

# Elementary Student Handbook

M.S.D. of Wabash County

2016-2017

Metro North, Sharp Creek, Southwood

Adopted by the  
Board of Education  
June 14, 2016

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NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July 2014. If you have questions or would like more information about a specific issue or document, contact your school principal.

Metropolitan School District of Wabash County’s board policy can be found on the MSD web site at:  
<http://www.msdbc.k12.in.us/>  
Then click “Board” and then “Board Policy”

# ELEMENTARY STUDENT HANDBOOK

M.S.D. of WABASH COUNTY  
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Wabash, IN 46992  
Homepage: [www.msdbc.k12.in.us](http://www.msdbc.k12.in.us)  
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Mr. Mike Keaffaber  
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Mr. Chris Kuhn  
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Mr. Tim Drake  
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## **Metro North Elementary**

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Janette Moore, Principal

## **Sharp Creek Elementary**

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Phone (260) 563-8050  
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## **Southwood Elementary**

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## **BOARD OF EDUCATION**

Troy Baer  
Kevin Bowman  
Todd Dazey  
Matt Driscoll  
John Gouveia

The Board of Education meets the second and fourth Tuesdays at 6:00 p.m. in the board meeting room in the Administrative Offices.

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for reference. It can be a valuable resource during the school year and a means of avoiding confusion and misunderstanding. Should you have any questions that are not addressed in this handbook, contact your building principal. **This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails.** This handbook supersedes all prior handbooks and other written material on the same subject.

## Vision Statement

- MSDWC: Innovators and thinkers that are successful in life and enrich the lives of others.
- We are.....
  - Creative problem solvers
  - Driven to take initiative and ready to roll up our sleeves and get the job done
  - Resilient and unafraid to fail.... Try – Fail – Learn – Try again!
  - Self-reliant
  - Ethical, honest and trustworthy

## Mission Statement

Inspiring a community of learners to discover and achieve their passion and potential.

**Tagline:**

**Dream Big and Work Hard!**

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Dr. Sandra Weaver  
Superintendent, MSD Wabash County  
260-563-8050

The complaint procedure is described on Form 2260 F8.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 14 days. The Compliance Officer may provide additional information concerning access to equal education opportunity.

## **SAFE SCHOOL HELPLINE**

The Safe School Helpline is a communication tool that students, parents, and educators can use to prevent threats and to resolve rumors. The Helpline provides a confidential means of reporting unsafe conditions that may imperil students and staff, and help to identify at-risk students using totally anonymous, non-threatening measures. It gives school officials the information they need to enhance safety.

1-800-418-6423, ext. 359

## **SCHOOL DAY**

Elementary School start times vary. Please keep in mind that if your student arrives after the school's start time, then your student is tardy. Your student must report to the school office to avoid being counted absent for the day and to request a school lunch.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed or upon request. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery

may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time, be prepared to participate, and to be equipped with the necessary tools (paper, pencils, books, and charged laptop) to participate in the educational program.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the parents, students and the staff. All students and parents are obligated to observe rules and procedures in place. 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, the student must notify any staff person immediately.

All students must have an **annual** emergency health/medical form completed, signed by a parent or guardian, and filed in the school office.

Students with special health challenges (asthma, diabetes, seizures, severe allergies, etc.) require a yearly Individualized Health Plan signed by parents and the attending physician and on file in the school office. The forms can be secured from the school nurse. Chronic health challenges will be shared with the appropriate educational professionals to ensure a student's safety.

If your child is ill with a fever, please do not allow the child to return to school until the child has been fever free, without medication, for 24 hours. This protects your child from relapsing and slows the spread of germs.

Pesticide notification: parents, guardians, and staff are invited to be added to the pesticide notification registry. Please contact the school office if you want to be on that registry.

### **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 **and attempt to make contact with the student's parents.**

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Please be sure to keep phone numbers and emergency contact information up to date.

### **INSURANCE**

Student accident insurance coverage is available for purchase from an outside vendor. This may be of interest to parents who do not have health care coverage for their children. There are no provisions for the School to carry general medical payment insurance on students at the taxpayers' expense. It is the responsibility of the parent to provide adequate insurance for their child.

## **STUDENT ASSISTANCE PROGRAM**

Every MSD of Wabash County student is offered two free counseling sessions with any Bowen Center location. More information can be obtained from the school office.

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. A transfer form is available upon request at registration and at each school.

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar, reliable document which establishes birth date
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency (no homeless child will be denied enrollment based on a lack of proof or residency)
- proof of immunizations
- If enrolling in 4<sup>th</sup> grade, parents will need to provide proof the student has passed the IREAD 3 Assessment or received a good cause exemption.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

### **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

### **RELEASE OF STUDENTS**

The following general rules offer safeguards in the interest of the health and safety of children during the time the school is responsible for them:

- Children are released from school only to their parents or to persons authorized by their parents.
- Children are released to law enforcement officers and/or DCS personnel only after proper clearance by the principal.
- In the event of marital discord, one parent may ask the school to bar the other parent from picking the child up from school. The school has no authority to interfere with the parental rights of a parent. Such requests are honored only if legally mandated.
- In case of illness or emergency, a child is sent home only with the parent or with another authorized and reliable adult if the parent is not available.
- Requests for released time for dental and medical appointments are honored. However, the student is considered absent. Appointments after school and on non-school days are preferable. An adult must sign out any student leaving school early.
- School personnel will NOT take the student's word for any change in transportation arrangements. IF the student is being picked up from school, riding a different bus or going home in any manner which deviates from the usual, or staying after school to participate in an activity, the parent must inform the school, preferably in writing. School personnel cannot guarantee that phone messages received during the day can be delivered to the students or the student's teacher in a timely manner.



## **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer from school, the parent must notify the Principal. Upon receiving a request for records, your child's school records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the school office for specific details.

Prior to transferring, parents should make sure all bills are paid and all instructional materials, including library books, laptops, power cords, and iPads have been returned to the school.

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse or the building principal.

### **Immunization Requirements**

Each parent/student shall provide documentation of immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

## **USE OF MEDICATIONS**

The school nurses serve multiple schools and are not available to administer medications everyday at each building site. Therefore, each site principal will designate a person to dispense medication, most likely the school secretary.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective building before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the school office.
- D. Medication that is brought to the office will be properly secured.

Medication must be conveyed to school directly by an adult.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person.

All over the counter medications must be in the original bottle with the label intact.

Medications that have reached their expiration date will not be administered.

If the medication is in liquid form, a calibrated measuring spoon must be sent with the medication.

School personnel will not administer herbal medicine.

Aspirin will not be given. Aspirin has been linked to Reyes' Syndrome. School personnel will only administer aspirin with a written directive from a medical doctor.

- E. Students who may require administration of an emergency medication may have such medication stored in the school nurse's office. However, if the parent and physician have provided authorization for self-medication the student may retain possession of the self-administered medications (ex: asthma inhalers and epi-pens.)
- F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-6 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by the end of the school year.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- I. All prescriptions must have the pharmacy label. Inhalers must have pharmacy label on the canister as well as on the box.

### **Self-Administered Medication**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent completes the proper form, which requires a physician's statement, annually. The form can be secured from the school nurse.

The physician's statement must include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages because of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

## **Non-prescribed (Over-the-Counter) Medications**

Parents may authorize the school to administer a non-prescribed medication using a form that is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized, is in violation of the Schools' Substance Abuse Policy and will be disciplined in accordance with the drug-use provisions of the policy.

## **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.

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

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is a definitive evidence to warrant exclusion.

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **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

encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the building principal.

## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against because 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 through an interactive dialogue between the school, the student, and the student's parent(s). 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 building principal.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under the school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the Superintendent.

## **STUDENT RECORDS**

The teachers, counselors, and administrative staff keep many student records. There are two (2) basic kinds of records - directory information and confidential records.

**Directory information** can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal. Directory information includes: student's name, address, phone number, e-mail address, names and pictures of participants in various extra curricular activities or recipients of awards, Honor Roll status, grade level, pictures of the student, date, and place of birth.

**Parents and eligible students may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school within 10 days after receipt of the school's annual public notice.**

**Confidential records** contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRa. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES AND CHARGES**

Upon registration, parents will be presented with textbook rental fees and materials fees. Those fees are due in full upon enrollment. Parents wishing to use a delayed payment plan must pay at least one-fourth the total cost of the texts and supply certain personal information. All textbook rental fees must be paid in full by October 31. FAILURE TO PAY WILL AUTOMATICALLY SUBJECT YOU TO COLLECTIONS AND THE ACCOUNT WILL BE TURNED OVER TO A COLLECTION AGENCY FOR PROCESSING. COLLECTION FEES, ATTORNEY FEES, AND COURT COSTS WILL BE ADDED TO THE BOOK RENTAL FEES, AND WILL BE THE RESPONSIBILITY OF THE PARENT OR GUARDIAN.

Students who steal, destroy, or damage school property and equipment can be charged for the repair or replacement of the property and equipment.

#### **Book Rental Refund**

<u>Time Expired:</u>	<u>Refund:</u>
Up to 6 school days	100%
6 <sup>th</sup> day through the 10 <sup>th</sup> day	75%
11 <sup>th</sup> day through the 30 <sup>th</sup> day	50%
After the 30 <sup>th</sup> day of school	No Refunds

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

Once students take possession of the fund-raiser merchandise, the student and his/her family is financially obligated to pay for those items.

No house-to-house canvassing is allowed by any student for any fund-raising activity unless the child is accompanied by a parent who will provide for the child's safety.

No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES/PERSONAL PROPERTY**

All personal student items, especially clothing, should be clearly labeled with the student's name.

Students may not bring to school personal items unrelated to the instructional program. This includes, electronic devices, expensive jewelry, or trading cards of any description, etc. Such items are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Students may continue to bring basketballs, soccer balls, footballs, dolls, small stuffed animals, action figures, and small cars as long as it is clearly understood the child has sole responsibility for the item.

Students are never to possess a laser light, toy guns, or play weapons. Students may not engage in the selling, trading, or giving away of possessions or money.

### **MEAL SERVICE**

The school participates in the National School Lunch Program and prepares lunch and breakfast each day. A meal account will be established for all students, and students utilizing lunch cards must have cards present for all food purchases. A lost or defaced card will be replaced at a charge of \$5 per incident. All meals are to be paid for at least 24 hours in advance. Payment envelopes will be supplied. Parents will be notified by letter/email when the child's food account is running low on funds. The school is NOT permitted to extend credit for lunches. Students with a negative balance may be denied breakfast or served an alternative lunch.

Students may also bring their own lunch to school to be eaten in the school's cafeteria. Please come eat lunch with your child, but do not bring lunch for any other student. According to federal guidelines carbonated drinks are not allowed in school cafeterias.

An application for the school's free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application, contact the school office.

Students will be advised of the rules in effect in the cafeteria. Students who violate the rules and engage in horseplay or are disruptive, take food from other students, or are disrespectful to the cafeteria supervisors may be removed from the cafeteria and assigned to an alternative area for lunch. Other school discipline may also be assigned.

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*

## **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted twice each semester using the procedures prescribed by the State.

## EMERGENCY CLOSINGS AND DELAYS

MSD of Wabash County now uses the School Messenger/Skylert calling system to notify parents and staff regarding school closings and delays. The following radio and television stations also announce the information:

WJOT	105.9	Wabash	KISS FM 95.9	Wabash
WAJI	95.1	Ft. Wayne	WPTA TV Ch. 21	Ft. Wayne
WANE TV	Ch. 15	Ft. Wayne	WISE TV Ch. 33	Ft. Wayne
WTHR TV	Ch. 13	Indianapolis		

Information is also available at [msdwc.k12.in.us](http://msdwc.k12.in.us)

### **MSD Message Center: 563-8050, option # 1**

Parents and students are responsible for knowing about emergency closings and delays. Parents should have a contingency plan in the event school is delayed, dismissed early, or closed. To ensure prompt notification of delays and closings, be sure to supply the school with current/ correct phone numbers.

## VISITORS

We take your child's safety very seriously. We insist that all school visitors (this includes parents) report to the school office, sign-in and receive an ID badge before walking the hallways or going to a classroom. This is to prevent unauthorized people from having access to our students.

If a person wishes to confer with a member of the staff, the individual should call for an appointment prior to coming to the school in order to assure the person's availability.

Students may not bring visitors to school without first obtaining written permission from the Principal. Students from outside the school district, who wish to visit within the school day, may do so during the lunch period. Visitors/parents will be welcome to eat lunch with friends but will not be allowed to visit the classroom or attend recess. Visitors will be required to pay for their lunch and should make arrangements in advance through the school office.

## USE OF THE MEDIA CENTER

The media center is available to students throughout the school day. Passes may be obtained from a student's teacher. Books on the shelves may be checked out for a specific period of time. Students must pay for the replacement of lost or damaged materials checked out to them. Should a lost book later be found, the money will be refunded.

## USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. Students will be billed for lost or damaged instructional materials and equipment.

## LOST AND FOUND

Each school maintains a Lost and Found. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each semester.



## **SCHOOL PARTIES**

The school traditionally has three parties during the school year. The classroom teacher plans the Fall, Christmas, and Valentine parties with treats provided by the students. Each teacher will inform the students of their responsibility for their party. If a student is not to participate in the party activities, advance notice should be given to the teacher. Birthday treats are permitted, but permission should be obtained in advance. Also, check with the teacher to determine the appropriate quantity necessary to serve all students and inquire about any students with dietary restrictions. Birthday treats will be given out during a time least disruptive to instruction. The treat should be simple to serve.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this policy may lead to disciplinary action.

## **USE OF OFFICE/ CLASSROOM TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. The school office will accept and deliver important messages.

Telephones are available in the classroom for students to use with teacher permission. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF CELLULAR TELEPHONES**

The use of cell phones (or other communication devices) during class time is up to the teacher's discretion. Using a cell phone or other communication device in an unauthorized manner may result in loss of the privilege and/or additional disciplinary action, which may include confiscation of the device (in which case, the device will only be released/returned to the student's parent or guardian). Prohibited uses of the cell phones during specified times include making and/or receiving calls, sending text messages, taking pictures and/or making recordings. Referral to law enforcement may be necessary if the violation involves any illegal activity. The school is not responsible for any lost, damaged, or stolen cell phones/devices.

## **PROGRAM FOR HIGH ABILITY STUDENT**

MSD of Wabash County recognizes that not all students learn in the same way. Many high ability students require modified curriculum, including learning at a faster pace, access to more challenging learning materials, or content that is more complex.

At the elementary level, we organize opportunities for children under the Levels of Service (LoS) Talent Development model, which involves deliberate efforts to discover, develop, and apply the many talents of our students. We believe that it is important for the school, the home, and the community to work together to provide appropriate and challenging learning experiences for children. For more information, please go to our district website:  
<http://www.msdbc.k12.in.us/gt/gthome.html>.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Superintendent. A minimum of **five (5) school day's** notice is required to ensure that the Superintendent has the opportunity to review the announcement or posting.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. Students who violate school rules may lose the privilege to go on field trips. No student may participate in any school-sponsored trip without parental consent.

Sometimes parents are needed to serve as chaperones on trips. All chaperones must be 21 years of age and be able to pass a criminal background check. Chaperones may not bring additional children on trips. Parent chaperones must agree to follow all rules established by the trip sponsor and all the policies of MSD of Wabash County.

While the Corporation encourages the student's participation in field trips, excused absences will be provided for any student whose parent does not give permission for the student to attend.

## **GRADING PERIODS**

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Parents with Internet access will be able to view their child's grades, attendance, and discipline referral on-line. Please contact the school office to receive log-on information.

## **PROMOTION, PLACEMENT AND RETENTION**

The Metropolitan School District of Wabash County believes that the decision to promote or retain a student is a very important one and should be made only after a thorough review of the progress of each individual student. The progress review should be done periodically throughout the school year and properly reported to the student's parent(s)/guardian(s). Whenever it is determined that a student is in danger of retention, the student's teacher shall inform the parent(s)/guardian(s) of same and shall invite and encourage a conference. The final decision to promote/retain a student will not be made prior to the last ten school days of the school year. In grade three the IREAD-3 Test will be a determining factor in retention and promotion. The building principal will make the decision after proper consultation with the child's teacher(s) and other school personnel who have worked with the student.

If the decision is made to retain a student, the principal and the teacher will have a conference with the students' parent(s)/guardian(s) to inform them of the decision and give them an opportunity to present additional and/or new evidence related to the child's academic progress. The principal, after studying all evidence, shall make the final decision.

The parent(s)/guardian(s) may appeal the principal's decision to the Superintendent. In the event the parent(s)/guardian(s) are dissatisfied with the Superintendent's decision, they may appeal to the Board of Education.

## **HOMEWORK / LATE WORK**

Homework is a required part of the educational experience. Any homework or projects not completed by the prescribed due date will be considered late work and will be lowered one letter grade or 10%. The grade will be lowered an additional letter grade or 10% for each additional day the work is late. Generally, homework will not be used for disciplinary reasons but only to enhance the student's learning and to prepare students for state mandated assessments.

## **MSDWC Student Responsible Use Guidelines**

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### **Statement of Purpose**

MSD of Wabash County believes that students need access to technology when they act in a responsible, efficient, courteous, and legal manner which supports the district vision and mission. Internet access and other technologies available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. As part of 21st century learning, teachers and students will be using Web Tools which may include, but not be limited to, blogs, wikis, podcasts, and videocasts through appropriate supervision. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills.

Responsible uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology.

#### **I will:**

- Keep private information private. (My password and identify are mine and not to be shared.)
- Treat others with respect, both online and offline.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Use computers for school-related purposes during school hours.
- Credit my sources when I am using other people's information, images, or other material.
- Respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- Follow District policies, rules, and regulations
- Ask for permission before connecting my own devices to the District network.

- Take care of District technology equipment.
- Notify an adult immediately if by accident I encounter content which violate the rules of responsible use.
- Ask permission before I print while at school.

**I will not:**

- Read another student's private communications and schoolwork without permission.
- Use improper language or pictures.
- Use any form of electronic form of communication to harass, intimidate, ridicule, or otherwise harm others.
- Pretend to be someone else online.
- Give out my full name, password, address, or any other personal information to someone I don't know.
- Give out full names and addresses of others.
- Look for, read, view, or copy inappropriate pictures or information.
- Load my own software on the District network to use at school, unless I have received permission.
- Damage, change, or tamper with the hardware, software, settings, or the network in any way.
- Decorate the physical computer with stickers, writing, or other markings.

**I understand:**

- Sometimes my computer work may be lost and I should be careful to back up important work.
- Some things I read on the Internet may not be true.
- The computers and network belong to the District and that using them is a privilege, not a right.
- The computers, network, and printers may not work every day.
- It is my responsibility to make sure that any devices I use on the District network are approved.
- The things I do using a school computer or network are not private and that my teachers and District staff may review my work and activities at any time.
- If I break any of my promises, I might not be able to use technology or may experience other appropriate consequences.
- It is my responsibility to read and abide by the terms and conditions of and all revisions of this policy.

**Consequences for misuse:**

- I might not be allowed to use the computers or the District network if I break these rules.
- I may be suspended or expelled from school if I act irresponsibly.

## **MEDIA RELEASE**

The Metropolitan School District of Wabash County is making a concentrated effort to promote the positive activities, honors, and work of our staff and students. This includes working with the local newspapers, radio, and also developing our own publications. These publications include likenesses, and images which may appear on the district web site as well as in other publications and on other websites. At times, television stations from the area may wish to video our students. As we go through each school year there will be opportunities for various students to be photographed. However, we understand that some parents may request that we do not photograph their child(ren). If you would prefer not to have photographs of your child taken and used in any publications, please pick up and fill out a media release form in the school office. This form should be filled out each school year. Please note that this form does not prohibit any photographs taken during extra-curricular activities or for the school yearbook. Students who participate in extracurricular activities forfeit their rights to retain authority over the publication of photos taken.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

Unless exempted, each student will be expected to take and pass the ISTEP+ Test. Make-up dates are scheduled, but unnecessary absences should be avoided.

MSD of Wabash County also uses other assessment tools to provide further information to teachers and parents. A complete listing of these assessments is on-line at [www.msdbc.k12.in.us](http://www.msdbc.k12.in.us). The scheduling of these assessments is advertised well in advance of the event, so every effort should be made to make sure the student is present to participate in the assessment.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **ATTENDANCE**

### **School Attendance Policy**

The Board of Education believes that attendance is a key factor in student achievement. Thus, any absence from school represents an educational loss to the student. The Board recognizes, however, that some absences are unavoidable. Therefore, this policy is designed to minimize student absenteeism while providing the students the opportunity to make up schoolwork missed due to absences that reasonably can be considered unavoidable.

A parent is legally responsible to have the child attending school as required by Indiana statutes. If the

parent fails to do so, the parent is in violation and subject to the penalties of the law.

**If a student is not physically present in school, then they are absent. There are two kinds of absences: excused and unexcused.**

The following absences shall be classified as excused:

- Personal illness
- Death in the family (number of days approved by principal)
- Court appointment
- Medical confinement
- Medical appointments (physician's statement required)
- Required religious observances (church documentation may be required)
- Serving as a page in the State General Assembly
- Prearranged absences (requires prior approval of the building principal)

If a student is absent from school for a whole day or the second part of a day, that student may NOT participate in extra-curricular activities after school for that day.

Students missing school will be required to make up work. It is the student's responsibility to ask for missed assignments.

Any absence other than for the reasons listed above will be considered UNEXCUSED and makeup work is required. Full credit may not be given for makeup work from an unexcused absence, but the final determination is at the teacher's discretion.

The school may choose to acknowledge students with perfect attendance. The standard for perfect attendance will be that the student has been neither absent nor tardy for a specified period of time.

#### Prearranged Absence

A student may prearrange to be absent no more than five (5) days per year with no more than three (3) days allowed in either semester. These prearranged absences are to work at home, family vacations with parent /legal guardian, showing at the state fair, college visitations, and unavoidable emergencies. Prearranged absences will not be granted during the last five (5) days of a grading period or during ISTEP+/IREAD testing unless the principal deems it an emergency.

No school assignments will be given in advance of the prearranged absence. If parents have gone through the proper steps to secure an excused absence, the student will be given an opportunity to complete missed work upon their return to school.

### **NOTIFICATION OF ABSENCE**

Regular and prompt attendance is expected of all students. In the event it is necessary for your child to miss school, you should notify the school the day of the absence by 10:00 a.m. A doctor's statement may be required when the child returns to school. Failure to notify the school or the lack of a legitimate excuse will result in an unexcused absence.

Students reporting late to school are tardy. Tardy students must stop in the school office for clearance before proceeding to class.

### **EXCESSIVE ABSENCES**

The school is required by state law to report students who have more than ten unexcused absences during the school year to the Department of Child Services (DCS) and Wabash County Probation.

If there is a pattern of frequent absence (10 absences), the parents will be required to provide a statement from a physician stating the absence was medically necessary. Any subsequent absences may require a doctor's note saying the student was seen by a doctor in order to be excused.

A "frequently-absent" student may be denied the opportunity to participate in non-curricular-school activities and events. Students may be assigned detentions or be required to attend Saturday School to make up the lost time.

A student with excessive absences will be considered for possible retention at grade level.

If a student is tardy, without legitimate reason (i.e. doctor's appointment), they may miss recess that day in order to reclaim the lost time.

### **MAKEUP WORK FROM ABSENCES**

When students are absent for more than one day, they may request homework by having their parent or guardian call the school. Homework must be requested prior to 10:00 a.m. and picked up after 3:00 p.m.

Students who have been absent from school because of an excused absence will have the number of days they were absent plus one day to complete and turn in makeup work.

### **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure those students attending evening events as non-participants are properly safeguarded, a parent or adult chaperone must accompany students when they attend the event. The

school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity.

## **STUDENT BEHAVIOR STANDARDS**

A major component of the educational program at school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **EXPECTED BEHAVIORS**

Each student shall be expected to:

abide by Federal, State, and local laws as well as the rules of the school;

respect the rights of others;

act courteously toward adults and fellow students;

be prompt to school and attentive in class;

work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;

complete assigned tasks on time and as directed;

help maintain a school environment that is safe, friendly, and productive.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection between students are not permitted. Students should not kiss, hold hands, walk arm-in-arm, embrace, or anything of the sort during the school day, while traveling in a school vehicle or a vehicle that has been rented for a school trip, or during school sponsored activities, even those held off campus.

### **DRESS AND GROOMING**

While fashion changes, the reason for being in school does not. Students are in school to learn. Since there will be many social functions and occupational obligations later in life which dictate appropriate dress and appearance, it is important that neatness, cleanliness, good grooming, and appropriate dress be considered the primary responsibility of all students. Students are expected to wear their clothing and manage their appearance in a manner which does not disrupt the educational environment.

The following styles or manners of dress are **prohibited**:

- clothing which expresses double meanings, promotes vulgarity, sexual innuendoes, questionable language, illegal substances (tobacco products, alcohol, drugs), violence, gang activity, or encourages disrespect for any individual or group
- bare feet; shoes must be worn at all times; flip flops are discouraged



- pants which drag on the floor; pants must also be worn at the waistline, not below
- skirts, shorts which are too short; the hem of the garment must meet the tip of the fingers when arms are at the side in a standing position
- hat, headgear, or sunglasses while in the school building
- bathing suits, pajamas or sleepwear, tank tops, halters, shirts which expose a bare back, midriff, cleavage or any garment which exposes a large amount of the torso, even on male students, are not permitted
- clothing which is too tight or too short

Exceptions may be granted on special days set by the Administration and the Student Council.

## **DISCIPLINE**

Students are subject to the rules and policies adopted by the Board of Education, to the supervisory authority of the administrative staff, the principal of each school and the teachers and other personnel having charge of any educational function. Behavior standards apply in the classrooms, on school grounds, on school busses, at all school sponsored functions and to any behavior outside school which causes substantial and material disruption to the school purpose.

Each teacher, substitute teacher, instructional aide, principal or other member of the administrative staff or other authorized school personnel shall, when pupils are under his/her charge, have the right to give any direction and take action which is reasonably necessary to carry out, or to prevent an interference with the educational function of which he/she is in charge. Teachers are in charge of classes at all times. Reasonable classroom rules have been established and will vary from teacher to teacher. It is the student's obligation to obey these rules.

Major violations may include: possession of tobacco, drugs, drug paraphernalia, or alcohol, glue sniffing, fighting, disrespect, vandalism, possession of fireworks, stealing, possession of weapons, physical or sexual harassment, or assault of other student or school personnel, written or spoken obscenities or profanities and repeated violations of any existing rules. These violations will likely result in suspension and in some instances, immediate expulsion from school.

## **CIVILITY**

One of the roles and purposes of the American public school is to convey to students the appropriateness and importance of civility. Therefore, civility, self-restraint, and respect for everyone in the school environment will be an expectation for all students.

Name calling, racial or other epithets, threats, harassment based on race or gender, "fighting words" that are an expression intended to arouse anger or hostility at the person to whom they are directed, and lewd, vulgar, sexually explicit, and indecent expressions of any kind constitutes uncivil conduct.

Uncivil conduct towards students, staff members, and other persons is not acceptable and will be subject to disciplinary measures.

## CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. on school property at any time;
2. during and immediately before and after any school activity at any location;
3. traveling to and from school or to and from a school activity.

Violations of the Code of Conduct may be punishable by suspension or expulsion:

1. knowingly interfering with school purposes or inducing another student to do so;
2. stealing or damaging school property or property of another person;
3. knowingly causing bodily harm to another person;
4. threatening another person with bodily injury;
5. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
7. possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. possessing or providing an alcoholic beverage;
9. consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. possessing, providing, or using tobacco or any tobacco product;
11. knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. failing or refusing to comply with directions of an adult supervising a class or school activity;
13. directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)
14. materially altering any school document such as a hall pass;
15. violating Indiana or federal law;
16. leaving a school activity or school property without prior approval of a teacher or supervising adult;
17. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;

18. attempting or conspiring with another person to violate any student behavior standard;

19. **Harassment**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. **Verbal:**

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).

B. **Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the corporation or third parties.

C. **Physical Contact:**

Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the corporation, or third parties.

Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment

A. **Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the corporation, or third parties.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the school or third parties by refusing to have any form of social interaction with the person.

**B. Nonverbal:**

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.

**C. Physical Contact:**

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

Any student who believes they are the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties should make contact with a staff member with whom the student would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the building principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incidents of sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

**20. Use of an Object as a Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the law enforcement as well as discipline by the school. This violation may subject a student to expulsion.

**21. Knowledge of Deadly or Dangerous Weapons or Threats of Violence**

Because the School board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## 22. **Bullying**

Bullying as defined in State law in House Enrolled Act No. 1423 means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student, while the targeted student is on the property owned, used, or occupied by the state educational institution, an objectively hostile 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 state educational institution.

Within this law it established bullying with three criteria:

1. The behavior is intentional and meant to hurt or harm the targeted individual.
2. The behavior is repeated (more than a one time occurrence).
3. There is an imbalance of power between the instigator and the target of the behavior.

Our MSD Elementary protocol for students is STOP, WALK, and TALK:

23. Tell the instigator to STOP if you feel safe enough.
24. WALK away from the person instigating the bullying.
25. TALK to an adult about what occurred.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the building principal.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student.

Each school has an anonymous bullying/suspicious activity form located on the bottom right-hand side of each school's homepage. Please utilize this anonymous form if you feel any bullying situation or suspicious activity in the school needs to be checked out.

### **23. Criminal Organization Activity in Schools**

The Board of School Trustees of Metropolitan School District of Wabash County prohibits gang or criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang or criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang or criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Organization 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.

Organization or Gang Activity mean a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang or criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang or criminal organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal organization activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang or criminal organization awareness education that shows promise of effectiveness based on research. The gang or criminal organization awareness education information should be revised and updated regularly to reflect current trends in gang or criminal organization activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and

School officials are encouraged to collaborate with stakeholders to provide gang or criminal organization prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang or criminal organization prevention and intervention resources within a jurisdiction on a periodic basis. The gang or criminal organization awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County SafeSchool Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang or criminal organization prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

### **ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT**

1. The standards and the Code of Conduct will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:
  - a. to protect the physical safety of all persons and prevent damage to property;
  - b. to maintain an environment in which the educational objectives of the school can be achieved;
  - c. to enforce and instill the core values of the MSD of Wabash County School Corporation and its school community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
  - a. the nature and extent of any potential or actual injury, property damage, or disruption;
  - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - c. the willingness and ability of the student and the student's parents to participate in any corrective action;
  - d. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
  - e. any other aggravating or mitigating factor or circumstance.

In compliance with state law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.



- A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
- B. A deadly weapon is defined as:
  - 1. a loaded or unloaded firearm;
  - 2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 maybe expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines, which are available in the Principal’s office.

### CONSEQUENCES

It is important to remember that the school’s rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the Principal’s responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal discipline takes place within the school. It includes but is not limited to:

### MSD of Wabash County Elementary School Violation System

#### Level One Behavior

Definition	Examples	Procedure	Possible Consequences
Behaviors that disrupt the orderly educational environment and:  <u>do not</u> require administrator involvement  <i>and</i>  <u>do not</u> significantly violate the rights of others  <i>and</i>  <u>do not</u> appear chronic	<ul style="list-style-type: none"> <li>• Throwing things</li> <li>• Refusal to follow staff directions</li> <li>• Not prepared or not having materials</li> <li>• Out of seat</li> <li>• Playing in desk</li> <li>• No homework</li> <li>• Not in line</li> <li>• Cheating</li> <li>• Talking out</li> <li>• Inappropriate language or gestures</li> </ul>	<ul style="list-style-type: none"> <li>• Inform student of rule violated</li> <li>• Re-teach expected behavior</li> <li>• Contact parent if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Timeouts</li> <li>• Loss of privileges</li> <li>• Verbal reprimand</li> <li>• Written plan to do better</li> <li>• Assigned seat</li> <li>• Written response</li> </ul>

### Level Two Behavior

Definition	Examples	Procedure	Possible Consequences
Behaviors that:  significantly violate the rights of others  <i>or</i>  are chronic Level One violations	<ul style="list-style-type: none"> <li>• Throwing things at a person</li> <li>• Verbal, physical, or relational bullying</li> <li>• Horseplay that results in injury</li> </ul>	<ul style="list-style-type: none"> <li>• Inform student of rule violated</li> <li>• Re-teach expected behavior</li> <li>• Contact parent</li> <li>• Possible referral to office or PBIS team</li> <li>• Possible behavior contract</li> <li>• Student, parent, and staff conference</li> </ul>	<ul style="list-style-type: none"> <li>• Previous Level One consequences</li> <li>• Detention</li> <li>• Saturday school</li> <li>• Restitution</li> <li>• Suspension</li> </ul>

### Level Three Behavior

Definition	Examples	Procedure	Possible Consequences
Behaviors that:  are serious violations of board approved MSD student handbook  <i>or</i>  immediately threaten  <i>or</i>  are chronic Level Two violations  <i>or</i>  violate Indiana law	<ul style="list-style-type: none"> <li>• Purposefully hitting another person with force</li> <li>• Inappropriate touching</li> <li>• Possessing a weapon or a look alike weapon</li> <li>• Possessing an illegal substance</li> <li>• Leaving assigned area/ running from class or school</li> <li>• Destroying school property</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Students will be informed of their infraction</li> <li>• Parents will be notified</li> <li>• Possible referral to PBIS team</li> <li>• For illegal activities law enforcement authorities will be notified</li> </ul>	<ul style="list-style-type: none"> <li>• Previous Level Two consequences</li> <li>• Consequences as described by the board approved MSD student handbook</li> <li>• Expulsion</li> </ul>

#### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

#### **Removal**

A student may be removed from a classroom or an activity by the school employee in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment. Such removal may be from the classroom for an entire school day.

#### **In School Discipline - Saturday School**

Saturday school will be in session from 8:00 a.m. to 11:00 a.m.

Assigned students will attend a continuous three (3) hour period during which time they will be permitted

one ten (10) minute break at 9:30 a.m. Each student shall arrive with sufficient educational materials to be busy during this study period. This is not a private tutoring session! Students should come prepared with enough work to keep them busy for the full three hours.

Failure to timely serve Saturday School assignment(s) may lead to a suspension from school for a period not to exceed three (3) days. Any such suspension shall be in accordance with corporation guidelines on suspension and expulsion.

The following rules shall apply to Saturday School:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No radios, cards, magazines, or other recreational articles shall be allowed in the room.

No food or beverages shall be consumed.

Students shall not be allowed to use the telephone or to go to their lockers.

Transportation to and from Saturday school shall be the responsibility of the student.

### **Formal Discipline**

Formal discipline removes the student from school. It includes suspension for up to ten (10) school days and expulsion for the remainder of a semester or longer.

### **Suspension**

The principal may deny a student the right to attend school and/or take part in any school function for up to a maximum of ten (10) consecutive school days.

### **EXPULSION FOR FIREARMS POSSESSION**

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

### **DUE PROCESS RIGHTS**

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

## **The Appeal Process**

The suspension may be appealed after receipt of the suspension notice, to Dr. Brian Dawson, Assistant Superintendent. The request for an appeal must be in writing and made within two (2) days after notification.

During the appeal process,

the student shall not be allowed to remain in school,

OR

The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall not be allowed to remain in school.

When a student is suspended, s/he may make up work missed after returning to school,

OR

while on suspension.

(Decisions on these two issues will vary depending upon the details of the discipline issue.)

## **Expulsion from School**

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

## **Notice of Expulsion Meeting**

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

## **Appeal of an Expulsion**

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary.

The student or his/her parents may appeal the Board's decision to the appropriate court.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent **by school authorities**.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if

there is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, badges, or other insignia and the like. All items must meet school guidelines.

A. A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting,
5. presents a clear and present likelihood that, either because of its content or because of manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for most students. Riding the bus is considered a privilege, not a right. The bus driver's goal is to transport children between home and school safely. To do so, the driver must have the complete cooperation of the students.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal or the Director of Transportation.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The bus driver may deny bus privileges for up to one day after contacting parents.

The following behaviors are expected of all students:

- A child cannot disembark his/her bus other than at home or the designated pick up/drop off site without prior notification from the parent/guardian
- Students should carry all papers, books, possessions in a backpack. Loose papers can be hazardous. Students sometimes react without thinking and run after papers blowing away from them.

- Large objects or animals require prior approval from the driver before they are brought onto the bus.
- Students are expected to be waiting at the boarding spot when the bus arrives. Students wait on buses. Busses do not wait on students! The bus driver will try to be as consistent as possible on pick up times. NOTE: Times may vary during inclement weather.
- Students should stand well off the road while waiting for the bus, and be ready to make an orderly entrance onto the bus.
- Students should not cross the road/street until the bus comes to a complete stop and then only after checking the traffic.
- Upon entering the bus, each student shall be seated immediately in the place designated by the driver. The aisle is to be kept clear of book bags, coats, feet, etc. at all times.
- Students are to sit back to back - seat to seat; that means the back of the student should meet the back of the bus seat and remain there. Facing forward is the safest position on the bus.
- Students shall remain seated while the bus is in motion and not stand or move from place to place.
- Students are expected to be courteous and respectful of others and not tease, scuffle, trip, hold, hit, or use their hands, feet or body in any objectionable manner.
- Students shall remain seated until the bus comes to a full stop and the door has been opened by the driver. Upon exiting the bus at the designated drop off site students are to move away from the bus to allow the driver to safely pull away.
- Loud, boisterous, or profane language or indecent conduct will not be tolerated.
- No eating or drinking on the bus unless prior permission is given by the driver.
- Students are not allowed to throw snowballs, paper wads, candy or any other item on the bus.
- Students should not bring squirting devices on the bus or to school. Students shall not possess weapons or threaten other students or the driver.
- Rules that apply to conduct at school also apply to students riding a school bus.
- A parent should never board a school bus without the permission of the driver. Doing so will be considered an act of aggression and the driver will notify the Superintendent's office to send law enforcement.

Students creating problems on a bus will be appropriately disciplined. Students who fail to correct their behavior after being disciplined or who are guilty of a serious rule infraction may be denied the privilege of riding the bus for one day. Longer bus suspensions may occur if approved by the building principal. Notification will be given the parent/guardian prior to the child's bus privilege being revoked. The assistant superintendent/transportation director may deny bus privileges for extended periods of time if necessary to protect the other students on the bus.

**YOUR ASSISTANCE IN SUPPORTING THESE GUIDELINES IS APPRECIATED**

### **PENALTIES FOR INFRACTIONS**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

### **VIDEO RECORDING ON SCHOOL BUSES**

The School Board may authorize the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videoing of the students on any particular bus may be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a video, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

# MSD of Wabash County 2016 - 2017

		August 2016						
		S	M	T	W	T	F	S
9	First teacher day		1	2	3	4	5	6
10	First student day	7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31			
Days Student (16) Teacher (17)								

		February 2017								
		S	M	T	W	T	F	S		
				1	2	3	4		6	No School - Make-up Day #1
		5	6	7	8	9	10	11	20	No School - Make-up Day #2
		12	13	14	15	16	17	18	20	Presidents Day
		19	20	21	22	23	24	25		
		26	27	28						
Days Student (18) Teacher (18)										

		September 2016						
		S	M	T	W	T	F	S
5	No School - Labor Day	4	5	6	7	8	9	10
27	eLearning Day	11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	
Days Student (21) Teacher (21)								

		March 2017								
		S	M	T	W	T	F	S		
				1	2	3	4		17	End of 3rd 9 weeks
		5	6	7	8	9	10	11	21	eLearning Day
		12	13	14	15	16	17	18	31	No School - Spring Break
		19	20	21	22	23	24	25		
		26	27	28	29	30	31			
Days Student (22) Teacher (22)										

		October 2016						
		S	M	T	W	T	F	S
7	End of 1st 9 weeks							1
13	Parent/Teacher Conferences	2	3	4	5	6	7	8
13	Students - All Day	9	10	11	12	13	14	15
24-28	No School - Fall Break	16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	31					
Days Student (16) Teacher (16)								

		April 2017								
		S	M	T	W	T	F	S		
								1	3-7	No School - Spring Break
		2	3	4	5	6	7	8		
		9	10	11	12	13	14	15		
		16	17	18	19	20	21	22		
		23	24	25	26	27	28	29		
		30								
Days Student (15) Teacher (15)										

		November 2016						
		S	M	T	W	T	F	S
8	eLearning Day			1	2	3	4	5
23-25	No School - Thanksgiving Break	6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30			
Days Student (19) Teacher (19)								

		May 2017								
		S	M	T	W	T	F	S		
		1	2	3	4	5	6		26	Last student day
		7	8	9	10	11	12	13	26	End of 4th 9 weeks
		14	15	16	17	18	19	20	26	End of 2nd semester
		21	22	23	24	25	26	27	30	Staff record day
		28	29	30	31					
Days Student (20) Teacher (21)										

		December 2016						
		S	M	T	W	T	F	S
22	End of 2nd 9 weeks							1
22	End of 1st semester	4	5	6	7	8	9	10
23-6	No School - Christmas Break	11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	31
Days Student (16) Teacher (16)								

		June 2017								
		S	M	T	W	T	F	S		
								1	2	Southwood Commencement
		4	5	6	7	8	9	10	3	Northfield Commencement
		11	12	13	14	15	16	17		
		18	19	20	21	22	23	24		
		25	26	27	28	29	30			
Days Student (16) Teacher (16)										

		January 2017						
		S	M	T	W	T	F	S
9	School resumes	1	2	3	4	5	6	7
24	eLearning Day	8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				
Days Student (17) Teacher (17)								

		July 2017						
		S	M	T	W	T	F	S
								1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	31					
Days Student (17) Teacher (17)								



**NOTE: Second semester may be extended to accommodate the scheduling of make-up days.**

Approved by the Board of School Trustees