school authority. Parents must call the student in ill to the Intermediate Office (765-883-5554).

- If a student has a fever of 100 degrees Fahrenheit or greater, and/or vomits/has diarrhea two or more times 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/diarrhea. The 24 hour policy is based off of the CDC (Center for Disease Control) recommendations and guidelines for schools. Parents must call in illnesses to office personnel, or a written note should be sent with the student when returning to school.
- Students with specific health care needs should submit those needs in writing with proper documentation by a physician to the office
- Asthma, Severe Allergy, Seizure and Diabetes care-plan forms are available on the school corporation website homepage located in the info tab. Forms may also be obtained from the nurse/office
- Care-plan forms, medication administration forms, physician orders and permission to carry forms need to be updated every school year.
- Students are not to bring any medications with them in their backpack or carried into the school. Parents/guardians must bring medications in and sign a consent form stating that the nurse can give the medication.

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. Medications 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 completed Medication Authorization Form is required to be provided to the school nurse by a parent or guardian before any medication—prescription or over-the-counter—can be administered during school hours. All medications must be provided in their original, labeled containers and must be age-appropriate for the student. Medications sent in loose packaging, such as plastic bags or foil, will not be accepted. Authorization forms must be completed at the time the medication is

dropped off to the school nurse. This policy applies to both prescription and over-the-counter medications.

3. Prescription Medication must have a written authorization by a physician. Containers must have the 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 a 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. Medication must be brought in and picked up from the nurses office by the parent. 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.

Please see Appendix B Request for Administration of Medication Form.

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. If the student is a bus rider, they will be unable to ride the school bus until the student is cleared through the nurse. The parent/guardian will need to bring the student to school after proper treatment has been completed and wait at the school until the child is deemed 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 nurse's office. The nurse's office or administration 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.

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. If there is a need for religious exemptions, forms will be available upon request. Medical exemptions will need to be filled out and signed by a medical professional. Both exemptions will need to be filled out, signed, and returned annually. Per the CDC, in the occurrence of any outbreak of highly communicable diseases, any student that is not vaccinated will need to be out of school until the school is deemed clear by the appropriate public health authorities.

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 Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual is 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 an audiometer test or a similar test to determine the hearing efficiency of all school children in the first, fourth, seventh, and tenth grades, of all transferred school children and of all school children suspected of having hearing defects." The governing body of the school corporation may "appoint the technicians and assistants necessary to perform the testing required under this section." This section also states, "The local governing body may adopt rules and regulations for the administration of this section."

To put this in easier terms, because this is a State requirement, parental notification and permission is implied, therefore a separate permission is not necessary. The screenings are required in first, fourth, seventh, and tenth grades and for any new students. A trained technician or assistant may conduct the screenings as the local school determines appropriate.

Grades

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

A+	100	C	76-73
A	99-93	C-	72-70
A-	92-90	D+	69-67
B+	89-87	D	66-63
B	86-83	D-	62-60
B-	82-80	F	59 or below
C+	79-77		

Cr. Low achievement but working to capability

E Excellent progress

S Satisfactory progress

N Needs Improvement

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 1st and 2nd semester grades.

Homework and Unfinished Assignments

Assigned homework and the completion of unfinished assignments are a crucial part of the education process. The completion of all assignments ensures that students are up-to-date with the presented curriculum while giving the necessary practice and assessment that leads teachers to providing additional enrichment and remediation. 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. Students who do not complete their assignments within the designated time will be subject to consequences as established in the teacher's classroom management plan. Students who continue to exhibit patterns of habitual non-compliance or incomplete work may be subject to disciplinary action. 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.

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: www.western.k12.in.us

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.**

1. Western Intermediate School Retention Criteria
 - a. Students who have the ability to master grade-level skills but whose performance is well below grade level should be considered for retention.
 - b. Students not meeting ILEARN or IREAD minimum requirements or Western's expected achievement standards shall be retained or remediated at the discretion of the school principal.
 - c. Students who seem to be working at approximately their ability level should be assigned to the next grade.
 - d. 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.
2. Western Intermediate School Retention Procedures
 - a. For students who have the potential for being retained, the teacher(s) will confer with parents near the end of the first semester. The teacher(s) 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(s) 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.
 - b. 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 principal.
3. 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.

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:

1. By May 1st for the 1st semester of the following school year and December 1st for the 2nd 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.
2. 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.
3. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:
 - a. has been enrolled in the Corporation in the prior school year;
 - b. is a member of a household in which any other member of the household is a student in the transferee school; or
 - c. has a parent who is an employee of the Corporation.
4. 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:

1. ten (10) or more school days;
2. possession of a firearm, deadly weapon, or a destructive device as described in I.C. 20-33-8-16;
3. causing physical injury to a student, a school employee, or a visitor to the school; or
4. 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.

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 1st for second semester courses in the high school). There is no guarantee such requests will be honored.

Appendix A

Western School Corporation Bullying Policy

According to IC 20-33-8-0.2, “Bullying” means overt, unwanted, repeated acts or gestures, include verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student’s person or property;
2. Has a substantially detrimental effect on the targeted student’s physical or mental health;
3. Has the effect of substantially interfering with the targeted student’s academic performance; or
4. Has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

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

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

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

1. 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.
2. Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
3. Social/relational bullying involves hurting someone’s reputation or relationships.
4. 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.
5. Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones)
6. 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:

1. 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
2. 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.
3. 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.

Western School Corporation Bullying Investigation Procedure

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

Step I. Any complaints, allegations or rumors of bullying may be presented to the building principal or assistant principal or to the Superintendent. Students also may report their concerns to teachers or counselors, who will be responsible for notifying the appropriate administrator or Board official on the same day that the teacher or counselor receives the complaint or, if the teacher or counselor receives the complaint after the end of the instructional day, no later than the next instructional day. This report may be made anonymously. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Complaints submitted anonymously also shall be investigated. All such information will be reduced to writing and will include the specific nature of the offense,

corresponding dates, location of the offense, the identity of the reported bully, and the identity of any witnesses. If the person filing the complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators. If a student refuses to complete the written complaint form or sign a complaint, the staff member taking the complaint will complete the written complaint using the information the student has provided verbally.

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

Consequences for the bully may range from positive behavioral interventions to expulsion. Consequences will depend on the severity of the offense and consider the developmental ages of the targeted student and the bully, the bully's disciplinary history, and any other relevant factors. Remedial action may include but is not limited to counseling for the targeted student and/or the bully, training of the bully and/or school staff, assignment of a contact person who will provide support to the targeted student, academic assistance or support for the targeted student such as tutoring, an opportunity to retake tests, or additional time to complete classwork, the development of a behavioral intervention plan for the bully, and a change of placement, as appropriate for the targeted student and/or the bully. No change of placement will be imposed on the targeted student unless that remedy has been requested by the targeted student. The development of a behavioral intervention plan and any consideration of a change of placement for a student who has been identified as a student with a disability protected by Section 504 of the Rehabilitation Act of 1973 (Section 504) or the Individuals with Disabilities Education Act (IDEA) will be made by the student's Section 504 or IEP Team, respectively. In all cases where counseling is deemed appropriate for the targeted student to remediate past harassment, arrangements will be made with an appropriately qualified provider of such services to provide the counseling. The administrator/Board official conducting the investigation shall notify the complainant, targeted student, reported bully, and the parents of the targeted student and reported bully in writing of a summary of the investigation findings upon conclusion of the investigation and, if the investigator finds that bullying has occurred, an explanation of what remedial action will be taken, including the decision to impose discipline on the bully. When permitted by law, the disciplinary action taken against a student found to have engaged in bullying will be reported to the parents of the targeted student. The written summary of the investigation must be provided to the complainant, targeted student, reported bully and the parents of the targeted student and reported bully on the same day that the written findings are reduced to writing if possible but no later than the next instructional day.

A copy of written notification, including notes detailing the date and circumstances of notification, together with any other documentation related to the incident, including the written findings, any

disciplinary action, and any other remedial action taken or recommended, shall be forwarded to the Superintendent or to the School Board, if the investigator is a Board official.

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

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

Appendix B

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 the 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. Medications 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 a 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. Parents must bring medications directly to the office or nurse's clinic at the beginning or 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,
Mrs. Kati Morris, School Nurse

Appendix C

ANNUAL ASBESTOS STATEMENT

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.

Appendix D

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.

Appendix E

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 under the K-12 school data section. Should you have any questions, please contact Mark DuBois 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:
 - a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - b. Never reveal names, addresses, phone numbers, or passwords of yourself, other students or family members while communicating on the Internet.
 - c. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - d. Never agree to get together with someone you "meet" online without prior parent approval.
 - e. 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.
- Q. Student email accounts have been established for the purpose of distributing assignments, Google Classroom accounts, and communicating with teachers and students for school purposes only. Use of student email accounts for personal use other than those deemed necessary for school purposes will be considered a violation of the school policy and subject to consequences which may include the following: detention, ACS, loss of iPad privileges, and/or out of school suspension.

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

Appendix G

Western School Corporation Student and Technology Responsible Use Policy

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

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

I will:

- Bring my iPad to school fully charged each day.
- Keep private information private. (My password and identity are not to be shared.)
- Notify an adult immediately if someone violates the Responsible Use Policy
- Treat WSC technology equipment with great care.
- Follow ALL WSC policies, rules, and regulations.
- Credit my sources when using other 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.
- 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.

I will NOT:

- 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.
- Use my school email account to communicate with other students for personal use, to harass, threaten, ridicule, bully other students or staff.
- 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 the information on the internet is true.
- I am responsible for verifying information on the internet.
- The use of the WSC network is a privilege and not right.
- The full use of the iPads is a privilege not a right.
- The technology equipment and applications assigned to me is the 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 one (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 or new piece of hardware or charge for cleaning.

iPad yearly cost to students: \$75

	Broken Screen, Headphone jack, charge port, home button	Stolen/Lost*	Power Adapter, Cable Lost/Damaged	Intentional Damage*	Replacement Case
Cost	\$120	Students will be billed the complete cost of iPad, \$299, plus cost of case.	\$5	\$299	\$99

*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.

Appendix H

Student Technology Responsible Use Agreement

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: _____ Date: _____

Appendix I

MULTIPURPOSE FACILITY / WEIGHT ROOM

Student Use

- Students in the Multi-Purpose Facility and/or Weight Room must be supervised by their respective coaches, or weight room coordinator.
- Students are to be dressed in proper attire (shorts, T-shirts, tennis shoes – **No Spikes**)
- Students will not abuse equipment in any way. Infractions will result in suspended use of the facility for a time to be determined by the administration.
- This is a work area! Abuse of equipment could result in injury. Students causing a disturbance will be asked to leave.
- Weight Room - Students are not to lift alone. When using free weights you must have a spotter. Replace all weights on racks and do not leave weight 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
 - Monday-Thursday, 5pm-9pm
- The use of the track is free to all Western residents. Residents attending an aerobics class will be charged a fee to cover the cost of the instructor.
- A member card or student ID is required to be admitted to the Multi-Purpose Facility. 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.
- The Weight Room is not open for Community Use
- Dressing room and shower facilities will not be provided
- 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.
- 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.