

O. J. Neighbours Elementary School 2023-2024 Student Handbook

Beth Phillipy, Principal



OJ Neighbours Mission Statements

OJ Neighbours' mission is to provide a safe environment for all students to learn at their level with relevant and rigorous curricular opportunities to prepare them for the next level of their education on their path to college and career readiness.

OJ Neighbours Mission Statements

OJ Neighbours will strive to provide a safe environment that enables all students to be successful learners in a culture which celebrates diversity, promotes a positive mindset, and creates an inclusive atmosphere where all students will become lifelong, well-rounded learners who are adequately prepared to be successful in their future.

Wabash City Schools Mission Statement

Wabash City Schools provides a relevant and rigorous education, founded upon relationships, to ensure each student is college and career-ready for success in a global community.

Dear Parent/Guardian,

Welcome to another school year at OJ Neighbours Elementary! We are pleased that you are part of our educational community and look forward to working with you and your student(s) this school year.

OJ Neighbours Collective Commitment Statement: The staff at OJ Neighbours is committed to being faithful stewards who work in a collaborative manner in order to educate the whole child with fidelity both academically and socially and remain advocates for our students as they continue in their journey beyond their time at Wabash City Schools.

This handbook contains information we hope will answer questions you may have regarding daily life at our elementary school. Please take time to sit down as a family and read it through together. Plan to keep your copy in a convenient place so you can use it as a handy reference throughout the school year.

On behalf of the staff at OJ Neighbours, we would like to thank you for entrusting your child to us.

Beth Phillipy, Principal, O. J. Neighbours Elementary
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Wabash City School Administration

189 West Market Street

Wabash, Indiana 46992

260-563-2151

Superintendent: Dr. Amy Sivley

BOARD OF SCHOOL TRUSTEES

Rod Kelsheimer, Board President

Rhonda Hipskind, Board Vice President

Stephen Dafoe, Board Secretary

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Kristen Petruniw, Board Member

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Purpose of this handbook

The purpose of this handbook is to acquaint parents and students enrolled in Wabash City Schools at O.J. Neighbours Elementary about programs, services and policies. The awareness of the contents of this handbook will enhance the efficient operation of the schools among the administration, teachers, students and parents.

Student Rights and Responsibilities

The rules and procedures of O.J. Neighbours are designed to allow each student to obtain a safe, orderly and appropriate education. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process of a student's rights.

Non-Discrimination

Wabash City Schools is committed to equal opportunity. It is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the superintendent.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignments to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

The Board encourages its staff to improve human relations within the schools and to establish channels through which citizens can communicate their human relations concerns to the administration and the Board.

Family Rights and Privacy Act

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

1. The right to inspect and review the student’s education record within 45 days of the day the School Corporation receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for the access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

No Smoking Policy

In the interest of providing a safe, healthy environment for students, staff, and visitors to Wabash City Schools, the following policy on smoking has been adopted: All school buildings and school grounds of the Wabash City Schools are designated as “smoke free”.

WABASH CITY SCHOOLS

Wabash City Schools comprises a senior high school, middle school, and one elementary school. O. J. Neighbours hold a first class commission with the State of Indiana.

Elementary School Hours

7:40 a.m.	First Bell
8:00 a.m.	Tardy Bell
3:00 p.m.	Dismissal of Buses
3:00 p.m.	Dismissal of Car Riders and Walkers

Students are to arrive at school no sooner than the first bell and should be in seats by the sounding of the 8:00 a.m. bell. Any child arriving after the second bell (8:00 a.m.) will be considered tardy.

Attendance Policy

Attendance in a classroom is a very important aspect of a student’s education. Excessive absences reduce the amount of daily interaction with teachers and other students. Minimum standards of attendance in individual classes have been set with an appeal process at the student’s request to review violations of this minimum.

OJ Neighbours Elementary allows a student ten (10) parent excused absences per school year. A parent will need to call in for it to count as a parent excused absence. A student will be regarded as absent from a single class if they miss in excess of 20 minutes. Unexcused absences may result in disciplinary action. Each absence counts towards the limit of ten (10)

Parent Excused Absences as identified above. In other words, students will lose one excused absence for each unexcused absence.

Any absences after the ten (10) parent excused absences will need the required doctor's note. All progressive discipline related to attendance will begin after these ten (10) days have been reached.

Procedure for Reporting Absences:

1. Parents/Guardians are requested to call the school's attendance line (260-563-2345) by 10:00am the day their student will be absent. If a call is not received by 9:00am **the day after** the absence, the absence may be considered truancy/unexcused. You may call the school as far in advance as is possible and reasonable.
2. A telephone call will be required each day the student is absent unless prior arrangements have been made.
3. When reporting an absence, the parent/guardian should be given the following information:
 - Caller name and relationship to student
 - Student's name (please spell) and grade in school
 - Reason for absence
 - Date of absence
4. If a student leaves the school building and grounds during the school day, the student must be signed out with the front office. Students must sign in at the front office upon returning to school that day or arriving at school after the school day begins.

Types of Absences:

Exempt Absences:

- Indiana law (IC 20-33-2-14 through 20-33-2-17.7) states that the following absences are to be considered EXEMPT and will not count against a student's attendance:
 1. Serving as a page or honoree in the General Assembly
 2. Serving at the polls on Election Day
 3. Court appearances (documented by a probation officer or officer of the court)
 4. Participation in the Indiana State Fair for education purposes
 5. School sponsored trips (such as field trips or athletic events)
 6. Student participation in an education related non-classroom activity (must be pre-arranged)

Excused Absences:

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. Students are considered excused and reported as absent under the following circumstances.:

1. Illness of student (Medical, Dental, and/or Clinical Appointments) verified by a doctor's note or other form of official notification signed by a physician or designee.
2. Medical/Dental/Vision Appointments. Whenever possible medical/dental/vision appointments should be prearranged and scheduled before or after school hours. Upon the student's return to school they should submit a signed doctor's note or other form of official notification signed by a physician or designee.

3. Death/Funeral/Bereavement in the family.
4. The School Nurse requests that the parent pick up the student.
5. Weather related when school is in session.
6. Required Religious Observance.
7. Planned (Prearranged) Family Absence - OJ Neighbours recognizes that there are situations that do not fall into acceptable reasons for an absence as defined by the State. In those situations, the parent/guardian of the student must contact the principal for their student to obtain a prearranged excused absence form. This is to be completed appropriately and submitted no less than 24 hours before the absence. Failure to prearrange an absence may result in an unexcused absence/truancy.

Unexcused Absences:

Unexcused absences are those that are neither defined as “excused” or “exempt”. These include but are not limited to:

1. Absences not documented with a parent/guardian all on the day of absence, or by a call or note within a day of the student returning to school but verified not to be “truant”.
2. Oversleeping, missing the bus, car trouble, haircut, etc

Any other absences not listed as exempt or excused are considered UNEXCUSED.

Truancy:

Truancy is defined as a failure to report to school when in session without a parent/guardian’s knowledge or violation of the attendance policy. Leaving the school building/grounds or not reporting to assigned classes or activities without signing out, while school is in session, will be considered truancy. Any form of truancy will result in disciplinary action.

Indiana code allows ten (10) unexcused absences per school year that the parent can manage. Any absences beyond the ten days can fall under the definition of habitually truant (IC 20-33-2-11). Excessive absences may be referred to the Wabash County Probation Department or the Wabash County Division of Family Services for habitual truancy. Students enrolling midyear may have their unexcused absences prorated at the discretion of the Administration. A student is considered to be unexcused if they are absent from school or an assigned area without a legitimate reason or if a parent/guardian fails to notify the school by 3:35pm on the day of the absence.

Illness/Emergency at School

In case your child becomes ill or has an emergency during the school day, we will contact you as soon as possible. This necessitates a home telephone, relative, neighbor and/or work telephone number(s).

Changes in telephone numbers must be brought to our attention IMMEDIATELY so that you may be contacted in emergencies.

Parents/guardians will need to come to the office to sign the child out. If a child has been ill and the parent desires for him/her to stay in for recess, a note to the teacher is required daily.

Tardy Policy

Students must be in their classroom when the bell rings at 8:00 a.m. each day. The actions listed below are per semester:

<u>Tardy #</u>	<u>Action Taken</u>
1st - 2nd	Tardy recorded by office
3rd - 5th	Parent notified by formal letter
6th	Contact by Principal
7th +	Contact by Principal/Assistant Principal. The school official will contact the juvenile court intake officer or Indiana Department of Child Services for this and each subsequent tardy.

Homework Policy for Wabash City Schools

Homework is viewed as an extension of class work and must be related to the school objectives. It should fulfill the following objectives;

- to review, reinforce or extend classroom learning by providing practice and application of knowledge gained;
- to teach students responsibility and organizational skills;
- to promote wise and orderly use of time;
- to encourage a transfer of learning of worthwhile school activities into permanent career and leisure time interests;
- to provide opportunities for broad enrichment activities.

The Student should:

- clarify with the teacher any questions pertaining to the homework instructions before leaving the class: its purpose, when it is due, and how it should be done;
- take home any materials and information needed to complete the assignments;
- learn to budget time when study time is provided during the school day;
- analyze study habits and take advantage of available study helps;
- with the aid of parents, set a special time and place free from excessive noise and other distractions in which to work;
- return all work completed to the teacher by the date requested;
- make up work missed during an illness or excused absence.

The Teacher shall:

- make homework assignments specific with student expectations understood;
- include only those homework activities which a child can accomplish independently outside the school and which have direct application to classroom studies;
- make homework an integral part of classroom activities;
- never use homework for “busy work” or punishment;
- be sure the child is not overburdened with excessive homework;
- instill a positive attitude towards homework;
- notify the parent if a student consistently fails to do homework assignments;
- make homework assignments that are reasonable within course guidelines for the student.

The Parent should:

- provide a quiet, well-lighted place for the child to study;
- establish a regular “homework time”;
- encourage and support the student’s homework;
- contact the teacher of the child having consistent difficulty with homework assignments;
- encourage the child to seek help from the teacher when in doubt about assignments;
- help the student organize adequate time for homework completion;
- evaluate the quality of time spent on homework.

The Principal shall:

- communicate the philosophy and purpose of the homework policy to teachers, parents, students and community;
- coordinate the homework guidelines within departments and among teachers;
- encourage the reasonable use of homework;
- be the liaison between the teachers and parents concerning homework problems.

The Superintendent shall:

- follow and enforce the homework policy administratively;
- evaluate and revise, if necessary, the homework policy on a yearly basis.

Bicycle Riding Policy

Riding bicycles to school is reserved for students in grade 3 and grade 4 only. Due to the heavy traffic flow near our schools, we feel it is for the safety of the children to prohibit bicycle riding until grade 3. Bicycle rules are the same as for cars. Bicycles must be ridden on the street and not on public sidewalks. When arriving/leaving school, students must walk bicycles on school property. All bicycles must be parked in the bike stand.

Closings due to Weather/Emergency

It is the policy of the Wabash City Schools to remain open whenever possible. Upon rare occasions, unsafe weather conditions may require the closing of school.

Announcements of such closings will be made on radio stations, television stations, by school messenger and on the corporation website. There will be school unless these communications specifically say Wabash City Schools are delayed or closed.

WAYT – Wabash 1510 AM
WKUZ – Wabash-FM 95.9
WWIP – Oldies 106
WOWO – Ft. Wayne 1190 AM

High Expectations at Every Grade Level

Schools present the best opportunity, in partnership with parents and the community, for imparting the most advanced forms of thinking available in any society. Public schools grant every child the opportunity to acquire such thinking. The value of formal schooling is so great that simple fairness demands that we provide exemplary versions of it for every child.

Among the most important set of core assumptions is that any society has concerns about its goals and expectations for young people. As a society, we do share a set of common goals and expectations for our young. We hope that they are kind, decent, respectful, honest, fair, responsible and competent.

Children are inspired when faced with challenging tasks. Children's self-regard is stimulated by the message that they must try harder to meet higher expectations. Schools and teachers are shirking their responsibilities if they do not advocate core standards such as honesty, respect, integrity, and the pursuit of excellence.

Children do best – intellectually, personally, morally – when they are striving for excellence. Any activity that encourages children to strive for excellence will enhance their motivation to learn and any instruction that shows them how to achieve excellence will advance their competence.

We must not underestimate a child's capabilities; if we do, we are limiting the child's potential for growth. We must provide our students with an environment that stimulates and maximizes intellectual and moral growth.

As a school system, we must guard against mediocrity becoming the norm. We must make certain that we are demanding maximum performance from every aspect of our organization. We must continually monitor and review our programs to make certain that yesterday's expectations are still today's expectations. We must impart an atmosphere that mediocrity will never be acceptable and that our pursuit of excellence will be relentless. This culture must start at the top. The Board must demand this of the superintendent. The superintendent must demand it of the administrators, the administrators of the teachers, and the teachers of the students. We will develop and maintain a culture that expresses our understanding that as we reach today's expectations, tomorrow's expectations will be even greater.

Enrollment and Withdrawal of Students

Parents enrolling children are asked to provide the school with the following information:

- proof of birth date
- immunization records (see Immunizations)
- proof of residency (current utility bill, rent receipt, lease agreement, deed of ownership, etc.)
- clarification of custody, when applicable
- any school records provided upon withdrawal from previous school

Parents withdrawing a child from school are asked to give the school at least one week's notice if possible.

Students transferring to the Wabash City Schools will need to provide a school name and complete address of previously attended school. Official “Release of Information” forms can be filled out in the school office allowing the school to mail the form to the previously attended school. If a student does not present a birth certificate or comparable certificate, or if the school that the pupil claims to have most recently attended indicates that it has no record of the pupil’s attendance, or if the requested records are not received within fourteen (14) days of the request, the principal is required by law to notify the local law enforcement agency of this fact and of the possibility that the pupil may be a missing child.

Textbook Rental

Book rental is payable the week prior to the opening of school or anytime during the first two weeks of school. For those unable to pay in full, a contract must be signed stating the amount of weekly or monthly payments to be made. Forms are also available from the principal’s office for low-income families.

Emergency Telephone Numbers/Change of Address

Parents/guardians must keep the school informed of current home, work, and “in case of emergency” telephone numbers and home address. In case of a student’s accident or illness, these phone numbers and home addresses are the school’s only way of getting in touch with the parent/guardian.

Family Concerns

A student’s school work often reflects changes in the family such as: a new baby, illness of a grandparent or other family member, divorce, remarriage, loss of a parent’s job, etc. Parents/guardians are encouraged to inform the school of such changes, which may be of deep concern to a child. Confidentiality will be maintained. Knowing a special family circumstance will help the teacher handle the child with extra sensitivity.

Custody

The school office needs to be notified of any change in the status of custody of each child. Children will only be released to the legal guardian noted on the enrollment form unless the office has been notified of other arrangements by the custodial parent(s). We require a copy of custody papers to be on file at the school the child attends.

Lost and Found

Please be sure to put your child’s name on boots, gym shoes, hats, mittens, jackets, etc. so that they can be returned if they are lost. Please inspect the lost and found department when you visit, and ask your child to check when they have misplaced an item. At the end of each school year, several boxes of unclaimed sweaters, boots, mittens, lunch boxes, and other miscellaneous items are donated to a charitable institution.

Bus Transportation

Wabash City Schools will have “designated neighborhood bus stops” at various points within the district. The local police department will continue to have several designated “crossing guards” at various locations throughout the city district to help students cross busy streets or highways if necessary.

The school bus service is offered to students as a privilege and a convenience. **It is the parents' responsibility to make sure that students know where they are to get on and off the bus.** Transportation forms must be filled out **prior** to riding the bus. Students are assigned buses based on boundary lines. Forms are available at individual schools or at the Administrative Office.

Students are expected to practice all safety issues while at a bus stop. Designated bus stops are determined by the need, safety, and best interests of the student in mind. They are subject to change from year to year. A student should be at their designated bus stop at least five (5) minutes prior to the time the bus is to pick up. Any extended time is not recommended and parents are expected to help their child with this information. All students waiting on a bus are to be on their best behavior, stay out of the street, and wait in single file to load the bus. Any reported discipline problems at the bus stop will be handled by the Transportation Director with the student(s) involved. Damages to property at bus stops will not be tolerated and will be reported to the administration office or the local police department.

Discipline on the bus is extremely important. Parents are urged to cover all school bus rules with their child.

School Bus Discipline Procedures

Elementary Level

Minor violations: Drivers have three steps they **MUST** follow before they do a discipline write up.

1. Driver must have a conference with student the day of infraction and record conference on an infraction sheet
2. Driver must move students' seat if appropriate and record on infraction sheet.
3. Driver must communicate with the students' parent/guardian, preferably by phone. A letter may be sent home, but must be signed and returned to the driver.

After the above 3 things have been completed, a driver may fill out a student discipline form and take to the Transportation Director. Proper documentation of the above 3 things must be given at this time.

NOTE: Major violations must be brought to the Transportation Director's attention immediately, however a discipline form must be filled out. The above 3 steps do not need to be followed if a major violation has occurred.

All suspensions and/or discipline will be determined by Transportation Director and building Principal. Detailed incident reports are vital before any further action can be taken.

The Transportation Director/Building Principal will have final say in all discipline to be administered.

If you have questions, please contact the Transportation Department.

School Lunch Program

Breakfast/Lunch Program

A hot lunch is available to students who stay in school during lunch times.. Meals include a nutritious, balanced meal, and milk. Milk alone is available for children who bring a packed lunch from home. The school does not have facilities to heat lunches prepared at home.

Students are strongly discouraged from bringing carbonated beverages to school. Glass bottles are prohibited. Students cannot drink carbonated beverages with a school lunch.

We accept cash, checks, and online payments daily. Account balances can be managed through [Skyward](#). Parents are responsible for maintaining a balance in cafeteria accounts.

If there is a “financial hardship,” in accordance with the federal guidelines, parents may apply for meals at a free or reduced price. An application must be filed for each child in need of assistance. Applications are available at each school or by visiting [Wabash City Schools](#).

Appropriate behavior is expected during the breakfast/lunch period. School rules apply both in the cafeteria room and during the recess portion of the lunch period. Children may be suspended from the lunch program for breaking these rules.

Health Services

Each student will have his/her own health registration form -“Annual Health Information Update” filed in the health office each year. This is to be thoroughly completed and filled out during registration with the student’s health information that includes any past medical history, current health conditions, recent injuries, hospitalizations, or illnesses, updated vaccinations, or any other pertinent medical information that may help aid in the care of the student. This must be updated annually to allow WCS the best up-to-date knowledge and information to care for your child in the best possible way.

Appropriate health care manuals and forms shall be developed by the administration and health care staff for the purpose of providing health care and for the recording of health care information. Student health records shall be retained for two (2) years beyond graduation or departure.

Rules Regarding Illness

Children should NOT be in school if they have:

1. Temperature of 100 degrees or higher. Students should not return to school until fever free (without medication) for 24 hours.
2. Vomiting or diarrhea. The student should stay home until 24 hours after the last episode.
3. Rash that may be disease-related or cause is not documented on the health record. Students with any suspicious rash should not return to school until they have been evaluated by a physician. A doctor’s statement of cause, treatment, and clearance for school is requested.
4. Head lice present. Students can return once they have been treated with a medicated pediculicide (lice-killing) shampoo, then checked by the school nurse to verify the

- lice are adequately treated. Please inform the school health office.
5. Pink eye (conjunctivitis). This is a highly contagious bacterial eye infection that must be evaluated and treated by a physician. A doctor's statement of cause and clearance will be required. Students can return 24 hours after treatment.
 6. Strep throat. Students can return to school after 24 hours of antibiotic treatment and feeling well with no fever.

***Please inform the school office immediately if any of the above occurs. These are rules to prevent exposure and spread of illness to other students. We would appreciate your cooperation with these rules. Please remember to call the school office by 9:00 a.m. whenever your child will be absent from school for any reason.

A student may be excluded from school for the following reasons:

1. If the immunization history is not complete within 20 days of enrollment
2. If the student has a communicable disease that poses a threat to the health or safety of the school community. (IC 20-33-8-13)
3. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. (IC 20-33-8-13)
4. If the student is mentally or physically unfit for school purposes (IC 20-33-8-13)

POLICY FOR MEDICATION ADMINISTRATION

Medications should be given at home whenever possible. Only those medications that must be given during school hours shall be administered. It is the responsibility of the parent or guardian to provide any and all medications for the student. These medications shall be administered under the following conditions:

1. Prescription Medications-
 - a. A physician's statement must be on file authorizing the administration of prescription medication, as well as the instructions for administering the medication. (IC 34-4 16.5-3.5). Medication dosage changes must be in writing by the physician.
 - b. Medication must have a pharmacy label on the container. Inhalers should have a pharmacy label on the inhaler itself.
 - c. Written permission of a parent or guardian authorizing the administration of the medication must also be on file. No telephone permissions will be accepted. Permission forms are available in each building and must be renewed each school year. (IC 34-4-16.5-3.5)
 - d. Also, a doctor's note and diagnosis shall be provided when requested by the school nurse or school personnel with any needed clarification of information.
2. Over the Counter Medications/Non-Prescription Medications –
 - a. Medication must be provided in original container. It must be age appropriate and labeled with the child's name.
 - b. Written permission of a parent or guardian authorizing the administration of the medication must be on file and must be age appropriate. Permission forms are available in each building.
 - c. All medicines will be disposed of if not picked up by the parent or an adult.
 - d. If ordered by the physician, a written note from the doctor stating diagnosis and the OTC medication for the noted period of time must be on file.
3. Due to the risk of Reye's syndrome, Aspirin is strictly prohibited. Parents who do

not wish to comply with the above medication policies must visit the school and administer the medication to their own child in the presence of the school nurse, principal, or school designee for documentation.

4. Students must not have medication in their possession. ALL medication must be kept in the office of the school nurse, principal, or first aid and stored in a locked cabinet or container. Failure to comply with this policy may result in discipline as outlined in the substance abuse policy.
5. Students with acute medical conditions may possess and self-administer medication (inhaler, epi-pen, etc.) only with the permission of the physician and the parent. Documentation of the medical condition and physician's note must be on file in the health office and must be updated annually.
6. All medications must be transported to and from school by parents. Empty bottles will be sent home when all medications are gone. Parents of elementary school students are responsible for picking up their child's medication at the end of the school year or when the child no longer takes the medication. MS/HS students need written permission on file from the parent to send medications home with students. All remaining medication on the last day of school will be destroyed.

Severe injury or illness

If, in the opinion of school administrators and/or the school nurse, a student's life, limb or organ is in jeopardy of being lost as a result of accident, or severe illness, the school shall do the following:

1. Immediately arrange for transportation of the student to the hospital via the most appropriate emergency ambulance/transportation service.
2. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted the school shall call the designated emergency contact person for direction.

If a student is injured or severely ill at school to the degree that medical attention is necessary, the school shall do the following:

1. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted the school shall call the designated emergency contact person for direction.
2. If attention at a medical facility is necessary and the student's parent/guardian cannot provide transportation for the student, the school shall have the student transported to their family physician or to the emergency room of the nearest medical facility.

Within 24 hours of a student injury, the staff member dealing with the injury must complete a Student Injury Report. All persons involved in the incident and all witnesses to the incident must complete a Student Injury Report Narrative statement to be attached to the Student Injury Report. A copy of the complete report shall be submitted to the building principal and the superintendent.

No student shall be permitted to go home ill without consent of parent/guardian or if the school is unable to contact the parent/guardian consent of the designated emergency contact person. Students shall be sent home ill or injured only if there is an adult there to care for them or with the specific approval of the parent/guardian in the case of a high school student or middle school student.

Other health requirements

Immunizations:

All immunizations will be up-to-date, according to the Indiana State Department of Health guidelines. They include a series (number is based on age and grade level) of Hepatitis B, Hepatitis A, DTAP, Polio, MMR, Varicella, TDAP, and Meningitis.

***Immunization records as well as a copy of the original birth certificate must be kept on file in the health office. Students will not be permitted to attend school beyond the first day of school without providing proper immunization records or birth certificate. Students who transfer into the school corporation are given twenty (20) days to provide proper immunization records.

***Religious or Medical Exemptions must be filed annually through the school nurse's office.

Insurance

Student accident insurance is available for purchase by parents of all students. There are no provisions for the schools to carry general medical payment insurance on students at the taxpayers expense. It is the responsibility of the parent to provide adequate liability insurance for their student.

Safety Precautions

Fire Drills

Fire drills are required by law for the safety of both students and teachers. At least one evacuation drill will be held each month. During evacuation drills, children walk quickly and quietly away from the building, using designated exits and routes.

Tornado Drills

Tornado drills are held in compliance with state standards. At a specific signal, children walk quickly and quietly away from classrooms to assigned "safe areas" in hallways. Students sit silently, protecting heads and necks. Tornado drills may also include classroom instruction.

Lockdown Drills

Drills are held in compliance with state standards. Both schools have procedures outlined in the school Emergency Plan to address safety issues within or immediately outside the school.

Glass Containers

Please do not send glass jars to school with your children. Each year accidents cause near tragedy when a child falls into the broken edge of a jar that has just been dropped.

Please have your child use a coffee can or a plastic container to bring any items to school.

Weapons at School

District policy prohibits weapons or toy replicas on school grounds. Such items brought to school will be confiscated and can be picked up only by parents or guardians.

Bringing Treats to School

On occasion, room parents organize parties. Treats and supplies may be requested. All treats must be purchased from a store to ensure the health code standard of preparing food to be served publicly has been followed. Other parties must have the approval of the classroom

teacher and the building principal. Bringing and distributing invitations for out-of-school parties is not allowed.

Recess/P.E.

Children are expected to participate in all physical education and recess activities. Soft soled gym shoes are required for indoor physical education activities. A child may be excused from recess or physical activities for one (1) or two (2) days due to illness with a parent's note. A physician's statement is required if a child is to be excused from physical activities for a longer period. In extreme weather conditions, recess will be indoors. School staff monitor temperature and wind chill factors. Students generally do not go outside for the whole recess when either is below 20 degrees. All students are expected to dress appropriately for the weather so that they can participate in recess activities. The following rules are established to insure safety for all and consideration for the rights of others on the playground.

- a. Follow directions the first time they are given
- b. Respect adult authority
- c. Use equipment according to the rules posted in the classroom or discussed by your teacher
- d. No rough physical contact
- e. Play within the playground boundaries
- f. Use appropriate school language.

Personal Belongings at School

Toys, playground equipment, pets, electronic devices are not to be brought from home without special permission from the teacher or principal. The school is not responsible for loss or damage of any personal belongings that are brought from home.

School Attire

It is the belief of the Wabash City Schools that a student's dress can and does affect the process of learning. Children are expected to be dressed in an appropriate manner. The following are guidelines:

1. Clothes should be neat, clean and in good repair.
2. Pictures and slogans on clothing should be tasteful at all times.
3. "Play clothes" such as halter tops, bare midriff tops, tank tops, half shirts, mesh shirts, spaghetti straps, tops that show any of the stomach area, or any other clothing that is tight, flimsy, or has inappropriate sayings should not be worn to school. All skirts and shorts should be fingertip length or longer. If a student's attire (clothes or grooming) is considered improper, parents may be called to bring a change of clothes.
4. Suitable footwear must be worn.

**WABASH CITY SCHOOLS
GUIDELINES FOR DISTRIBUTION OF INFORMATION
VIA SCHOOL CHILDREN**

Parent Communication:

Wabash City Schools have designated Friday as “**Take Home Day**”. This is when the vast majority of informational handouts will be sent home unless there is a circumstance that would deem otherwise, such as a mid-week reminder for an open house or school event.

Definition of Informational Handouts:

Only school originated, school related, or school sponsored information will be sent home via pupils unless the building principal and then the superintendent have granted special permission.

Example of school related materials: School pictures, handbooks, sports, newsletters, academic competitions, school fundraisers & etc.

Other Information

Non-school related information will be placed near the school office area. **ANNOUNCEMENTS WILL BE MADE** regarding this material and materials may be picked up in the office by students. This information will not be disseminated lump sum through any student population.

Example of other information: Store promotions, scouts, community service, food chain incentives, skating rink incentives, etc.

Phone Calls

Open communication between home and school is a high priority with the staff of Wabash City Schools. A phone call from the teacher or principal may be good news as well as a call to share concerns. Parents are encouraged to call school at any time during the year with questions or suggestions. Generally, teachers may be reached before 7:40 a.m. or after students are dismissed at 3:00 p.m. At other times, the most effective way to contact a teacher is by leaving a message in the school office indicating a time convenient for a return call.

Parent Teacher Conferences

Conferences provide a necessary and valuable opportunity for parents and teachers to discuss the academic and social progress of each child. This exchange underscores the philosophy that home and school must cooperate to advance education.

The parent/guardian of every student may be scheduled for an individual conference with the teacher in October and March. Both day and evening appointments are available. If you are unable to attend your conference, please call the school ahead of the scheduled time and reschedule your conference. Additional conferences may be scheduled by parents or teachers throughout the year as needed.

Mid-Term Progress Reports (All Grades)

The midterm progress report is designed to alert the parent/guardian and the student that the student’s work is/is not being accomplished at a satisfactory level, and/or that unacceptable habits or behaviors are being exhibited. Progress reports may also be used to reflect positive

comments about a student's work or behavior. Parents are encouraged to utilize Skyward to check student progress throughout the school year.

Report Cards

Although the academic progress of each child is evaluated daily, progress reports are issued four (4) times a year, at nine (9) week intervals. Proficiency of skills learned are measured and reported as follows:

Evaluation Key - Standards Based:

- | | |
|---------------------------|---|
| 4 = Mastery | - Mastered the skill |
| 3 = Satisfactory | - Skill continues to develop |
| 2 = Emerging | - Inconsistent performance with skill |
| 1 = Introducing | - Skill not evident |
| 0 = Insufficient Evidence | - Lack of data to assess skill competency |

Evaluation Key - Percentage Based:

- | | |
|-----|------------|
| A = | 90% - 100% |
| B = | 80% - 90% |
| C = | 70% - 80% |
| D = | 60% - 70% |

Parent-Principal Conference

Parents and/or students may schedule a time to meet with the principal to ask questions, discuss concerns, or offer positive feedback about their child's school experience. Please feel free to contact the office for an appointment at any point during the school year.

Special Programs

Field Trips

Field trips to places of interest are taken at all grade levels, in order to enrich the school program. School buses are usually used for transporting children. Some trips require an admission fee. No trip away from school may be taken without first securing parent permission. A yearly consent form for field trips that do not extend past normal school hours will be sent home during enrollment. Once the teacher has this form on file the student will be allowed to attend field trips unless otherwise noted by the parent.

If a field trip extends past school hours (such as overnight trips) then an additional consent form will need to be signed by parents. These field trip permission slips will be sent home with pupils well ahead of the date of the trip. These should be signed and returned promptly to the school. A child may not accompany his/her class if a permission slip is not received. In the event that a parent does not want his/her child to go on a field trip, the student is required to be in attendance at school that day.

Some field trips will take adult chaperones outside of the school staff. ALL chaperones will require a school badge that may be obtained at the Administrative Office.

Outdoor Education Experiences

The David F. Sodervick Outdoor Education Facility located at O.J. Neighbours Elementary School will be utilized to enrich the students' education. This area is available to all teachers and students in the Wabash City School system.

Academic Programs

Library

Each elementary school contains a library available for student use. Classes visit the library on a regularly scheduled basis during which time children may borrow books, receive instruction, complete research, and participate in other appropriate library activities. Students are responsible for the care and return of all library materials.

Title I Program

Supplemental reading instruction and assistance in reading is provided for pupils in grades first through third grade.

Elementary pupils at each building are served by the district's Title I staff who meet daily with selected students in reading classes throughout the school year. Title I staff provides small group or individualized instruction, according to each pupil's specific needs.

Art

Students will be introduced to many forms of art through both their classroom teacher and the art specialist. This exposure will include both viewing works of art and creating their own.

Music

The music program helps students develop skills necessary to fully appreciate music, an understanding of multi-cultural heritage and an outlet for creativity and self-expression. Students in grades K-4 meet with a music specialist.

Special Education Services

Special education provisions are made for eligible students who are identified through a formal evaluation process. Instruction is offered for students with the following disabilities:

- | | |
|-------------------------|--------------------------|
| Multiple Handicap | Communication Disorder |
| Orthopedic Impairment | Mild Mental Handicap |
| Visual Impairment | Moderate Mental Handicap |
| Hearing Impairment | Severe Mental Handicap |
| Emotional Handicap | Dual Sensory Impairment |
| Learning Disability | autism |
| Developmental Delay | Traumatic Brain Injury |
| Other Health Impairment | |

A special needs pre-school class is also available at LH Carpenter Early Learning Center. Contact the LHC office at 260-274-0333 for inquiries and enrollment.

Support Personnel

There are a number of support personnel who, individually and collectively, provide services for children. They include:

School Psychologist

The school psychologist is available to consult with teachers regarding the behavior and performance of individual children, as well as to administer psycho-educational evaluations for referred students.

Speech/Language Pathologist

The Speech/Language Pathologist does hearing screening for those in kindergarten and grades one and four. Speech screening is done for those students in kindergarten and grade two. Ongoing speech/language services are provided for students who are eligible.

Physical Therapist/Occupational Therapist

The physical therapist and occupational therapist are available to do evaluations and to serve as referral sources for children noted as having specific movement or motor problems. Each can serve as part of the special education placement team

Student Behavior Policy/Procedure

Substance Abuse Student Disposition for Elementary Schools

The Board of School Trustees supports the concept that students will function at school with greater effectiveness if they are not under the influence of an illicit mood-altering chemical. The Board believes that a penalty consisting of suspension or expulsion is appropriate and may act as a deterrent for those who choose to use alcohol/drugs which may lead to chemical dependency which is a disease of major proportions in our society. The Board recognizes that chemical dependency is chronic, progressive, but it is also treatable.

The Board believes that, in addition to a penalty or disposition, help should be offered to those students found to be under the influence or in possession of illicit alcohol/drugs.

Therefore, The Board mandates that students found to be under the influence or in possession of illicit alcohol/drugs will meet with the Student Assistance Program Director. Help in the form of an assessment of chemical use, education, and/or further recommendations to the family for professional counseling or treatment will be the purpose of that meeting.

Student Discipline

We believe that conduct is closely related to pupil learning and safety, and that an effective instructional program requires an orderly school environment. We believe that pupils generally can control their behavior if they choose to do so. As children mature, they should

be assuming increasing responsibility for their behavior and for the consequences of their actions.

It is our desire to provide the atmosphere and opportunity for each child to learn the essential skills of self-discipline. We have high expectations for our students' behavior, and we will do all that we can to help them meet those expectations. We will teach children to understand that they have rights as individuals. We will also teach them that other people have rights and that they may not infringe upon the rights of others.

With this understanding of discipline, students will be able to do their part in making school an effective place for learning.

Consequences for Inappropriate Conduct

Detention

Detention is defined as an assigned period of time before or after school. The student must report to the area designated by the teacher/principal assigning the detention. Students may have assignments or work from the teacher/principal to do during the detention time.

In-School Detention

In-School suspension is defined as a period of time students are not allowed to attend class, but are expected to attend school. The student is assigned an isolated, supervised area in which to work. Students are responsible for assignments given and credit will be given for work completed.

Students who are suspended in school will do their work in an assigned area. Breaks will be taken and lunch will be eaten in this area. All work will be returned to teachers for grading and given credit. The classroom teacher will notify parents when class suspensions occur.

Out-of-School Suspension

Out-of-school suspension is defined as a period of time students are not allowed to attend school or school-sponsored activities. When a student is assigned out-of-school suspension, he/she becomes the responsibility of the parent/guardian for that period of time. Out-of-school suspension will be for 1, 2, 3, or 5 days. Students are to do their work while suspended out-of-school. Work not done will result in zero credit. Out-of-school suspension removes the student's eligibility to be on school grounds or to attend extra-curricular events during the length of the suspension.

Expulsion

Expulsion is defined as a period of time (either the remainder of the current semester or the following semester) students are not allowed to attend school or any school-sponsored activities. If a student is expelled, he/she loses all academic credit for that semester. If expulsion is recommended, the student and his/her parents/guardians have the option of requesting a hearing to determine if the expulsion is justified.

A suspension of up to ten (10) days, pending expulsion of the student may be assigned by the building principal. Students are not allowed to attend school or any school-sponsored activities. If a student is expelled, he/she loses all academic credit for that semester. If expulsion is recommended, the student and his/her parents/guardians have the option of requesting a hearing to determine if the expulsion is justified.

Note: The consequences listed below are suggested guidelines. Discipline may be initiated at any level, depending on the severity of the offense. In the event a violation of student conduct occurs during a class where a substitute teacher is employed, the consequences for the offense may be increased.

Examples of offenses that may result in before or after school detention(s) beginning at 45 minutes in length and/or a phone call from the student to his/her parents.

- Repeatedly speaking out of turn in class
- Play punching, shoving, pushing of a minor nature
- Horseplay
- Failure to turn in work or failure to complete work
- Disruptive classroom/school behavior
- Disrespect to adults
- Repeated tardiness
- Spitting
- Littering
- Lying
- Cheating
- Computer Violations

Examples of offenses that may result in either in-school or out-of-school suspensions:

- Continued disruptive classroom or school behavior
- Continued discourtesy
- Failure to serve detentions
- Repeated violations of school policy
- Minor vandalism
- Computer or computer disk vandalism, hacking, piracy. etc.

Examples of offenses that may result in out-of-school suspension:

- Major vandalism
- Slapping or punching or hitting
- Fighting
- Possession of tobacco products
- Threatening others/Intimidation
- Bringing dangerous items to school
- Insubordination or flagrant disrespect
- Stealing
- Pulling a fire alarm

Examples of offenses warranting up to ten (10) days suspension and recommendation for expulsion:

- Continued or flagrant violation of school policies and rules
- Continued absence from school
- Bringing a firearm or other lethal weapon to school
- Flagrant tardiness
- Possession of a controlled substance (covered by WCS policy on substance abuse)
- Dealing or selling a controlled substance or look-alike drug (also covered by WCS policy on substance abuse)

WCS iPad Damage Discipline Matrix:

Families will not be charged for student iPad damage, unless the damage is due to neglect/abuse or if the iPad is lost. Neglect/abuse causes extreme damage to the iPad, requiring iPad replacement. If the student loses the iPad they will be billed for the full cost of a replacement unless the iPad is stolen and a police report is filed. The iPad Damage Discipline Matrix below applies to a single school year. Damages do not accumulate year to year.

Upon iPad damage, a loaner iPad will be issued but must remain at school at all times until damaged iPad is repaired and returned to the student. When applicable, any disciplinary actions will remain in place until the iPad repair is completed and returned.

1st Damage Offense - Student warning with review of discipline matrix. No disciplinary consequences.

2nd Damage Offense - Review of discipline matrix. Progressive disciplinary action may include but is not limited to:

Elementary Level - Before/after school detention, lunch detention, or recess detention;
Middle School Level - Before/after school detention, lunch detention, or recess detention;
High School Level - Friday night detention.

3rd Damage Offense - Parent/student/administrator conference. iPad can no longer go home with student. Progressive disciplinary action may include but is not limited to:

Elementary Level - Before/after school detention, lunch detention, or recess detention;
Middle School Level - Friday night detention;
High School Level - Saturday school.

4th Damage Offense - Parent/student/administrator conference. iPad remains at school. Progressive disciplinary action may include but is not limited to:

Elementary Level - Before/after school detention, lunch detention, or recess detention;
Middle School Level - Friday night detention, Saturday school, or Day Reporting program;
High School Level - 5 days Day Reporting Program.

5th Damage Offense - Parent/student/administrator conference. iPad remains at school. Progressive disciplinary action may include but is not limited to:

Elementary Level - Before/after school detention, lunch detention, or recess detention;
Middle School Level - Friday night detention, Saturday school, or Day Reporting program;
High School Level - 10 days Day Reporting program and recommendation for expulsion.

Grade Level Promotion/Retention Policy

Wabash City Schools maintain the belief that in order for a child to be successful in school and in life, certain standards for promotion must be met.

To determine promotion or retention the classroom teacher(s) counselor and the building principal shall use the following documentation criteria:

1. Performance on grade level subject matter areas.
2. Performance on National, State and corporation administered tests (ILEARN, IREAD, STAR, WCA, Slosson, EPSF & Etc.).
3. Information secured from teachers and parents about the child.
4. Other factors pertinent to the circumstances of the individual child.

All grades listed on the report card shall reflect as accurately as possible the child's performance in subject matter areas. If a student is struggling, then that student will have the opportunity for remediation services. The classroom teacher, teachers' aide, or tutor may provide these services. If it appears that retention is advisable, parents shall be notified at the earliest possible date. Parents shall be informed and consulted on the recommendation to retain, but the final decision concerning retention is the responsibility of the classroom teacher(s), counselor and the building principal.

A student **will be automatically retained** if he/she meets either of the criteria for retention:

1. Fails both semesters of any two (2) of the following courses: Reading, English/Language Arts, Math, Science, Social Studies.
2. Have four (4) or more semester F's in any course.

A fourth grade student who will be 12 years of age, a fifth grader who will be 13 years of age at the conclusion of the upcoming school year will be assigned to the next grade level.

If a parent disagrees with the building principal's decision on retention, the parent may appeal that decision to the Superintendent of schools and the School Board.

(Revised and Adopted by the Board of School Trustees March 29, 1999)

Controversial Issues Philosophy

The School Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating position.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- is related to the instructional goals of the course of study and level of maturity of the students;
- does not tend to indoctrinate or persuade students to a particular point of view;

- encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and as long as these issues and their discussion do not substantially disrupt the educational setting. Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the appropriate building administrator.

The instructional use of controversial issues that have not been specified in a course of study shall be permitted only with prior approval of the Superintendent.

The Board recognizes that some deviation from the assigned curriculum guide is necessary in the free exchange of the classroom. However, the Board specifies, for the guidance of the Superintendent and, through administrative directive, the guidance of the staff, that any discussion of controversial issues in the classroom shall be conducted in the unprejudiced and dispassionate manner and shall not disrupt the educational process nor fail to match the maturity level of students.

During classroom discussion, a teacher may express a personal opinion, but shall identify is as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

Controversial Issues Policy

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If a parent finds something objectionable, the following steps may be taken:

1. Any parent or patron having concerns or complaints within the classroom should first discuss his/her concerns with the classroom teacher.
2. If the parent or patron is not satisfied during the discussion with the classroom teacher, he/she should contact the principal for further discussion of the matter.
3. If the parent or patron is not satisfied during the discussion with the principal, he/she should contact the Superintendent for further discussion of the matter.
4. If the parent or patron is not satisfied with the outcome of the conference with the Superintendent, he/she may request, in writing, an expedient hearing with the Board of Education.
5. If a parent is in doubt whom to contact in any given situation, he/she should call or contact the building principal who will direct him/her to the appropriate individual.

WABASH CITY SCHOOLS

Policy on Corporation-Provided

Access to Electronic Information, Services and Networks

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Wabash City Schools considers its own stated educational mission, goal, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The corporation expects that faculty will blend thoughtful use of the Internet through the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those websites have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by the staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing corporation-provided network resources must first have permission from and must be supervised by Wabash City School's professional staff. Students utilizing corporation-provided network resources are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of corporation-provided network resources is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Wabash City Schools. The provided access to the network is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on corporation-based computers will always be private. Electronic messages and files stored on corporation-based computers will be treated like school lockers. Administrators and faculty may preview files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of corporation-provided network resources are not permitted:

- a. to knowingly access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, or sexually explicit language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and
- f. to knowingly violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- g. to use the Corporation Internet resources for commercial purposes, advertising, or political lobbying;
- h. to reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the internet;
- i. to transmit pictures or other information that could be used to establish your identity without prior approval of a teacher;
- j. to agree to get together with someone you "meet" online without prior parent approval;

- k. to download executable files or applications onto the Corporation's hard drives, except by the designated technology staff. If a student or staff member other than the technology staff transfers a file or software program that infects the Network or workstation with a virus and causes damage, the staff member or student will be liable for any and all repair costs to make the infected equipment once again fully functional.

Any violation of corporation policy and rules may result in loss of corporation-provided access to the network. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate usage of the network. When and where applicable, law enforcement agencies may be involved.

Concerning access of the network resources, families bear responsibility for its appropriate use just as they should with other information sources such as television, telephones, radio, movies, and other possibly offensive media. Since the use of electronic resources has become such an integral part of the educational environment, Wabash City Schools will provide network resource access to all students. Parents wishing to restrict their child's access to Wabash City School's network resources must submit a written request to the appropriate building principal.

Wabash City Schools makes no warranties of any kind, neither expressed nor implied, for the network access it is providing. The corporation will not be responsible for any damages users suffer, including – but not limited to – the loss of data resulting from delays or interruptions in service. The corporation will not be responsible for the accuracy, nature, or quality of information stored on corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through corporation-provided access to the Internet.

A copy of this policy will be included in student handbooks. Additional copies are available upon request.

NOTICE: The policy and all its provisions are subordinate to local, state and federal statutes.

Corporation Web Page

Wabash City Schools authorizes the creation of web sites by its employees and students to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the Corporation, its employees and students. The content of all pages must be consistent with Wabash City Schools' Mission Statement and is subject to prior approval by the Superintendent.

The purpose of such web sites is to educate, inform and communicate. The following criteria should be used to guide the development of such web sites.

1. Educate – Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and objectives of Wabash City Schools.
2. Inform – Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.
3. Communicate – Content may provide an avenue to communicate with the community.

The information contained on the web site should reflect and support Wabash City Schools' Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to the student, Wabash City Schools will abide by School Board Policy and/or Administrative Guidelines 8330 pertaining to Student Records.

All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act).

Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located on Corporation affiliated servers.

Wabash City Schools retains all proprietary rights related to the design of web sites and/or pages that are hosted on WCS servers, absent written agreement to the contrary.

Student photographs and/or student work may be displayed on the Corporation web site. If parents do not want their students' photograph or work displayed, a letter stating their wishes must be on file with the building principal where their student attends.

Notice: These guidelines and all their provisions are subordinate to local, state and federal statutes.

Pest Control Policy

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

This policy does not apply to the use of the following pesticides: 1.) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2.) personal insect repellents when self-applied; and 3.) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

The corporation will:

1. Inform parents and staff members of the corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain a written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two (2) school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The corporation may provide for training of school employees to become certified pesticide applicators.

Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

DATE ADOPTED: May 7, 2001

In an attempt to assure proper control of pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, an herbicide, or a rodenticide. ***These regulations do not apply to use of the following pesticides: germ killers, disinfectants, sanitizing agents, water purifiers, swimming pool chemicals used in normal cleaning activities, personal insect repellents when self-applied, and gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.***

The intent of this regulation is to prevent exposure of staff members and students to pesticides.

1. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include

- a. A review of the corporation's pest control policy;
- b. A review of the label instructions for the pesticides to be used;

- c. Methods to determine when an application of a pesticide is necessary;
 - d. How to minimize potential pesticide exposure to students, teachers, and staff,
 - e. What activities are prohibited; and
 - f. Written documentation of the training.
2. When possible, pesticide applications will be done during non-instructional time or during vacation periods.
 3. When inspections are conducted by an independent contractor, the contractor shall contact the building administrator no later than 48 hours prior to the scheduled inspection to discuss any problems with pests so that the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.
 4. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
 5. At the time of registration for each school, the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.
 6. Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two (2) school days prior to the applications when students or staff members will be present during the pesticide application. School nurses will receive prior notice of all pesticide applications.
 7. The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application, (3) date of application, (4) approximate time and length of the application, and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.
 8. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.
 9. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
 10. In cases of an emergency application, prior notice is not required. notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.
 11. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following information:

- a. Date and time of the inspection and pesticide application;
- b. Pests found during the inspection;
- c. Brand name and active ingredient of pesticide(s);
- d. EPA registration number of pesticide(s);
- e. Areas treated;
- f. Name of applicator; and
- g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.

The school principal upon request will make available the pesticide application information listed above for at least 90 days from the date of application.

12. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.

13. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.

14. All pesticide products will have complete label instructions, will remain in the original container, and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.

15. All applications of pesticides will be made in strict compliance with label instructions.

16. School corporation employees responsible for handling and applying pesticides shall have specific training.

17. Training for school employees to become certified applicators is available. The corporation may provide for financial support of such training for employees designated by the Superintendent, or his or her designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.

Bullying

Wabash City Schools is committed to a safe and civil educational environment for all students, employees, parents/guardians, volunteers, and patrons, and will not tolerate any harassment or bullying.

Harassment and bullying can be based on actual or perceived acts pertaining to race, color, religion, ancestry, national orientation, sexual orientation, gender, gender identity, physical, sensory, or mental disability, marital status, other individual characteristics, including but not limited to socioeconomic status and physical appearance, or for any other reason prohibited by law.

The school prohibits harassment and bullying defined as intentional acts, statements, or conduct that has the purpose or effect of materially or substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment. This may include, but not limited to:

- Graffiti, pictures, or photographs

- Disparaging remarks about or use of demeaning, offensive, or negative terms
- Deliberate and unwelcome touching, cornering, pinching, or pulling on clothing
- Offensive jokes or teasing
- Hazing, pranks, or other intimidating behavior directed toward an individual.

This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment.

Definitions of Bullying (IC 20-33-8-0.2)

“Bullying” means overt, repeated acts or gestures, including:

- a. verbal or written communications transmitted;
- b. physical acts committed; or
- C. 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. This includes using property or equipment provided by the school (e.g. computers, etc.) to bully another student or students.

Report Bullying

Wabash City Schools does not tolerate bullying as defined by Indiana Code 20-33-8-0.2. Students, student families, staff and others who feel that they have been bullied or harassed; witnessed another student being bullied or harassed; or have reason to believe that a student is being bullied or harassed should report the incident to either the classroom teacher or a building administrator.

Reporting individuals who wish to remain anonymous may make a report using the Anonymous Hotline found at [Wabash City Schools](#)

Investigating and Responding to Bullying

All bullying allegations will be investigated within 24 hours of the receipt of the report. Potential responses may include disciplinary actions to include suspension/expulsion; changes to classes, lockers and lunches; mediation; the loss of privileges to include passing periods, extracurricular activities, lockers and computers; and recommendation of behavioral counseling. Although the school is not at liberty to discuss the discipline of other students, the administrator will attempt to contact parents of both the accused and the alleged victim. Verified instances of retaliation from bullying reports or additional instances of bullying will lead to more severe consequences. If Indiana Code has been violated, then school administration will contact law enforcement.

● **Written Records**

All schools will maintain a physical or digital file relating to all reported incidences of bullying. These are to include the following:

- 1) alleged case of bullying
- 2) investigation of the incident
- 3) summary of the findings to include what actions took place.

- **Sanctions**

Disciplinary actions for violating the Bullying/Harassment policy mentioned above may include, but is not limited to: counseling within the school, parental conference, the loss of computer privileges, detention, suspension, Day Reporting, exclusion from school sponsored activities, counseling outside of school, expulsion, or referral to law enforcement officials. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

Student discipline is governed by Indiana Code 20-33-8-14 which allows the school to administer discipline to include suspension and expulsion when a student is:

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

- **Education**

Every building will provide educational services about bullying, to include definitions, reporting and consequences.

Anti-Harassment Policy

The Wabash City Schools Corporation is committed to maintaining a learning and working environment that is free from employment/education related discrimination, including a prohibition against racial, ethnic, religious or sexual harassment.

It shall be a violation of this policy for any employee or student of the Wabash City Schools to engage in discrimination and/or harassment of another employee or student through conduct or communications. Conduct of a harassing nature may include unwelcome verbal or physical contact and/or unwelcome communications regarding characteristics of a racial, ethnic, religious or sexual nature.

Complaints should be given to your principal, assistant principal or Superintendent not involved in the harassment or discrimination. If you have done this, and you are not satisfied, complaints may then be directed to the Equal Employment Opportunity Commission (EEOC) at the:

Department of Labor
101 West Ohio Street
Suite 1900
Indianapolis, Indiana 46204-4203
or call 1-800-669-4000

Or

Office of Civil Rights at Indiana Government Center North
100 North Senate Avenue
Room N103
Indianapolis, Indiana 46204
or call at
1-800-628-2909.

Classroom Visits

Parents are welcome to visit classrooms. Arrangements should be made in advance with the classroom teacher and/or principal. It is suggested that visits not be scheduled during the first or last week of school. Please remember to report to the school office to register before going to the classroom.

School Volunteers

Many school programs rely upon the participation and support of parents and other school volunteers. School volunteers provide one-on-one tutoring, assist with small group projects or special events, and serve as library aides, classroom assistants, and clerical aides. All elementary schools welcome and encourage the support of the “extended family” of relatives, neighbors, and friends who serve as school volunteers on either an occasional or a regular basis.

For the safety of our children, an official Wabash City School badge (which includes a background check) is required for anyone working with our students in any area. This includes chaperones for field trips as well as school volunteers. This report including information concerning arrest data, police record, and motor vehicle records may be obtained in connection with your application as a volunteer with Wabash City Schools. Verification of address, social security numbers, aliases, county, state and national criminal history records and the sex offender registry may be checked. Theft records may also be obtained. An investigative report may be obtained at any time during the application process or during your volunteer status with the Wabash City Schools. Upon a timely written request to Wabash City Schools, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative report will be disclosed to you.

Before any adverse action is taken, based in whole or in part of the information contained in the report, you will be provided a copy of the report, the name, address and the telephone number of the reporting agency as well as additional information on your rights.

School Photographs

Each year OJ Neighbours contracts with a commercial photography studio to take school photographs and to provide families with the option to purchase student pictures at a reasonable price. Specifics and price information are supplied to parents.

Model Notification of Rights Under FERPA For Elementary and Secondary Institutions

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

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students

may ask Wabash City Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

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

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

(Optional) Upon request, Wabash City Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) Parents and/or eligible students who believe their rights have been violated under either the Protection of Pupil Rights Amendment (PPRA) or the Family Educational Rights and Privacy Act (FERPA) may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
www.ed.gov/offices/OM/fpco

Disclosure Under The Directory Information Exception

A school can disclose “directory information” from the education record without prior parental consent after giving notice of its intention to do so. “Directory Information” is information in a student’s education records that is not generally considered harmful, and its release is not considered an invasion of the student’s privacy. A critical distinction exists between directory information and all other information present in school files. School districts can choose how much directory information from education records they will disclose. Directory information includes, but is not limited to the following data about the student:

- Name
- Address and Telephone (if not an unlisted number)

With the passage of the juvenile system exception, education records, including directory information, may be shared with juvenile justice system agencies, prior to adjudication of the student, to the extent that the State law allows.

Disclosure of Student Lists

The Board of School Trustees of the Wabash City Schools in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. “Student list” is defined as a list containing the names and addresses of any or all students currently or formerly enrolled in the school corporation. “Commercial purpose” is defined as any activity that is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

Legal Reference: I.C. 5-14-3-4(c)

I.C. 20-10.1-29-1 et seq.

Reasonable Force Policy

There are circumstances and/or conditions under which employees are permitted to touch students appropriately. Maintaining a safe and orderly school environment, administering first aid and attending to health needs. Typical examples of the circumstances include, but are not limited to:

- Intervening in fights
- Preventing accidental injury
- Protecting oneself
- Providing appropriate care to disabled students
- Moving through a crowd to address an emergency
- Appropriate use of Handle With Care by trained staff members