

Wanatah Public School Student Handbook



2019-2020

Nickname:

Tigers

Colors:

Black, White, and Forest
Green

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INTRODUCTION

The purpose of this handbook is to acquaint Wanatah students and parents with the rules and regulations that pertain to Wanatah Public School and the expected conduct of its students. It is through these rules and policies found in this handbook that you will know what is expected of you. The rules and policies apply to every student.

WANATAH PUBLIC SCHOOL TEACHING STAFF

Mrs. Teri Detering, Principal
Mrs. Tina Augsburger, Preschool
Mrs. Jennifer Abernathy and Mrs. Amy Eppolito, Kindergarten
Mrs. Katie McClain, 1st grade
Mrs. Lindzy Curtis, 2nd grade
Mrs. Lori Martin, 3rd grade
Mrs. Anna Susdorf and Mrs. Crystal Lembke, 4th grade
Ms. Dana Lippelt, 5th grade
Mrs. Alissa Clemons, 6th grade Language Arts
Ms. Kalyse Reimbold, 7th/8th grade Language Arts
Mr. Dylan Broshar, Middle School Math
Mr. Bill Stark, Middle School Science
Mr. Chris Fuller, Middle School Social Studies
Mrs. Rebekah Tucker, Title I
Mrs. Dawn Danford, PLTW and High Ability
Mrs. Tori Lantz, K-12 Music
Ms. Devan Rushing, K-12 Art
Mr. Preston Frame, K-12 P.E.
Ms. Katie Wright, K-8 Special Education
Mr. Scot Spoljaric, Corporation Maintenance
Mrs. Amy Wozniak, Treasurer
Mrs. Carrie Mann, Secretary
Mrs. Laura Roth, Counselor

TRI-TOWNSHIP SCHOOL BOARD AND CENTRAL OFFICE

Mr. Tim Guse, Board President
Mr. Daron Bruder, Board Vice President
Mr. Chad Howell, Board Secretary
Mr. Aaron Rust, Board Member
Mrs. Mellanie Mille, Board Member
Mr. M. Kelly Shepherd, Superintendent
Mrs. Judy Roslansky, Corporation Treasurer
Mrs. Dara Guse, Human Resources

MISSION STATEMENT FOR WANATAH PUBLIC SCHOOL

Our mission is to provide a caring, secure educational environment, which recognizes individuality and develops respectful, confident and productive citizens, possessing positive character traits and basic skills for lifelong learning.

WANATAH PUBLIC SCHOOL TECHNOLOGY MISSION STATEMENT

Wanatah Public School provides a technology rich environment that encourages students to reach their true potential as active, responsible, independent, lifelong learners and productive citizens.

TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION CAREER SUCCESS MISSION STATEMENT

The Career Success Partnership of Tri-Township Consolidated School Corporation provides every student with age appropriate career information and experiences that enable students to make informed choices based on these opportunities.

WANATAH PUBLIC SCHOOL NONDISCRIMINATION POLICY

Education service, programs, instruction and facilities will not be denied to anyone as the result of his or her race, age, color, national origin, sex, religion or handicapping condition. For further clarification or in case of a complaint, please

contact Mrs. Teri Detering, Principal.

ASBESTOS

Parent/guardians are hereby notified of the limited presence of asbestos in our school building. It is under continuous and regular inspection. An Asbestos Management Plan is on file in the school office. This plan was developed according to State and Federal Guidelines. It is designed to reduce any risks from any identified asbestos. This plan may be inspected during regular office hours. This information is being announced as required by law.

WANATAH PUBLIC SCHOOL INDOOR AIR QUALITY

The Superintendent shall appoint a person to serve as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school Corporation. The IAQ Coordinator contact information shall be available to all students, parents, employees, and visitors by publishing the information on the school corporation’s website and in school handbooks. The school corporation shall also notify the Indiana State Department of Health (ISDH) of the IAQ Coordinator’s name and contact information.

Each school facility is to meet criteria established by the ISDH. During inspections by the ISDH, the inspector will investigate any condition that is or could be contributing to poor air quality including, but not limited to the following: carbon dioxide levels, humidity, evidence of mold or water damage, and excess dust.

Criteria established by the ISDH are as follows:

- A. Carbon dioxide levels will be monitored.
- B. Outdoor air shall be supplied to classrooms when occupied.
- C. Heating facilities shall be capable of and operated during periods of student occupancy to maintain a comfortable temperature.
- D. When air conditioning is being provided, the system shall be capable of providing and operating during times of student occupancy to maintain a comfortable temperature.
- E. The school corporation shall establish and maintain a written procedure for routine maintenance of the heating, ventilating and air conditioning system (HVAC). This procedure shall include the following items:
 - 1. a schedule for inspecting the HVAC system, including annual inspection
 - 2. ensuring that all supply and return air pathways in the HVAC system are unobstructed and perform as required
 - 3. a schedule for cleaning the HVAC coils at least annually
 - 4. a schedule for inspecting and changing filters

This written procedure for routine maintenance, as well as a log verifying the maintenance was completed in a timely manner including the logging of cleaning and filter changes of the HVAC system, shall be made available for the state inspector’s review and maintained for a minimum of three (3) years.

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks;
- B. structural defects in the building;
- C. improperly controlled humidity levels;
- D. faulty HVAC systems

As preventative measures, the Corporation shall do the following:

- A. address prevention of water intrusion as a priority IAQ issue and implement strategies toward its elimination. When a water leak or intrusion is discovered, corrective action shall be taken.
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards;
- C. implement a preventative maintenance program for HVAC systems which shall include, but not limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment;
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted.
- E. When mold or mold contaminated material is discovered, corrective action shall be taken.

SEXUAL HARASSMENT POLICY

It is a violation of the Tri-Township Consolidated School Corporation Sexual Harassment Policy for any employee or student of Wanatah Public School to harass another employee or student through conduct or communications of a sexual nature. This policy addresses the following forms of sexual harassment:

1. Student to Student
2. Employee to Student
3. Student to Employee

This policy also applies to volunteers and non-employees associated with and under control of the School. If you have any questions or feel that you are being sexually harassed, please contact Mrs. Teri Detering, Principal.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. ~1232h, requires Wanatah Public School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or students family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognize privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliation, or beliefs of student or parent; or
8. Income, other than as required by law to determine program eligibility.

SCHOOL SURVEY

The Wanatah Public School may periodically conduct surveys dealing with one or more of the eight areas listed above. Parents will be notified in advance of any survey to be conducted and the types of information to be collected. Parents may also review the survey to be used. If you do not wish to have your child participate in any surveys, please submit a written request to the school by September 1st.

SCHOOL DIRECTORY INFORMATION

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Wanatah Public School has identified the following as “directory information” and may provide this information without prior consent: school year, grade, name, address, and telephone listing. This information normally will not be released for commercial use unless it is directly related to school activities. For example: company taking school pictures, etc. If you do not wish for the school to release this directory information for your child, please submit a written request to the school by September 1st.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY

Wanatah Public School is committed to equal opportunity 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 student 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 Principal of Wanatah Public School. Send complaint to:

Wanatah Public School
Attn: Mrs. Teri Detering
P.O. Box 249
Wanatah, IN 46390
(219) 733-2815
Fax (219) 733-9974

CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE PROCEDURE FOR
INDIANA’S CIVIL RIGHTS COMPLIANCE PROGRAM FOR EDUCATION

1. Applies to Regulatory TITLES VI (race, color, national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines, developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex handicapping conditions, and national origin, including limited English proficiency.
4. Civil rights Compliance Coordinator. The building principal is the coordinator for allegations of building level violations to students or building patrons.
5. The superintendent is the coordinator for allegations and violations of a corporate level such as policy or practice.
6. The Civil Rights Compliance Officer is the Superintendent of the Corporation.
7. The Process
 - A. Level One
 1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission the date of same, and parties involved.
 2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
 3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to complainant.
 4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.
 - B. Level Two
 1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
 2. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
 3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.
8. NOTE: By mutual agreement circumstances of calendar availability result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.
9. NOTE: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT FOR ELEMENTARY AND SECONDARY SCHOOLS

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. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School 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 School official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The parents or eligible student have the right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a

person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her task.

5. 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.
6. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. All records will be disclosed including suspension and expulsion records.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

SAFE SCHOOLS AND ANTI BULLYING POLICY

In Compliance with Senate Enrolled Act No. 285 to amend the Indiana Code concerning education, Wanatah Public School has updated its safe schools and anti bullying policies.

Realizing our obligation to teach and, at the same time, protect the children in our charge the following policy regarding bullying is adopted.

Bullying is defined as any overt, repeated act or gesture, including:

1. verbal or written communication transmitted; This can include cyber-bullying and proper internet etiquette.
2. physical acts committed; or
3. other behaviors committed;

by an individual or group of individuals against another individual with the intent to harass, ridicule, humiliate, intimidate, or harm the other individual. Individuals threatening, teasing, or intimidating other individuals both emotionally or physically. Such actions are generally intentional, repeated over time or persistent (some incidences need not occur repeatedly or over time to be considered serious). Generally bullying implies an imbalance of power or strength where the bullied person has difficulty defending himself/herself. Such verbal, physical, or relational types of bullying can be quite harmful to a person's mental or physical well-being. One may feel lonely, unhappy and frightened. They may feel unsafe or think there must be something wrong with them. They lose confidence and may not want to attend school. It may prompt physical illness.

Bullying is prohibited on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school or the school's property or equipment is being used by a school group. Bullying is also prohibited off school grounds at any school activity, function or event and when traveling to or from school or a school activity, function or event including e-learning days or activities.

Wanatah Public School will:

1. **Have a "Safe School Committee"**. This will be a subcommittee of the "School Improvement Committee". The corporation's School Safety Specialist shall provide assistance to this committee in developing and implementing a plan for the school.
2. **Meet their obligation to provide a safe environment** in order to nurture a positive learning atmosphere, teach students basic skills, and prevent bullying problems. Our school will have core values that promote responsibility, communication, cooperation, trust, and positive relationships.
3. **Provide educational outreach and training to school personnel** on the: identification and prevention of bullying, and how to intervene. Learning is to take place in a supportive environment. Staff will be committed to a common response to bullying when it happens, ensuring that the school is a safe place free from ridicule, harassment and isolation.
4. **Provide curriculum** that includes training in identifying, preventing and intervening in bullying. Such education includes the roles (bully, bullied, bystander) and the responsibilities that all have in stopping bullying. We will aim for a "telling environment" where students take a stand for what is right and where students trust and are supported by adults to find resolutions to address bullying behavior. Education

regarding bullying prevention and intervention will be provided to staff, students and their families.

5. **Establish what bullying is**, recognizing that having a common understanding of bullying is key in reducing bullying behaviors.

Direct Bullying involves things such as:

- Hitting, kicking, tripping, shoving, throwing things, spitting, damage to property, or other harmful or inappropriate touching physical behaviors.
- Taunting, teasing, insults, name calling, degrading comments, degrading racial or sexual comments.
- Threatening, making someone do things they don't want to do, obscene gestures.

Indirect Bullying involves things such as:

- Getting another person to assault someone.
- Spreading rumors, saying or writing negative hurtful things about a person, intimidating, humiliating.
- Deliberate exclusion from a group activity, leaving someone out, not talking to them.
- Cyber-bullying

*We recognize that bullying may include overt or covert (under the radar) behaviors to be addressed in the school setting.

6. The bullying policy will be included in the student/parent/guardian handbook which is provided to all students.
- A. The bullying policy along with intervention tips will be discussed at the teacher's meetings.
 - B. Articles regarding bullying will be sent home to the parent/guardians via the school newsletter and included on the school website.
 - C. Teachers will address bullying in their classrooms, including the appropriate behavior for bystanders. Teachers will watch for bullying behaviors.
 - D. The school will distribute a survey to assess the amount of bullying and places it occurs to assist in planning for appropriate supervision to reduce bullying.
 - E. The Safe School Committee will be utilized to inform staff to watch for bullying behaviors among bullies and victims.

Process for reporting, recording and relaying of bullying incidents.

Teachers will encourage students to report bullying incidents and will encourage students to submit anonymous reports of bullying incidents if needed. Staff shall report all incidents or reports of bullying to the principal. The Principal will investigate or have investigated all acts/reports of bullying. The bully and victim will be interviewed separately as well as any bystanders. All bullying incidents will be recorded and the parent/guardian(s)/guardian(s) of both the bully and victim will be notified of the incident. Consequences for the bully may include:

First time:

1. Loss of recesses
2. In school suspension
3. After school detention
4. Out of school suspension or expulsion
5. Report to police

Second time:

1. Loss of recesses
2. After school detention
3. In school suspension
4. Altering school day for student
5. Out of school suspension or expulsion
6. Report to police

Third time:

1. After school detention
2. In school suspension
3. Altering school day for student
4. Conference held and contract written (This will include counseling on bullying.)
5. Out of school suspension or expulsion
6. Report to police

The victim may be referred to the school counselor for assistance with assertiveness training or coping skills. The bully will be referred to the school counselor for social skills assistance.

For the full Tri-Township School Board Policy regarding our Anti-Bullying Program and Procedures, please contact our Tri-Township Consolidated School Corporation office located at LaCrosse High School.

WANATAH PUBLIC SCHOOL WELLNESS POLICIES

In compliance with federal Public Law 108-265, IC 5-22-15-24(c) and Senate Enrolled Act No. 111 to amend the Indiana Code concerning education:

Wanatah Public School initially established a school Health Advisory Council (wellness committee) to review the school needs, create policy and make suggestions to the school board in this area.

Whereas:

- Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- Good health fosters student attendance and education.
- Obesity rates have significantly risen in children and adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity.
- Heart disease, cancer, stroke and diabetes are responsible for a significant amount of deaths in the United States and major risk factors for those diseases include unhealthy eating habits, physical inactivity, and obesity, often established in childhood.

Thus, Wanatah Public School is committed to provide a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. In doing so, the following policies are established.

SCHOOL HEALTH SAFETY/ENVIRONMENT

SAFE FACILITIES

- Play areas, facilities, and equipment used for physical activity, nutrition, or other wellness related purposes on school grounds shall meet accepted safety standards for design, installation, and maintenance.
- Signs will be posted for vehicles to stay off the grass and play areas.
- Spaces and facilities shall be kept free from violence.
- Spaces and facilities shall be kept free from exposure to environmental hazards. All spaces, facilities, and equipment used by students and spectators to athletic events shall be inspected for health and safety hazards monthly. The school will correct any hazards before the facilities or equipment may be used by students, staff or community members.
- Storm Evacuation areas and safety zones will be kept free of clutter.

CLEAN and HEALTHY ENVIRONMENT

- Interior school building will be "deep" cleaned at least once a year.
- Areas of high germ transmission risk (desktops, door handles, phones, computer keyboards etc.) will be disinfected at a minimum on a weekly basis.
- A policy will be established making the Wanatah Public School a "Smoke Free/Alcohol Free Campus".

MEDICAL CONDITIONS

- A policy will be established for the use of medication (prescription and non-prescription) by students at school. This will include a plan for self-carry medications and informing of staff as needed.

HAND WASHING PRACTICES

- Education on proper hand washing will be provided.
- Students will be encouraged to wash/sanitize hands after restroom use and before meals and snacks.
- Hand washing supplies (soap, towels, faucets, dryers, etc.) will be adequately maintained.

SAFETY FOR STUDENTS WALKING TO and FROM SCHOOL

- The school will make every effort to provide safe pickup and drop-off areas for students as they arrive and leave the building and school grounds.

BIKES



Bicycles are to be parked during the school day in the bike racks. A bike lock should be used, the school will not be held responsible for stolen bikes. Riding any time during the school day is prohibited. Bicycles are not permitted in the school parking lot.

FOOD AND DRINK ITEMS

- Students will have ready access to drinking water throughout the day.
- Students are encouraged to bring in water bottles with lids to drink throughout the day. Such bottles will be the responsibility of the child/parent/guardian to clean regularly. They must be see-through containers.
- Students are not to bring in sugary drinks and sodas for regular consumption.
- Students are allowed to bring in food items to share with others on special occasions.
- On occasions where students may be tempted to bring in large quantities of sugary snacks, teachers make plans to limit the amount.
- Students may bring in their own mid morning or mid afternoon snack to be consumed at an established time/place by the student and teacher. This should aim to be healthy foods, (not candy, donuts, sugary rolls, etc.).
- This school supports encouraging good nutrition and providing healthy choices in the cafeteria, through concessions and snacks.
- Concessions will strive to include some healthy choice items (ex. nuts, apples).

HEALTH EDUCATION

TEACHING OF HEALTH EDUCATION

- Health education will be taught in all grade levels at a minimum to be in compliance with the Indiana State Standards.
- Teachers are encouraged to use outside presenters to supplement in class health information.
- Essential topics in health education will include, but will not be limited to: physical activity, healthy eating and common health conditions (ex. asthma, diabetes, and obesity).

STUDENT SAFETY AND ABUSE PREVENTION

- Essential topics in health education will include (but will not be limited to) - physical safety, and the prevention of: tobacco and other drug use, violence, physical and sexual abuse, disease transmission.
- The school will establish an anti-bullying policy in compliance with Indiana Guidelines where not only overt, but, also covert (under the radar) behaviors are taken into account.

STAFF HEALTH AND WELLNESS

- The school will share information and implement activities that promote physical activity, good nutrition, and overall positive mental and physical well being among its employees.

AFTER SCHOOL ACADEMIC AND ATHLETICS

- Coaches and facilitators will support the importance of proper hydration and nutrition, and its relationship to performance and physical and mental well being. They will include this subject area in at least their initial communication with students and parent/guardians.

STAFF DEVELOPMENT

- Food service staff will be given the opportunity to attend at least one workshop, meeting, or training type experience per year.
- Teaching staff will be given the opportunity to have training on health, nutrition and physical activity topics.

NUTRITION AND WELLNESS PROMOTION

- Information will be shared and posted throughout the school environment for staff and students to absorb primarily through visual and tactile learning.
- Information will be obtained and shared with students, staff and families on the importance of hydration.

NUTRITION SERVICES

MEAL TIMES AND SCHEDULING:

- Students will be provided with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
- Lunch will be scheduled between 11 a.m. and 12:30 p.m.
- Parent/guardians and significant others are informed that they are welcome to have lunch with students; parent/guardians need to call in advance to notify the kitchen staff.
- The environment in the cafeteria will be a pleasant atmosphere.
- Students will be highly encouraged to have breakfast either at home or at school in order to meet their nutritional needs and enhance their ability to learn.

HEALTHY FOOD CHOICES

- The increased use of whole grains during breakfast and lunch will be explored.
- Salads, yogurts, and other possibilities will be explored for convenient options to the lunch meal.
- Ala cart will strive to include some healthy choice items (ex. cheese sticks, baked chips, etc.).
- Water will be readily available during mealtimes.

NUTRITION EDUCATION AND PROMOTION:

- Nutrition Education will be integrated into the classroom instruction as well as the Food Service Department.
- Fruits, vegetables, whole grain products, and low-fat and fat-free dairy products will be promoted.

PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION

PHYSICAL ACTIVITY AND EDUCATION

- Physical Education will be taught in all grade levels at a minimum to be in compliance with the Indiana State Standards.
- All students in grades 1-8 will receive overall weekly amounts of physical activity as recommended by state standards. We will aim for 150 minutes for elementary and 225 minutes for middle school per week
- Weather permitting, elementary and middle school recess will be held outside with encouragement to be physically active.

USE OF SCHOOL FACILITIES OUTSIDE OF SCHOOL HOURS:

- Physical related, extra-curricular activities will be offered throughout the school year.
- An attempt will be made to make the school facilities available to community members for physical activity programs.

PHYSICAL ACTIVITY AND PUNISHMENT:

- Teachers and Administration will not use physical activity as a form of punishment.
- Teachers and Administration are discouraged from withholding physical activity as a form of discipline.

THE SCHOOL DAY SCHEDULE

The official school day begins at 8:00 a.m. and ends at 2:45 p.m. However, students who arrive by bus must remain on school grounds from the time of arrival until the end of the school day. Students are not to be in the school building prior to 7:30 a.m., unless there is a scheduled activity with a sponsor in attendance. **Students will be allowed in the building at 7:30 a.m. There is no supervision until 7:30 a.m. each morning. Therefore, do not arrive before 7:30 a.m.** Elementary students will wait outside of their classrooms for the staff member to take them out to the playground. Middle School students will proceed to the gym until the 7:50 a.m. bell rings. Any student eating breakfast should proceed directly to the cafeteria. No students are allowed in classrooms before 7:50 a.m. All classes begin at 8:00 a.m.

THE ELEMENTARY SCHOOL DAY:

Classes Begin	All Grades	8:00 a.m.
Lunch	Grades K – 2	10:45 a.m.
Lunch	Grades 3 – 5	11:30 a.m.
Noon Recess	Grades K - 2	11:20 a.m.
Noon Recess	Grades 3 - 5	11:50 a.m.
Dismissal	Grades K – 2	2:40 p.m.
Dismissal	Grades 3 - 5	2:45 p.m.

THE MIDDLE SCHOOL DAY:

There is a three minute passing interval between each class period. A tone will signal class changes.

Period 1 8:00 - 8:48	Lunch	12:00-12:30
Period 2 8:51 - 9:36	Period 6	12:33 - 1:15
Period 3 9:39 - 10:24	Period 7	1:18 - 2:00
Period 4 10:27 - 11:12	Period 8	2:03 - 2:45

Period 5 11:15 - 12:00

TWO HOUR DELAY SCHEDULE:

Period 1	10:00- 10:30	Period 5	12:33- 1:04
Period 2	10:33- 11:00	Period 6	1:07- 1:38
Period 3	11:03- 11:30	Period 7	1:41- 2:12
Period 4	11:33- 12:00	Period 8	2:15- 2:45
Lunch	12:00- 12:30		

ATTENDANCE

Regular attendance is absolutely essential for children to be successful in their educational endeavors. **Students are expected to attend school and be on time for classes in order to derive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility.** Moreover, students who miss a day of class will never be able to retrieve completely that learning experience. The interaction with the teacher and fellow students can never be effectively duplicated. As a result, any student who misses an excessive amount of days from school will automatically be considered a prime candidate for retention.

Good school attendance and not being tardy (anytime a student arrives at school after 8:00 A.M. without a doctor's excuse) is not only essential to learning, but specific attendance rates are required by the United States Department of Education and the Indiana Department of Education.

Parents or guardians are responsible for student attendance. The Attendance Committee and/or school corporation will enforce the State of Indiana Compulsory Attendance Laws.

Procedures:

A parent/guardian must contact the school by 8:30 a.m. every day their child is absent from school. A doctor's note should be sent in when the child returns to school specifying the reason for the student's absence if they were seen by a doctor. If a parent fails to call, the secretary will call the parent/guardian asking for the reason of the child's absence. If no phone call is made or the secretary is unable to contact the parent/guardian the absence will remain unexcused. An answering machine is available for parents to leave messages prior to 7:30 a.m. when office staff is not available to take phone calls.

More than seven (7) days of absences a semester is considered excessive, except incases of extended illness or extremely unusual circumstances. In order for an absence to be *exempt or excused* it must meet the following criteria:

Exempt Absences

The following absences are considered **exempt** per Indiana code (with proper documentation) and students will be considered in attendance:

- Service as a page or as an honoree of the general assembly
- Service on a precinct election board or for political candidates on an election day
- Subpoenaed witness in judicial proceeding
- Duty with Indiana National Guard
- Participating in a civil air patrol
- School sponsored field trips

Excused Absences (with proper documentation)

- Illness verified in writing by a parent or guardian or parent called the school to report the student ill
- Death in the immediate family
- Medical/Dental appointment (make every effort to schedule after school)
- Court Appointments
- Religious Observances (request verification)
- Medical Absence requiring a physician's statement
- (If absent more than 5 days in a row, a doctor's excuse is required.)

Unexcused Absences

- All other absences not specifically exempt or excused.
- Working during school hours. This is a violation of child labor laws. Staying home to baby-sit or farm is considered working and is unexcused.
- Absence without a written note or verification from parent/guardian.

Vacation Days/Family Trips:

Family vacations or other family trips taken during school time are **STRONGLY DISCOURAGED**. Absences due to

vacations must be prearranged with school officials at least one week prior to the start of the vacation. Failure to do so will result in a student marked truant. Each student will be given **three (3) excused vacation days**. This is almost half of the seven (7) allowable days per semester. Anything exceeding three vacation days will be marked as **unexcused**. Students returning from vacation are expected to turn in assignments in the timeline indicated by the teacher(s). Students will receive a zero for any work not finished within that timeline. The classroom teacher may be able to provide a few of the assignments that will be missed in advance to the student, however it is the student's and/or parent's responsibility to check Harmony for any missed homework that needs to be completed while they were absent from school.

SIGN-IN PROCEDURES

After returning from any absence, full-day, or partial-day, a student must check in at the office and an admit slip must be signed by the student before going to any class. At that time the student should bring the following:

- 1) Note from doctor, dentist, etc. if the absence was for a medical appointment
- 2) Note from parent or guardian stating the reason for the absence if no contact concerning the absence was made with the office

No note is required if contact was made with a parent or guardian.

SIGN-OUT PROCEDURES

Any student leaving the school grounds during the school day must have permission from their teacher or administration and must sign out in the office. Any student returning to school before the end of the day must also come to the office to sign in.

Should it become necessary to leave school for reasons of illness, the student will report to the office. The following procedures will occur:

1. Exam by school nurse or other designated school personnel.
2. Notification of parents/guardians by the office.

TARDIES

Students arriving tardy to first hour class must report to the office for an admit slip before going to class. Tardies during other times of the day will be recorded by the individual teacher and reported to the office on daily basis. A tardy will be excused if the student has a pass signed by a teacher, principal, or guidance counselor or has a valid excuse acceptable to the teacher. If the student signs in before the end of 1st period, it counts as a tardy against them, if they sign in after 1st period, it will be an absence; and the student will not be allowed to participate in extracurricular activities in accordance with the Athletics/EC policies.

TARDY CONSEQUENCES

3rd Tardy per Semester	Written Warning
4th Tardy per Semester	Lunch Detention
5th Tardy per Semester	Lunch Detention, Meeting with Attendance Officer
6th or more Tardy per Semester	To Be Determined by Attendance Officer

TRUANCY POLICY

Truancy is being absent from school or class without the consent or knowledge of the parent or guardian and the school or leaves school without obtaining prior approval from the principal or his designee. Students will not be allowed to participate in or attend after-school activities when truant from any classes throughout the school day. Any truancy will be documented as an Unexcused Absence.

EXCESSIVE ABSENTEEISM:

- After the 4th Absence in a semester, Parent(s)/Guardian(s) will receive a conference phone call and/or email from the Attendance Officer.
- After the 7th Absence in a semester, Parent(s)/Guardian(s) will be mailed and emailed a Letter and will need to attend a Meeting with the Attendance Officer. Parents may also be asked to have a Certificate of Incapacity completed by their child's doctor/primary care professional.
 - If parent(s)/guardian(s) do not attend the scheduled meeting, the student/parents will be formally referred to Project Attend (PK-5) or Juvenile Probation (6-8).
- If Absences continue, the student/parent(s)-guardian(s) will be formally referred to Project Attend (PK-5) or Juvenile Probation (6-8). A Documented, Formalized Attendance Plan will be required.
 - If Absences continue after a formal hearing and plan from Project Attend and/or Juvenile

Probation, the Department of Child Services will be contacted regarding Educational Neglect.

MAKE UP WORK POLICY

Students are required to make up work for all absences. In general, a student has the same number of days to make up assignments as the number of days he/she was absent from school. Students who fail to turn in their makeup work will receive a zero for any work not finished within the timeline. Only after a student has been absent for two days or more can a parent request the school to arrange for homework/make-up assignments.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES ON THE SAME DAY A STUDENT IS ABSENT:
A student who misses any portion of the school day (tardy or absence) without a legitimate doctor's note or funeral service excuse will not be allowed to participate in extracurricular activities.

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES ON THE SAME DAY A STUDENT IS ABSENT:
A student who has missed the day of school will not be allowed to attend any after-school activities.

WEEKEND PARTICIPATION IN EXTRA-CURRICULAR:
A student must be present on Friday prior to participating in any weekend school activity.

PERFECT ATTENDANCE:
A student will be recognized for perfect attendance if he or she has zero absences and zero tardies. If a student is gone for any period of time for any reason during the school day, he or she will not have perfect attendance.

OUTSTANDING ATTENDANCE:
A student will be recognized for outstanding attendance if he or she is in attendance everyday for at least a portion of the day or have two or less days affected by a partial day absence or tardy.

Suggestions to Help Maintain Good Attendance:
Expect your child to attend school on a regular basis and to arrive on time.
Make school a priority – Ask your child about his/her day. Listen to what your child has to say. Spend time talking with your child about what they are learning.
Make sure your child is well rested
When possible, schedule doctor and dentist appointments after school so your child does not miss the learning experience.
Encourage your child to earn perfect attendance awards at school.

STATEMENT OF SCHOOL CORPORATION PURPOSE, PHILOSOPHY, AND GUIDELINES

1. PURPOSE OF POLICY ON STUDENT DISCIPLINE

The mission of the school to assist students in the transition to responsible adulthood requires instilling in students those mature habits of behavior required by a democratic society. The board recognizes that the disruptive behavior of an individual student deprives other students of their right to a school conducive to learning, and does not promote those habits.

In addition, school handbooks reflect the regulations for individual buildings, and may contain additional rules for student behavior, so long as they do not violate either the letter or intent of this policy.

Indiana law contains numerous provisions related to student discipline. It is the intent of the board to adopt those provisions, as they exist, as they are amended, or rescinded in the future. Indiana laws form the basis of the board's discipline policy.

It is the duty and power of the School Corporation to supervise and discipline students. The Board recognizes that student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- (a) a school corporation; and
- (b) the students of a school corporation.

Furthermore, in all matters relating to the discipline and conduct of students, school corporation personnel:

- (a) stand in the relation of parents to the students of the school corporation; and
- (b) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to Indiana Code and
- (c) have qualified immunity with respect to a disciplinary action taken to promote student conduct if the action is taken in good faith and is reasonable.

Students must:

- (a) follow responsible directions of school personnel in all educational settings; and
- (b) refrain from disruptive behavior that interferes with the educational environment.

The Board therefore has established and adopted the written discipline rules set forth in this handbook and made copies available to students and the student's parents/guardian.

In compliance with IC 20-33-8-12 which gives the governing body of a school corporation the authority to delegate:

- (1) rulemaking;
- (2) disciplinary; and
- (3) other authority

The Tri-Township Consolidated School Corporation Board has delegated authority as outlined below:

Disciplinary powers of superintendents and administrative staff members:

A superintendent; or member of the superintendent's administrative staff, with the superintendent's approval, may take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

Disciplinary powers of principals:

A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. The principal of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.

Suspension: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period up to ten (10) school days.

Expulsion: In accordance with the due process procedures in this policy, the principal or his designee may initiate an expulsion from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of Subsection C and D listed under grounds for expulsion in this policy.

Disciplinary powers of teachers and school staff members:

A teacher or other school staff member; who has students under the individual's charge may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises, subject to rules of the governing body and the administrative staff.

- (a) A teacher will have the right to remove a student from his/her class or activity for a period up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting.
- (b) If a teacher removes a student from class under a) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student and the student's parents to determine an appropriate behavior plan for the students. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

Additional disciplinary powers:

A person who is a member of administrative staff, a teacher or other school staff member who has students under his/her charge may in addition to suspension or expulsion and in accordance with policy and with administrative approval take the following disciplinary action that is necessary to ensure a safe, orderly, and effective educational environment:

- (a) Counseling with a student or group of students.
- (b) Conferences with a parent or group of parents.
- (c) Assigning additional work.
- (d) Re-arranging class schedules.
- (e) Requiring a student to remain in school after regular school hours to do additional work or for counseling.
- (f) Restricting extracurricular activities.
- (g) Removal of a student by a teacher from that teacher's class for a period of one (1) school day if the student is assigned regular or additional school work to complete in another school setting.
- (h) Assignment by the principal of a special course of study, an alternative school or an alternative educational program.
- (i) Removal of a student from school sponsored transportation.

SCHOOL CORPORATION GRANT OF AUTHORITY TO MAINTAIN DISCIPLINE:

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from school. In this event and in accordance with the provisions of I.C. 20-33-8, the Tri-Township Consolidated School Corporation Board establishes the following rules and authorizes administrators and staff members to take the following actions:

A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled, or referred to the Court for their Court Assisted Resolution of Expulsion program.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct or possessing any firearm, explosive, or other weapon. The following enumeration is only illustrative of the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or other person to conduct or participate in an educational function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing or other comparable acts.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.

For the purpose of this policy and code, “reasonable action” shall mean the course of action which:

1. Utilizes physical force only when non-physical alternatives (e.g. retreat, or notification supervisory personnel) are not available; or
2. Does not constitute the initiation of a physical confrontation.
3. Does not utilize excessive force.

For the purpose of this policy and code, “reasonable belief” shall be:

1. Belief that no non-physical alternatives were available
 2. In response to unanticipated use of physical force.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
 8. Engaging in the use of profane, obscene or defamatory language directed at another student, teacher, administrator, supervisory employee, or adult volunteer while such person is on duty or at a school event.
 9. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.

10. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or person or damage property when the student has information about such actions or plans.
11. Possessing, using, consuming, transmitting, selling or being affected by controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug (includes Spice or K-2), alcoholic beverage, or intoxicant or depressant of any kind, or paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to Rule 9: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following:

 - a. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c. The student has been instructed in how to self-administer the prescribed medication.
 - d. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, stimulant, depressant or intoxicant of any kind.
13. Consuming in excess of the recommended dosage of any patent or prescription drug with the purpose of creating an intoxicated, drugged, or irrational state or causing physical injury, either to one's self or to other persons. Use of a drug authorized by a medical prescription in the amount prescribed by a physician is not a violation of the subdivision.
14. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
15. Possessing, using, distributing, purchasing, selling tobacco or nicotine-containing products or electronic smoking devices of any kind or in any form.
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule and/or state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.

24. Possessing sexually-related materials which include images displaying uncovered breast, genitals, or buttocks. Obscenity or sexual misconduct in any form whether by word or action is not permitted within the jurisdiction of the school corporation.
25. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
26. Engaging in pranks that could result in harm to another person.
27. Using or possessing gunpowder, ammunition or an inflammable substance.
28. Violating any rules that are reasonably necessary in carrying out school purposes or and educational function, including, but not limited to:
 - a. Engaging in sexual behavior on school property;
 - b. Engaging in sexual harassment of a student or staff member.
 - c. Disobedience of administrative authority;
 - d. Willful absence or tardiness of students;
 - e. Engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. Violation of the school corporation's acceptable use of technology policy or rules;
 - g. Violation of the school corporation's administration of mediation policy or rules;
 - h. Possessing or using a laser pointer or similar device.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
30. Any student conduct rule the school building principal establishes and gives publication of it to students and parents in the principal's school building.
31. Knowingly expressing via spoken or written communication to one or more individuals a message about another person that is deemed to be defamation of character knowing that the communication is false or making it with reckless disregard as to whether it is false or not. "Defamation" means a message that tends to injure the person's reputation or to diminish esteem, respect, good will, or confidence in the person by others, or to excite derogatory feelings or opinions about the person.

B. BULLYING

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event;
 - d. Using property or equipment provided by the school; or
 - e. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.
 - f. participating in e-learning days or activities
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in IAC 8-2-1:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

- a biological disease, virus, or organism that is capable of causing serious bodily injury.
- 3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
- 4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, e-learning days or activities, and the summer period when a student may not be attending classes or other school functions.

F. LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

G. JURISDICTION

These grounds for suspension or expulsion listed apply when a student is:

1. on school grounds immediately before, during or immediately after school hours and 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, event.

H. PARENTAL INVOLVEMENT

When in the judgment of a school administrator who has the responsibility for student discipline or who has the duty of serving as a hearing examiner, it is necessary for the parents to attend a conference or a hearing, the following rules, per the authority granted in I.C. 20-33-8-26, shall apply.

- A. The administrator shall notify the parents by certified or registered mail or personal service that they are directed to attend a school conference or hearing.
- B. The parent shall be given at least twenty-four hours' notice prior to such conference or hearing unless an emergency situation necessitates less than such notice.
- C. The student who is the subject of the conference will also be given written notice of such conference or hearing and the direction of parental attendance.
- D. The foregoing rules will not be construed to interfere with the powers of the superintendent or a person designated by him/her to issue subpoenas or to compel the attendance of witnesses.
- E. As provided in IC 20-33-8-26 if a Parent, guardian, or custodian, of a student who has been repeatedly disruptive in the school fails to participate in a school disciplinary proceeding in connection with the student's improper behavior and the student needs care, treatment, or rehabilitation that the student is not receiving; and is unlikely to be provided or accepted without the coercive intervention of the court, then that student may be considered a "child in need of services" as per IC 31-34-1-7 and the matter shall be referred to the Department of Child Services, Division of Family Resources. Such complaint process will be terminated in the event that the parents are willing to subsequently attend a rescheduled meeting unless the required meeting has been held. The foregoing provisions shall not apply to expulsion meeting where non-attendance will constitute waiver.
- F. In the event that a parent fails or refuses to attend a conference or meeting, notice will also be given to the Superintendent or his/her designee.
- G. In those instances where it appears the custodial parents of a student are not fulfilling their legal

obligation with regard to their children's school attendance, referral to the county prosecuting attorney for investigation of possible criminal charges against said parents may be made.

I. DUTY TO REPORT TO LAW ENFORCEMENT

1. CONCERNING MINOR AND ALCOHOL BEVERAGES AND OFFENSES RELATED TO CONTROLLED SUBSTANCES:

Per IC 20-33-9-5 If a person other than a member of the administrative staff who is an employee of a school corporation has personally observed:

- (a) a violation under IC 7.1-5-7 (minors possessing, consuming or transporting alcohol) or IC 35-48-4 (possessing, dealing or manufacturing drugs) or
- (b) a delinquent act that would be a violation under IC 7.1-5-7 or IC 35-48-4 if the violator were an adult in, on, or within one thousand (1,000) feet of the school property of the school corporation employing the person, the person shall immediately report the violation in writing to a member of the administrative staff of the school corporation employing the person.

A member of the administrative staff, who based on personal knowledge or on the report of another employee of the school corporation, believes that a person has committed a violation described above, shall immediately report:

- (a) a general description of the violation;
- (b) the name or a general description of each violator known to the member; the date, time, and place of the violation;
- (c) the name or a general description of each person who the member knows witnessed any part of the violation; and
- (d) a general description and the location of any property that the member knows was involved in the violation; in writing to a law enforcement officer.

2. DUTY TO REPORT TO LAW ENFORCEMENT POSSESSION OF KNIFE ON SCHOOL PROPERTY:

- (a) The school administrator shall make a report to law enforcement when a student knowingly or intentionally possesses a knife on school property, on a school bus or special purpose bus or in a private vehicle driven to or from school.
- (b) The school administrator has the authority to use his/her professional discretion regarding any discipline measure to be taken in cases where a student who brings a knife or weapon to school inadvertently and turns it into the school administrator or his designee for safekeeping (before it is brought to the school's attention).
- (c) Exception: If the knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and the person uses the knife for a purpose authorized by the school corporation, it is not considered a reportable situation.
- (d) Possessing, handling, using, transmitting or selling weapons, knife/knives, dangerous instruments, explosives or any other object that can reasonably be considered a weapon. The Principal or his designee is granted authority to confiscate a knife or weapon from a student in order to prevent interference with carrying out an educational function or school purpose.
A knife means an instrument that: consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and is intended to be used as a weapon.
 - (i) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.
 - (ii) A person who recklessly, knowingly, or intentionally possesses a knife on school property, a school or a special purpose bus commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.

3. DUTY TO REPORT TO LAW ENFORCEMENT: THREATENING A SCHOOL EMPLOYEE:

Per IC 20-33-9-10 through 13 an individual who has reason to believe that a school employee has received a threat, is the victim of intimidation, is the victim of battery or is the victim of harassment shall immediately notify the principal of the school who shall then immediately make an oral report to the local law enforcement.

PROCEDURAL DUE PROCESS RIGHTS

A. SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed

- (1) A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,the student will be provided an opportunity to explain his or her conduct.
- (2) The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- (3) Following suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the misconduct, and the action taken by the principal.

B. EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

- (1) The superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - (a) legal counsel
 - (b) a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

The superintendent or the person designated by the superintendent under this subsection may continue the suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under this section if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- (a) interference with an educational function or school purposes; or
- (b) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under the section permitting expulsion for violation of the legal settlement provision. (I.C. 20-33-8-23)

- (2) An expulsion will not take place until the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- (3) The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion, the procedure for requesting an expulsion meeting and the date, time, place and purpose of the meeting.
- (4) At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parents will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
- (5) If the expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
- (6) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when

the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made voluntarily and with the knowledge of the procedures available under I.C. 20-33-8-19 and of the consequences of the waiver. (I.C. 20-33-8-28)

- (7) Except in the case of possession of a weapon, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or exclusion attend an alternative program. (I.C. 20-33-8-20)
- (8) An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the superintendent or a person designated under I.C. 20-33-8-19 after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for a second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the superintendent or person designated under I.C. 20-33-8-19 after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year. (I.C. 20-33-8-20)

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate. (I.C. 20-33-8-19).

Judicial review of a governing body's action under I.C. 20-33-8-21 by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under I.C. 20-33-8-19

Per IC 20-33-8-22 an expulsion that has been upheld by the school board continues in effect during judicial review unless:

- (a) the court grants a temporary restraining order under the Indiana Rules of Civil Procedure; and
 - (b) the school corporation was given the opportunity to appear at the hearing regarding the temporary restraining order.
- (9) Per I.C. 20-33-8-24 a principal may require that a student who is at least sixteen (16) years of age; and wishes to re-enroll after an expulsion; attend:
 - (a) An alternative school or alternative educational program.
 - (b) Evening classes.
 - (c) Classes established for students who are at least sixteen (16) years of age.

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear all student appeals of expulsion. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school

administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

DEFINITIONS

“Principal” includes a principal’s designee.

“Superintendent” includes a superintendent’s designee.

“Member of the administrative staff” or comparable language means a school corporation employee who:

- (a) is certified under the statutes relating to the licensing of teachers; and,
- (b) has supervisory authority.

“School purposes” refers to the purposes for which a school corporation operates, including the following:

- (a) to promote knowledge and learning generally
- (b) to maintain an orderly and effective educational system
- (c) to take any action under the authority granted to school corporations and their governing bodies by I.C. 20-26-5 or by any other statute

“Expulsion” means a disciplinary or other action whereby a student:

- (a) is separated from school attendance for a period in excess of ten (10) days; or
- (a) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current year.
- (b) is separated from school attendance under I.C. 20-33-16, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

Expulsion does not include situations where a student is:

- (a) disciplined under I.C. 20-33-25;
- (b) removed from school in accordance with I.C. 20-34-3-9; or
- (c) removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

“Suspension” means any disciplinary action that does not constitute an expulsion under section E, above, where by a student is separated from school attendance for a period of not more than ten (10) school days. Suspension does not include situations where a student is:

- (a) disciplined under I.C. 20-33-25;
- (b) removed from school in accordance with I.C. 20-34-3-9; or
- (c) removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

“Detention” means a disciplinary action that requires a student to remain in school after the end of the regular school day, attend school on a day when regular classes are not in session, or arrive at school prior to the beginning of the regular school day as a result of a minor violation of school rules or regulations.

Good standing: A student in good standing has full rights with respect to participation in activities of the school, both academic and extracurricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time they are under suspension or expulsion, regardless of whether they may be allowed to attend school. A student not in good standing may not participate in any school activity, whether academic, co-curricular or extracurricular, except as may be allowed by the procedures hereinafter described.

LEGAL REFERENCES: I.C. 20-33-8-1 et seq. I.C. 35-41-1-8
I.C. 35-47.5-2-4 I.C. 35-47-1-5

COURT ASSISTED RESOLUTION OF EXPULSION CASES

The Superintendent of the Tri-Township Consolidated School Corporation and the Judge of the La Porte Circuit Court have entered into an agreement for the purposes of providing Court assistance in resolving Expulsion cases for students in the Tri-Township Consolidated School Corporation.

- A. The La Porte Circuit Court and the La Porte County Juvenile Services Center will:
 - 1. Establish a flexible program for the supervision of a student who has been expelled from La Crosse High School.
 - 2. Supervise a student who has been expelled for the duration of their time in the Alternative to Expulsion program.
 - 3. Require students subject to expulsion from Tri-Township Consolidated School Corporation, and who meet published program requirements to participate in an alternative education program (i.e Alternative to Expulsion) for the provision of supervision and an alternative education.

- B. The Tri-Township Consolidated School Corporation will:
1. Offer the Court Assisted Resolution to a student who has been expelled for a violation described in subdivision (1) to the court.
 2. Accept and award any educational credits earned by the student during his/her participation in the Alternative to Expulsion program.
 3. Prior to entry into either the alternative to expulsion program, the student subject to the expulsion shall be given an informal hearing before the juvenile court. This hearing will occur as soon as practicable following the student's referral to the court, after notice of the hearing has been provided to the student's parent.
1. A hearing under this chapter is not a hearing to determine whether a student who has been expelled is a child in need of services. However, if a court determines that a student who has been expelled may:
 - (a) be a child in need of services (as described in IC 31-34-1); or
 - (b) have committed a delinquent act (as described in IC 31-37);the court may notify the office of family and children or the prosecuting attorney.
 2. A parent or guardian has the right to be present and may be required to be present during the informal court hearing.
 3. All records of the student's court appearance shall be expunged upon the student's completion of the alternative to expulsion program.

RESPECT FOR OTHERS

Our goal is to prepare students to live and work in a complex and interdependent society, which acknowledges diversity, and builds community by practicing hospitality, civility and respect.

The following behavior will not be tolerated! Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology.

A student may be readily guilty by association with an offending student or group.

BASIC DISCIPLINE PROCEDURES

It is the student's responsibility to display qualities of good citizenship. Your best conduct is expected in the halls, cafeteria, playground, classrooms, going to and from school and on e-learning days or activities. Students are expected to do what is asked of them while under the jurisdiction or supervision of any staff member. The Wanatah Public School staff attempts to create an environment where each student can learn and develop his/her individual potential and skills to the highest degree possible. We need to show respect for others. Our goal is to prepare students to live and work in a complex and interdependent society and to acknowledge diversity and build community by practicing hospitality, civility, and respect.

Certain behaviors are disruptive to this positive learning environment and cannot be tolerated.

The following behaviors will not be tolerated:

1. Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology.
2. Verbal abuse of another student or staff member by cursing or calling others obscene names; threatening harm to others.
3. Physical abuse of another student or staff member, such as fighting, hitting, kicking, biting or throwing objects.
4. Disrupting class so that learning is difficult for other students.
5. Stealing the property of other students, staff members, or Wanatah School.

When the previously stated behaviors are observed, teachers, staff members, and the principal will take appropriate

disciplinary action in accordance with the following disciplinary plan:

1. Loss of recesses, participation in extra-curricular activities.
2. Detention during or after the school day including informing the parent/guardians of such action.
3. Conference with the parent/guardians and a combination of #1 and #2.
4. In-school suspension in isolation from all students.
5. Out-of-school suspension for 1 to 10 days as determined by the severity of the incident.
6. Referral to the principal's office.

Additional rules and general suggestions:

1. Students are not allowed to bring dangerous or distracting articles to school such as: guns, knives, water guns, firecrackers or other toys.
2. Students are not to bring trading cards, CD Players, iPods, cell phones, pagers and tape recorders into any educational setting. **(Teachers may take appropriate disciplinary action for this violation.)**
3. Wanatah Public School will not be responsible for any lost, stolen or damaged items.
4. Gum is not allowed at school.
5. Students may not leave the school building or grounds at any time during the school day without permission from the school office.
6. No loud talking or playing in the restrooms or hallways.
7. EVERY PUPIL IS RESPONSIBLE TO EVERY TEACHER OR STAFF MEMBER AT ALL TIMES AND EXPECTED TO BEHAVE IN A RESPECTFUL MANNER.
8. Except for P.E. class, book bags are not allowed in the classrooms. They must be stored in the lockers throughout the day.
9. Observe rules posted throughout the building.
10. No smoking, or use of tobacco products, or alcoholic beverages.
11. Student passes from the classroom will be given by each teacher.
12. Wanatah Public School has a "No Contact Rule" among students. If staff feel that a student has violated this rule with inappropriate contact, the student will be informed of the situation and appropriate consequences will be given.

GANG BEHAVIOR-INDIANA LAW AND BOARD POLICY

Tri-Township CSC and Wanatah Public School are in compliance with IC 20-26-18 which requires school corporations to have a written policy to address criminal gangs and criminal gang activity (see corporation policy). Students are not to engage in gang-related behavior or display gang symbols, colors or paraphernalia at school. Symbols or colors may be restricted for any persons of concern.

SECLUSION AND RESTRAINT-INDIANA LAW AND BOARD POLICY

Tri-Township CSC and Wanatah Public School are in compliance with IC 20-20-40-13(a)(2) which requires school corporations to have a written policy to address seclusion and restraint usage (see corporation policy). Wanatah Public School maintains a copy of the Plan in the school office.

BASIC RULES FOR WANATAH PUBLIC SCHOOL CLASSROOMS, BUSES AND LUNCH ROOM

1. No physical contact: Do not touch anyone!
2. If it is not yours, don't touch it!
3. Stay in your seat/chair!
4. If you don't have anything nice to say, don't say anything at all!
5. Respect each other!

OUTSIDE RECESS RULES for Pre K-5

1. When the outside temperature is 20 degrees or colder, the supervisor has the option of having recess in the gym or outside. Since it is difficult to determine the wind chill, the supervisor on duty will make the decision to go out or stay inside. The supervisor will then contact all classes involved.
2. All activities on the playground should be conducted in a safe and responsible manner. Play fighting, pushing or tripping is not allowed.
3. Area of play: Children are not allowed to play on the main ball diamond, bleachers, near the cafeteria doors, garbage bins, or green electric box.
4. Children are not allowed to enter the school building without permission from the supervisor.
5. No tag will be played on any equipment.
6. Tackle football is not allowed at school. (Tag, touch, or flag only)
7. Only softballs are allowed for playing baseball. No hard bats are allowed.
8. No skateboards, roller blades or skates.

9. Throwing snowballs, rocks, sticks etc. are not allowed.
10. At the end of recess when the bell rings elementary students are to line up in a quiet and courteous manner. Students are to face forward, keeping hands and feet to themselves and wait for their class to be called. Students are to enter the building at that time.
11. Failure of a student to follow the rules will result in restriction from play equipment, time out on benches, or other punishment determined by the supervisor on duty.

BUS RULES

The driver will be in charge of his/her bus at all times while transporting students. Students are expected to obey the bus driver who will use the authority necessary for the safe transport of all students riding the bus. **School bus transportation is a privilege and not a right.** The bus driver is the sole authority on the bus while the students are being transported.

ADDITIONAL STUDENT RULES FOR RIDING THE BUS:

1. Students should be waiting at their loading station when the bus arrives
2. The driver may assign seats.
3. **Students are to remain seated while on board the bus.**
4. Loud, boisterous, or profane language will not be permitted.
5. Students are expected to be good citizens while riding the bus.
6. Windows and doors are to be closed unless permission is granted by the driver to open them.
7. Students are not to leave or enter until the bus has come to a full stop.
8. Students must be silent when crossing railroad tracks.
9. Students must bring a note from home giving them permission to be dropped off at an alternate drop off site on their regular bus or to ride another bus other than their own. The office will administer a pass for the bus driver.
10. Students will not be permitted to eat, drink, or chew gum on the bus.

DISCIPLINARY ACTION FOR THOSE THAT DISOBEY SCHOOL BUS RULES:

1. Since riding the bus is a privilege and not a right, students may lose their bus privilege from one to five days.
2. The student will be given a verbal warning by the driver.
3. If a student continues to disobey the bus rules, the driver will refer the student to the principal for disciplinary action.
4. Continued problems may result in a student being excluded from riding the bus for the remainder of the semester.

GUM CHEWING

Students will not be permitted to chew gum in school. This includes during class, lunch, on the school bus, and after school activities. Students will be asked to remove gum and a warning will be given. If the problem is repeated, it will be categorized as defiance, and consequences will be given.

DRESS AND GROOMING GUIDELINES

Developing good taste in attire and good grooming habits are part of the educational process. The School Corporation will not permit a student to wear any type of apparel or grooming style or condition which would materially interfere with the educational process, create an actual or potential health or safety hazard, or cause or threaten to cause damage to school property. Therefore, clothing and personal grooming shall not be unsanitary, unhealthy, legally immoral or indecent. This includes wearing proper footwear. No drug, alcohol, tobacco, or sex advertisements are allowed. Grooming and dress that is a distraction to the learning of others will not be permitted. Student dress is the responsibility of both the student and the parent/guardians. Determination if a student's dress and appearance meets the guidelines is ultimately up to the discretion of the administration.

Guidelines for student dress:

- Headwear and sunglasses are to be removed when entering the building and not to be worn indoors.
- Tops should reflect appropriate modesty for school. Tops should have a modest scoop at the neck, contain a full back, not allow exposure of the midriff, and be long enough to be tucked in if asked. Tank tops are NOT allowed. Net or sheer tops worn by themselves or over tank tops are unacceptable. Loose, baggy, or long shirts must be tucked in if requested. Sleeveless shirts are allowed if sleeves extend all the way to the shoulder and may not have deep arm holes, .
- Shoes must be worn at all times.
- Leg wear with holes and/or rips above mid-thigh or fingertip length are not permitted.
- For safety reasons on the playground no flip flops are permitted for elementary students.

- Students may not wear flip flops or any other non-athletic shoes while playing on the gymnasium floor.
- Shoes with wheels are not permitted
- Clothing, jewelry, backpacks, notebooks and tattoos depicting and/or advertising tobacco, drugs, alcohol, offensive language, violence, weapons, sex, gangs or hard rock groups that promote the aforementioned are not permitted.
- Undergarments are to be worn but are not to be exposed.
- Jewelry is not to be worn during physical education and while participating in after school sports.
- Spiked jewelry and long pocket chains are not allowed.
- Pants worn low are unacceptable.
- Shorts and skirt bottoms must extend to mid-thigh or fingertip length.
- Skin tight clothing is not permitted.
- Coats cannot be worn in the building during class time.
- Strong perfumes, oils, or lotions are not to be worn.
- Gangs – all gang related items in school are forbidden and will be confiscated.
- Hair may be asked to be groomed properly if the style negatively affects the educational process of that student and/or students in the school.

If a student arrives to school improperly dressed or groomed, the administration will notify the parent/guardians to bring clothing to the school or the student will be asked to wear a supplied garment.

TOBACCO

Indiana Law forbids the use of tobacco in any form by any person under the age of eighteen (18). Any student possessing, using, distributing, purchasing or selling tobacco, nicotine-containing products, or electronic smoking devices of any kind or in any form on school grounds, during school activities or on the bus will be subject to the penalties listed below. Any school property damaged as a result of this violation will be the student's responsibility. The student will be charged for cleaning as well as the punishment for the offense.

<u>1st Offense--</u>	Three-day suspension and a counseling session
<u>2nd Offense--</u>	Five-day suspension and a counseling session
<u>3rd Offense--</u>	Expulsion from school for the semester

PHONES AND ELECTRONIC DEVICES

The office phone may be used by students at the discretion of the office staff and in the case of an emergency. Social scheduling does not constitute as an emergency. All plans must be made before students come to school. After athletic events, students will be able to call for a ride if necessary. Please make sure your student has written notes to go home with anyone other than their parent/guardian or to ride another bus.

Students may use cell phones BEFORE (first bell) and AFTER (last bell) school ONLY. Use of cellphones during the school day will **not** be tolerated. In the event of an emergency, parents/guardians and students are to use the school phones. Parents/Guardians may call the office to relay emergency information. Students are not to call their parents/guardians directly to pick them up for any reason. Students must report to the nurse's office if they feel sick. The nurse will contact their parents/guardians.

1. Cell Phones must not disrupt educational or school activities.
 - o Students are to keep cell phones in lockers (and silenced) during the school day.
 - o Students may not use cell phones inside school buildings or offices (including restrooms).
 - o Students may not use cell phones during class, school assemblies, and other special events unless specifically directed by a Wanatah Public School Staff member to do so.
2. Cell phones must be turned off during instructional time and not to be used during passing periods or at lunch. Cell phones must remain in lockers.
3. Failure to follow the rules will result in the following disciplinary actions:
 - o 1st Offense: The cell phone will be taken away and the student may get the phone from the office at the end of the day
 - o 2nd Offense: The phone will be kept in the office and a parent/guardian must pick up the phone
 - o 3rd Offense: The phone will be kept in the office and a parent/guardian must pick up the phone. The student is no longer permitted to have a cell phone at school at any point. The student will receive an in-school suspension.

SEARCH AND SEIZURE

The Board recognizes its obligation to balance the privacy rights of its student with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and drug-free environment.

In balancing these competing interests, the Board directs the Administration to utilize the following principles:

A. School Property

School facilities such as lockers, all computers (including laptops) and desks are school property provided for student use subject to the right of the Administration and his/her designee to enter the facility as needed and to inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by the principal or designee of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed by the principal or designee.

B. Student person and Possession

Searches of the student's person and personal items in the student's immediate possession shall be done with the consent of the student. If the student does not consent, such a search shall be permitted based upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private office. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Administration may request the assistance of a law enforcement agency (with or without assistance of police canines) in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from an Administrator, the search shall be conducted by the law enforcement officers accompanied by a school official or designee, and in accordance with the legal standards applicable to law enforcement officers.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Administration shall promptly record in writing the following information for each search pursuant to this policy:

1. the information upon which the search was based
2. the time, date, location, students, or places searched, and persons present
3. a description of any item seized and its disposition
4. the time and date of notice to the parent or guardian in the case of the search of the person of a student

GENERAL INFORMATION

BOOK RENTAL AND OTHER PAYMENTS

Book rental fees are to be paid in the school office during the first week of school in the fall. Book rental fees will vary according to the grade level and subjects being taken in the middle school. In the event you do not pay book rental in the first week, a book rental payment agreement must be completed during that first week of school and turned into the school treasurer. Course changes may result in additional course fee expenses.



LUNCHES

A nutritious lunch is served daily; therefore, all students are encouraged to participate in the lunch program. If students bring their lunch, pop is not allowed as the drink.

Students are to pay for their lunches in advance. You may pay as far in advance as you like. Checks or online payments through Harmony are preferred, but cash is also accepted. Children who are eligible for free or reduced-priced meals who bring a lunch from home do not receive a free milk, they must purchase a milk at regular price. Since the school participates in the School Breakfast and National School Lunch Program the entire meal must come as a unit including milk.

Wanatah Public School has a no charge policy. Notes and/or emails are sent home weekly with students who have low balances in their lunch account so that money can be deposited before a student's account is zero. However, the school will allow up to \$15.00 in meal charges before the student is given an alternative meal. The alternative meal (peanut butter sandwich and milk) will be provided one time, then at a cost of 50 cents thereafter but only on a temporary basis until the student's account has a positive balance. This option is only a last resort, and it is not a regularly offered menu choice.

Breakfast is served daily for all grades. Wanatah Public School participates in the Lunch/Textbook assistance program. Applications are available in the office. These forms should be turned in no later than September 1. If financial difficulty arises during the year, you may request an application at any time.

CAFETERIA PROCEDURES

1. Students will walk to the cafeteria in a quiet, orderly manner. Upon entering, students will quietly enter the lunch line.
2. Be courteous and helpful to everyone.
3. Use the best table manners you possess.
4. Keep noise at a low level.
5. The teacher or staff member on duty is in charge.
6. Students will leave tables and the surrounding areas clean. The person who spills something is responsible for cleaning it up.
7. When finished eating, students will return trays and eating utensils to the dish window. Paper and scraps will be put in proper containers.
8. Using the cafeteria is a privilege. Abuse of this privilege may result in denial of its use.
9. Food and beverages will be consumed by students only in the cafeteria.
10. Students will not leave the cafeteria until dismissed.

FIRE-STORM-CODE RED DRILLS

Regularly scheduled fire, storm, and school safety drills are held throughout the school year. All drills shall be treated as if they were actual emergencies which are potentially life and death matters. Teachers and staff members will review the proper procedures and conduct expected during the drill. Please remember that knowing what to do in an emergency situation may reduce injuries and save lives.

NATIONAL SAFETY ALERT

Our school will follow the county emergency crisis directions in the event of a National Safety Alert and/or need of a safety lock in.

MIDDLE SCHOOL LOCKERS

Locks and lockers are provided at no cost to students. The lockers are available for student use in storing school supplies and personal items necessary for school. Lockers are not to be used to store items that cause, or can reasonably be seen to cause, an interference with school purposes or educational functions or items forbidden by State law and/or school rules. **Students' belongings are to be in the locker. Nothing should be kept on top of the lockers.** Students must use a school provided combination lock on gym lockers; this is for school safety purposes. The school will not be held responsible for stolen property from a student's locker. You should not share lockers and/or combinations.

The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect any locker and its contents to ensure that the locker is not being misused, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen property and to prevent the lockers from

being used to store prohibited or dangerous materials (such as: illegal drugs, tobacco, weapons, or alcohol).

Students are not to affix any stickers to lockers without approval of the office. **Students must use the locks provided by the school. Personal locks are not to be used.**

LOST AND FOUND

Students who find lost articles are asked to take them to the office, so they may be claimed by the owner. The lost and found is located in the office and/or cafeteria. Items will be kept for a two-week period and then disposed of.

If any valuable items are lost or stolen at school, it is the principal's discretion to decide how to search for and locate the missing items. It is a student's responsibility to keep track of his/her own personal belongings. The school is not responsible for replacing or locating lost or stolen articles, but every feasible attempt will be made for recovery.

VISITORS

All school visitors shall report to the office. We welcome parents and patrons of the district. Students and recent graduates will be permitted to visit specific persons and classes only with permission from the office.

ACCEPTABLE USE POLICY FOR ELECTRONIC DEVICES AND RESOURCES

The terms and conditions for Acceptable Use of the Network have been adopted to help ensure usage of technology, the Internet and all other aspects of the network as an educational resource. The list of Terms and Conditions is not all inclusive. Interpretation, application, and modification of the Acceptable Use Policy are within the sole discretion of the Tri-Township Consolidated School Corporation (hereafter referred to as TTCSC).

All TTCSC students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the TTCSC community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

Acceptable Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with the educational objectives of TTCSC.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students utilizing Internet access must first have the permission of and must be supervised by professional staff. Students also must comply with all specific instructions from school staff.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages. Any student who inadvertently accesses an inappropriate site must immediately leave the site and report it to his/her instructor.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. TTCSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources. When and where applicable, law enforcement agencies may become involved.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States

- Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder.
 5. Misuse of Passwords – Users may not share passwords; use other users' passwords; access or use other users' accounts.
 6. Unauthorized Access – Users may not attempt to circumvent network security systems, such as attempting to gain unauthorized access to other systems on the network or attempting to bypass the content filter. Users may not remotely access software or hardware to take control of any network attached device or workstation.
 7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. Users may not disable or modify any running tasks or services.
 8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
 9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the TTCSC Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
 10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming, downloading or transferring music/videos not directly related to educational projects, as determined by the supervising instructor or building administrator.
 11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the TTCSC Technology Department.
 12. Remove any License decals or inventory control tags attached to the systems.
 13. Students are not allowed to subscribe to listservs or newsgroups, have email accounts, or use chat programs, including instant or private messaging software unless these services are a requirement of the classroom curriculum. Prior approval of the Technology Department is required.
 14. Install any applications or software onto TTCSC computers.
 15. Any user identified as a security risk by the principal or his/her designee may be denied access to the network.
 16. It is specifically set forth in this policy that under NO circumstances are either students, staff, or visitors allowed to connect their own personal computers, laptop or notebook, computers, personal digital assistants (PDA's) or any other electronic device to any of the TTCSC computers or to the internal network, without the expressed knowledge and written consent of the Principal or his/her designee.
 17. Students may not use school computers for commercial purposes or political lobbying.
 18. Hardware –Users may not attempt to modify the existing hardware configuration of a TTCSC computer, either by opening the case or changing BIOS and or other hardware settings. An exception will be made for students, where, under the direction of an instructor and on a specifically "designated workstation" may modify the existing hardware configuration as part of their course work. Students are responsible for reporting any damage discovered on school computers to their teacher immediately.

Compensation for Losses, Costs and/or Damages

As technology has become more mobile many electronic devices owned by the Tri-Township Consolidated School Corporation and used by staff members or students are transported outside both the direct physical control and locations controlled by the Tri-Township Consolidated School Corporation. It is in this outside environment, that responsibility is shared by both the Tri-Township Consolidated School Corporation and the individual staff member or student who chooses to take an electronic device off school grounds. In the event that an electronic device is missing, stolen or damaged, the individual staff member or student is responsible **for \$50 per electronic device for the first occurrence, and \$100 for the second occurrence.** After the third occurrence the student/staff member will be issued a lesser device that must remain at school.

Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.

In addition all users (students and staff) may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such

violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Student Security

TTCSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA). Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. Users should never meet people in person that they have contacted on the system without parent/guardian permission. Users are required to notify their teacher, adult or district representative whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

Staff may post student pictures on the class, school or corporation websites “public” websites as long as the parent has not denied permission for the student’s picture to be posted online. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

All TTCSC Schools are closed campuses. TTCSC retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a TTCSC staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district’s computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the TTCSC Technology Department. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the teacher, building Principal or TTCSC district administration or designee. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access.

Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report should be made immediately with the local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student’s device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. Parents are responsible for supervising their child’s use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.

8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The district will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.
10. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Terms of Use

Privilege Guidelines:

No student, staff member or patron shall have access to TTCSC technology, the network or internet without having a signed Acceptable Use Policy/Application on file with the school corporation.

The use of TTCSC technology including internet access is a privilege, and not a right. TTCSC reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. The Principal or his/her designee will deem what is inappropriate use and their decision is final. Additionally, all handbook regulations apply to the use of the TTCSC network, Internet, and electronic resources.

It is specifically set forth in this policy, that there is NO right of privacy with respect to the use of school computers or any work produced by such use, however described. Network and computer storage areas that may be available for students to store computerized information are not private areas. In order to maintain TTCSC's systems integrity and to ensure that student users are using the system responsibly and properly and within stated limits, files stored in TTCSC's network storage areas and computers may be reviewed at any time by the Principal or his/her designee. The Principal or his/her designee may review all network communication across TTCSC's computer network. Computers, files, disks, other types of storage media and information, including use are subject to inspection at any time.

Internet Guidelines:

TTCSC is pleased to offer our students access to the Internet. The purpose of the school-provided Internet access is to facilitate communications in support of research and education. To remain eligible for Internet access, students must use the Internet in support of and consistent with educational objectives. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology allows students and staff access to resources from distant computers, and the opportunity to communicate and collaborate with other individuals and groups around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

TTCSC will make every reasonable effort to ensure the Internet is used responsibly by making every reasonable effort to control access to inappropriate material. TTCSC limits access to specific resources that have been deemed objectionable by using a "filtering" process. Student Internet activities will be monitored by the school corporation to ensure students are not accessing inappropriate sites. Each school corporation computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. However, given that the Internet is an ever-changing network, with no one single arbiter or authority; it is not possible for the filtering technology to prevent all questionable material from appearing on any particular system on our network. The educational value of resources accessed through the Internet is the joint responsibility of students, parents and employees of TTCSC. If it comes to the attention of TTCSC's administration that a student is posting provocative, derogatory or defamatory comments about TTCSC, its employees or other students, posting or is seen in inappropriate images online, or cyberbullying, TTCSC will, at the discretion of the principal or his/her designee, make every reasonable effort to contact the student's parent and may notify law enforcement regardless of whether it was done on TTCSC's equipment or during the school day. Inappropriate images would include, but not be limited to, images depicting pornography, possession of alcohol, drugs, weapons or any other activity that is deemed illegal.

Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program.

Examples of inappropriate information content include, but are not limited to the following:

- Offensive material- content that is in poor taste or could be considered obscene, abusive, or sexually explicit language, racist, illegal, harassing, or inflammatory.
- Distribute dangerous material – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves, or others.
- Inappropriate contacts – materials that can lead to contact with strangers who could potentially threaten the

student's health or safety.

If a student is uncertain as to whether or not a site's material might be considered inappropriate, the student should consult their teacher or a member of the administrative staff for clarification.

Parents and guardians have the option of requesting alternative activities that do not require internet use for their minor children.

All students receive a copy of the TTCSC policy concerning school-provided Internet access. This is in the student handbook. All students are responsible for reading the policy and signing the handbook.

Consequences of Violating the School's Internet Policy:

- 1st violation of policy: Loss of Internet privileges for up to 9 weeks from date of violation; notification sent to parents and teachers.
- 2nd violation of policy: Loss of Internet privileges for up to one year (365 days) from date of violation; notification sent to parents and teachers.*
- 3rd violation of policy: Suspension from Internet access for rest of school years. *

*The student can request a reinstatement hearing after the second and third offenses for possible restoration of privileges. Present at this hearing must be the student, parents or guardians, principal, and Technology Committee members.

Education Regarding Cyberbullying

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Disclaimer

TTCSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, TTCSC is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of TTCSC electronic resources.

All users shall assume full responsibility and all liability, legal, financial, or otherwise, for their actions associated with the Internet connection and use of school provided technology.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes. (Reviewed on April 21, 2016)



ATHLETIC/EXTRA CURRICULAR ACTIVITIES POLICY

The following rules and regulations have been established for all students participating in extracurricular activities while attending Wanatah Public School.

A student must be present **ALL** day to participate in extracurricular activities that day. This includes practices and games or tournaments. Exceptions may be made with prior approval by the athletic director and/or principal for

sporting events.

BASEBALL SOFTBALL VOLLEYBALL CROSS COUNTRY BASKETBALL GIRLS ON THE RUN
CHESS CLUB SOCCER TRACK CHEERLEADING POM PONS ACADEMIC TEAMS ROBOTICS CLUB

Rules and regulations set forth and adhered to by the Wanatah Athletic Department for the above activities:

1. A student is ineligible for middle school sports if his/her fifteenth (15th) birthday is before August 15 of that school year.
2. All students must have passing grades in order to participate in Wanatah Athletics and/or Extra Curricular Activities.
A student is ineligible to participate in any games or tournaments if they have any failing grade in any class on a Progress Report or Report Card.
 1. If a student has a failing grade in any class on a Progress Report or Report Card, they may practice with their team but not participate in any games or tournaments.
 2. If a student has a failing grade in any class on the next consecutive Progress Report or Report Card, they will be removed from the team.
 3. If a student is passing all classes on the next consecutive Progress Report or Report Card, they regain full eligibility.
The 4th nine weeks grades will determine eligibility for Fall Middle School Sports Participation, including students who move in or transfer in to Wanatah Public School.
3. Serious school misbehavior, truancy, one pink slip in a grading period, an unsatisfactory citizenship mark in a subject, or destruction of school property will result in non-participation in the next contest or removal from the team. The student must be in attendance at school on the date of the contest in order for the contest to qualify as their disqualified contest (For example: the student may not be on vacation on the date of their disqualified contest). The degree of punishment will be determined by the Principal/Athletic Department by the severity and frequency of the misbehavior.
4. Students/athletes earning pink slips during the off season or between seasons will lose one game of eligibility per pink slip.
5. Any student whose conduct or character, in the judgment of the Athletic Department and/or Principal, reflects discredit upon the school may be expelled from the squad. Example: stealing, foul language, etc.
6. Athletes not participating in Physical Education class will not be able to practice and/or play in a game the same day.
7. Athletes missing school after attending a morning practice two times during the season will lose a game of eligibility. Each occurrence thereafter will be worth one game of eligibility per occurrence.
8. If a student participates on more than one team at the time of the disciplinary action, the action will apply toward both teams. For example, if they must serve a one game suspension for a pink slip and they participate in both poms and cheerleading, then they must sit out the next game for each event.
9. Students who are absent on Friday are ineligible for contests/events over the weekend.
10. Use of any tobacco product or drinking alcohol will result in a half season suspension for the first offense. The second offense will be a suspension for the rest of that year. If offenses occur at the end of a season or school year, penalties carry over to the next season or year.
11. It is mandatory that students participating in any of the extra-curricular activities have the following requirements:
 - a. A current physical exam prior to the first practice. The physical is valid only for the present school year.
 - b. Insurance that covers their child while participating in extracurricular activities.
Insurance forms are available in the school office.
 - c. A consent form that is signed by the student and parent/guardian on file with the office.
12. Any athlete wishing to ride home with a friend's parent/guardian must give the coach a signed note from his/her parent/guardians granting this request prior to leaving the athletic event.
13. A coach may add his/her own rules and guidelines for his/her sport, provided they are consistent with rules set by the Athletic Department.
14. All students must be in compliance with all athletic guidelines for middle school level rules.
15. We will adhere to the Tri-Township CSC concussion policy.

16. Athletes may not stay after school unsupervised while waiting for their practice to begin. Siblings or friends of athletes may not stay after school unsupervised. Tiger Care is available for after school supervision, if needed.
17. Athletes who are picked up late repeatedly many received disciplinary action or removal from the team.
18. CHAIN OF COMMAND LEVELS FOR PARENTAL CONCERNS:
 - Level 1 – Conference with coach
 - Level 2 – Conference with Wanatah Athletic Director and coach
 - Level 3 - Conference with Wanatah Principal and Wanatah Athletic Director
 - Level 4 - Conference with Wanatah Principal, Wanatah Athletic Director, LaCrosse Athletic Director and/or Superintendent of Tri-Township CSC

SOCIAL MEDIA

Each student-athlete must remember that playing and competing for Wanatah Public School is a privilege. As a student-athlete, you represent the school and you are expected to portray yourself, your team, your school and the school district in a positive manner at all times. Similar to comments made in person, Wanatah athletics will not tolerate disrespectful comments and behavior online, such as: Derogatory language or remarks that may harm teammates or coaches; other Wanatah student athletes, teachers or coaches; and student athletes, coaches or representatives of other schools, including comments that may be disrespectful to opposing teams.

Incriminating photos, video or statements depicting violence, hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism; stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behavior (including the use of profanity).

Creating a serious danger to the safety of another person or making a credible threat of physical or emotional injury to another person.

Indicating knowledge of an unreported school or team violation – regardless if the violation was unintentional or intentional.

Any violation of the social media policy may result in suspension from athletics and/or school.

GUIDANCE/COUNSELING

Counseling happens everywhere at school because the teachers, the staff and the administration care about making each student the most successful student he/she can be. Students are urged to talk to a teacher, the guidance counselor or the principal about problems as they arrive. Problems come in many varieties and can keep a student from concentrating on class work. Services are available to assist teachers, parent/guardians, and students with student/school related concerns. The counselor is here to promote positive life skills, problem solving and emotional wellness for students to succeed in school.

HOMEWORK POLICY

The Board supports teachers and administrators who are continually concerned that the purposes of homework lessons assigned for completion by students be carefully explained. Homework can be a meaningful and positive activity with purposes related to anyone or more of four major categories:

1. Enrichment
2. Reinforcement
3. Preparatory
4. Skill Development

Grades Pre K through 8: As appropriate for the ability of the student

In elementary the amount of time may vary depending on a student's motivation and achievement level. Students are expected to have their work finished on time.

In middle school homework may be assigned on a daily basis in each class. It is expected to be turned in at the beginning of the period on the day it is due. Late work will be accepted with a 25% reduction within 3 school days. Work submitted after the 3rd day will receive a completion grade. Grades can be viewed by students and parents on Harmony. The amount of time it takes a student to complete homework may vary depending on a student's motivation

and achievement level.

LIBRARY

Students are encouraged to make use of the library. Books may be checked out during the day between the hours of 8:00 a.m. and 2:45 p.m. or at the librarian's availability. Payment is required for a lost or damaged books.

GRADE CARDS

At the end of each nine-week period, grade cards will be issued on Wednesday of the following week. Progress reports for students in grades 3-8 will be sent home at the middle of each nine-week period.

The school will have a report card pick up day at the end of the school year. All leftover grade cards, awards and yearbooks must be picked up in the office.

GRADING SCALE

- A+ = 100%
- A = 93-99%
- A- = 90-92%
- B+ = 88-89%
- B = 83-87%
- B- = 80-82%
- C+ = 78-79%
- C = 73-77%
- C- = 70-72%
- D+ = 68-69%
- D = 63-67%
- D- = 60-62%
- F = 0-59%
- P = 100-60% - Passing



HONOR ROLL

The Honor Roll is determined at the end of each grading period. The requirement to qualify for this distinction is to get all A's and/or B's and have a satisfactory citizenship grade. Honor Roll students' names are reported in the School Newsletter and published in the local newspaper.

8TH GRADE AWARDS

Each year, at the end of 8th grade, student athletes will be eligible for one of two honorary awards This includes the Hershel D. Eaton award for one boy, and the Marilou Menne award for one girl.

To be eligible, student athletes must participate in a **minimum** of two sports **and** a **minimum** of one extra-curricular club during their 8th grade school year. Individual coaches will score each athlete. In addition to this, citizenship, academic work habits, and grade point average will also be scored by each individual classroom teacher. These combined scores will be used to determine the annual winners.

PLAGIARISM AND CHEATING POLICY

Students and parents/guardians need to be aware of the importance of academic honesty at Wanatah Public School. Academic honesty means not cheating, plagiarizing or using information unethically in any way.

Plagiarism includes:

- Submitting someone else's work as your own, including that of tutors, friends, parents or siblings or paraphrasing without giving credit to the source.
- Turning in purchased papers or papers from the Internet written by someone else.
- Helping others plagiarize by giving them your work, even if you don't think it will be copied.
- Using someone else's idea without giving credit to the original source.
- Copying and pasting of items found on the computer and/or internet.

Note: You can use other people's ideas and even paraphrase or quote their words, but you **MUST** give them credit. Use phrases such as "According to..." and "In the book..." and cite ALL of the sources you got information from in a bibliography.

Cheating includes:

- Copying assignments that are turned in as original work
- Trading assignments with other students, even if you don't think they will be copied.
- Using unauthorized notes or technology, such bringing notes into a test or using a computer program to translate an assignment and turning it in as your own.
- Sharing answers before, during or after quizzes or tests. Students must be responsible for their own papers

and make sure other cannot copy their work.

- Using summaries or commentaries (Cliffs Notes, etc.) instead of reading the assigned material.

How to avoid plagiarism and cheating:

1. Plan ahead. Rushing to get your work done the night before a big project is due may make it more tempting to cheat or plagiarize.
2. Be sure you understand the assignments. Don't always rely on your friends for information about what is required.
3. Don't read someone else's paper or homework before you do your own work. If you get any ideas from them, you would have to cite that person as a source.
4. Make sure to ALWAYS cite your sources. This means saying where you got the information you are using.
5. Keep a list of the sources you use (including the author, title, publisher and copyright date) as you use them and make sure to note which information you got from which source.
6. When in doubt about what you need to do to avoid cheating or plagiarism, just ask your classroom teacher or the library media teacher.

Failure to maintain Academic Integrity:

Failure to comply with Wanatah Public School 's plagiarism policy regarding academic integrity will result in the following disciplinary actions, which may include, but are not limited to

1. A mandatory conference with student that may include parent, teachers, and/or school administrators.
2. Requiring the student to rewrite the assignment.
3. A failing grade for the assignment, report period or course.
4. Loss of participation in extra-curricular activities.
5. Further disciplinary action will be determined based on the severity of the infraction. Repeat violators of this policy will be dealt with more severely.

SCHOOL SUPPLIES

Paper, pencils, pens, mechanical pencils and pencil top erasers may be obtained from the coin-operated machine in the hallway. The machine takes quarters-try to have the correct change.

PARENT/GUARDIAN'S RIGHT-TO KNOW

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6)

PARENT/GUARDIAN'S RIGHT TO KNOW, this is notification from Wanatah Public School to every parent/guardian of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject area taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified you will be notified by the school of this information. If you have any questions or concerns, please feel free to contact Mrs. Teri Detering, principal.

INJURY OR ILLNESS

If a student is injured or becomes ill while at school, he/she should request to come to the office for assistance. Depending on his/her condition, parent/guardians will be notified, or if they cannot be reached, we will call the emergency number on the student's office card. Each student must have the emergency section of the registration form completely filled out in the office.

If a student is to be on a restricted class schedule because of medical reasons, a doctor's note should be on file in the office. Students may be excused from participation in recesses a maximum of five days during a nine-week grading period. Any additional time will require a doctor's excuse.

Any other excuses from recess are by the Principal's Discretion. Only one doctor's excuse will be required for the school year if a child has a chronic health problem.

MEDICATION ADMINISTRATION GUIDELINES

The following guidelines have been adopted by the Board for the administration of medication at school.

1. All medication, including prescription, over the counter (OTC) and herbal supplements, to be administered during school hours or school sponsored activities must be registered in the school office. Unless a student has a valid authorization to self-administer medication under IC 20-33-8-13, a student should not take any medication at school or school sponsored activities without the knowledge of school officials.

2. When it is necessary for the school to administer medication, an annual written consent valid for the school year in which it was completed must be completed and signed by the parent/guardian of the student. This consent may be in the form of the "Consent for Medication Administration at School or School Sponsored Activities" form or a note from the parent/guardian including the following information: date, name of student, name of medication, directions for administering, date to discontinue (if applicable), special handling instructions and parent or legal guardian signature.
3. Prescription medication must have a physician/practitioner's order. The pharmacy label may serve as this order. The label must contain the following information: date, student's name, medication name, directions for administering and special handling instructions.
4. All prescription medication will be administered in accordance with the written order of the physician/practitioner. If any changes to the prescription are made, a written, revised statement from the prescribing physician/practitioner must be submitted to the school. If the medication is to be terminated prior to the date on the prescription, a written, dated withdrawal of consent from the parent or physician is required.
5. If possible, medication ordered three times a day or less should be given at home, possibly before and after school and at bedtime. Prescription medication with a specific time ordered that is during school hours or school sponsored activities will be given as directed.
6. Possession and Self-Administration of Medication IC 20-33-8-13
 - Student must have an annual written statement from the physician/practitioner stating the student has an acute or chronic disease or medical condition for which the physician/practitioner has prescribed medication that requires emergency administration of the medication.
 - The student's parent/guardian has filed an annual "Possession and Self-Administration of Medication Consent" form valid for the school year in which it was completed for the student to possess and self administer the medication.
 - The student has been instructed on how to self-administer the medication.
 - The student must demonstrate to the school nurse how to self-administer properly.
 - Medication that is prescribed to be carried by the student must be kept with the student at all times and be inaccessible to other students.
 - Student will report to the school nurse/designated personnel after self-administering the medication.
 - Each self-administered dose shall be recorded on the Medication Record Sheet.
7. Over The Counter (OTC) medication will be given according to the manufacturer's recommendation for dosage and frequency except with a physician/practitioner prescription stating otherwise.
8. Herbal medications will not be given without a physician/practitioner's prescription order.
9. All medications, including prescription, over the counter (OTC) and herbal supplements, must be sent to school **in the original container** affixed with a current pharmacy or package label (no zip lock bags or envelopes) and be labeled with the student's name.
10. All medication will be properly secured unless deemed medically necessary to be with the student by their physician and in accordance with school policy. Refrigerated medication will be kept in the refrigerator in the office separate from food.
11. Transportation and release of medication IC 20-34-3-18
 - Medication to be administered to a student during the school day or school sponsored activity should be taken directly to school by the parent and turned into the office.
 - Medication transported to school by the student must be turned into the office immediately upon arrival to school. Failure to turn in the medication will be deemed a violation of the Student Code of Conduct. The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child's medication to the school.
 - Medication will only be released to the student's parent; or an individual at least eighteen (18) years of age whom the parent has designated in writing to receive the medication. Medication may be sent home with a student only if the student's parent provides written permission for the student to receive the medication.
12. When a refill of the medication is needed, the empty prescription container will be sent home with the student and an attempt made to notify the parent.
13. All medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician/practitioner.
14. All medication that is no longer to be administered or needed will either be returned to the parent/guardian or destroyed by school personnel. Destruction of the medication is done in a manner which ensures that no other person can obtain possession of it.
15. The parent/guardian is to instruct their child to take the medication at the scheduled time and the child has the responsibility for presenting him/herself on time to take the prescribed medication.
16. A record system will be used to document all medications given during the school day or school sponsored activities. This record will include student's name, name of medication, directions for administering, date/time given, student absence, availability of the medication and signature of person administering.
17. The parent/guardian will be notified if a dose of the medication is missed or given improperly.

18. Parent/guardian will be notified if any side effects or allergic reaction symptoms are noticed.
19. Only personnel authorized by the administration are permitted to administer any medication or treatment. All non-medical authorized personnel will be instructed annually on the procedure for medication administration. Written documentation of the training provided will be maintained. IC 34-30-14
20. All medication for the student must be provided by the parent/guardian at the parent/guardian's expense.

COUGH DROP GUIDELINES

- The student is to turn the cough drops into the office upon arrival to school.
- The nurse is to place three cough drops into a baggy/envelope and label with student's name.
- The nurse will deliver the baggy to the classroom and give to the classroom teacher for grades Pre K-5 and to the students for grades 6-8 – explaining to the student that he/she can have one in the morning, one around noon, and one in the afternoon and that they are to be seated until the cough drop has dissolved.
- If the student needs a cough drop prior to the nurse's arrival, the student would need to be sent down to the office.
- If the teacher notices a student has cough drops in the classroom, he/she is to send the student down with them to the office.

PHYSICAL EDUCATION

All students are required to take physical education on a regular basis. Students in grades 1-5 should have a pair of indoor gym shoes. Middle school students are required to bring shorts, white or grey tops, socks, indoor gym shoes, deodorant, soap and towel. Sleeveless shirts are not allowed. Middle school students will be encouraged to take showers.

Each student is allowed one parent/guardian note per nine weeks indicating that the student cannot participate. If the student cannot participate for more than one class per nine weeks, a physician's note will be necessary. Failure to do so will result in grade reduction.

SCHOOL CLOSING

On occasion, it may be necessary to close the school because of poor weather conditions that limit travel on the roads and highways. This may include calling off school for the entire day (in which we would have an eLearning Day), delaying the start of the school for 2 hours until weather conditions improve or sending children home early. This will be communicated through School Messenger. Please do not call the school. Telephone lines must be kept open for emergencies. **Parents: please make sure your contact information is regularly updated in the Wanatah Public School office.**

ELEARNING DAYS:

Elementary (K-2) E-Learning Plan

- Students will bring home iPads and all necessary materials (books, manipulatives, etc.) the day of the eLearning day. During winter months, students will bring home iPads daily.
- Students will be provided with all assignments from their classroom teacher and specials teacher through Google Classroom for internet users and via School Messenger for non-internet users by 9 am on the eLearning day.
- Students will have assignments completed by the second school day following the eLearning day.
- Teachers will be available by phone or email between the hours of 9 am-12 pm for an eLearning make-up day.
- In the event of a Professional Development/Staff Training day on an e-Learning day, teachers will check email throughout the day to answer student questions.
- Attendance will be granted based on all "eLearning" folder (phonics, spelling, reading, math, and scholastic news) completion. Teachers will be notified when assignments are completed via e-mail.
 - Grades K-2 assignments will be graded upon completion
 - Grades 3-5 incomplete assignments will be granted a "0"

Elementary (3-5) E-Learning Plan

- Students will bring home Chromebooks and all necessary materials (books, manipulatives, etc.) the day of the eLearning day. During winter months, students will bring home Chromebooks daily.
- 3rd Grade
 - Teachers will post assignments on Google Classroom by 9 am

- Teachers will be available from 9-12 for questions through email
- For non internet users: Packet of Do Not Open until Snow Day work
 - Packet will contain materials for ISTEP review of the skills covered that month in class
 - One new packet per month
- 4th Grade
 - Assignments will be posted on Google Classroom by 9 am
 - Teachers will be available from 9-12 for questions through email
 - Assignments/links will be posted on Google classroom (one class for each subject and one for specials)
 - Classroom titles are: Spelling, Reading/Vocabulary, Math, Science, Social Studies, Language Arts, and Specials
 - Websites for each subject
 - Spelling- spellingcity.com
 - Reading/vocabulary- spellingcity.com or pearsonsuccessnet.com
 - Math- thinkcentral.com
 - English- pearsonsuccessnet.com
 - Science- pearsonsuccessnet.com
 - Social Studies- **worksheets created by teacher and posted to Google classroom (may use various websites)
 - NON-internet students will receive a packet of work consisting of but not limited to:
 - Reader's and Writer's Notebook packet (Spelling, Reading, and Vocabulary)
 - Math-reteach or enrich pages for current or previous chapter/lesson
 - English-reteach or enrich pages for current or previous unit/lesson
 - Social Studies-Indiana maps or Indiana facts/trivia worksheets
 - Science- ISTEP practice related to current or previous chapter/lesson
- 5th Grade
 - Teachers will post assignments on Google Classroom by 9 am
 - Teachers will be available from 9-12 for questions through email
 - For students without internet access, a packet of assignments will be sent home the day before if a snow day seems imminent.

Elementary (K-5) Specials E-Learning Plan

- Teachers will create a lesson for the class that they would have on the day of the e-learning day
 - For example, if the E-Learning day is a Friday, then teachers will prepare assignments for whatever classes they have on Friday.
- Assignments should take approximately 40 minutes.
- These teachers will be added to each teacher's Google Classroom page as an additional teacher with the ability to add their lesson plans directly to those pages.
- Postings will happen by 9 am on the day of the E-Learning day.
- In the event of a planned E-Learning day, teachers will provide their lesson plans no later than the day before--2 days before would be better.
- This includes: Library, Computers, PLTW, P.E., Art, Music, Title 1, and High Ability classes.

Middle School (6-8) E-Learning Plan

- Students will be expected to take their Chromebooks home every night.
- Teachers will have assignments posted by 9:00 am on Google Classroom.
- Students will have assignments completed by midnight of the second day returning to school.
- Incomplete assignments will be a "0" and an unexcused absence for the day. Students will not be able to make up the assignment.
- Teachers will send home a paper copy of the assignments for students who do not have internet access at home

- In the event that a paper copy of the work does not go home before the snow day, students will have an additional day to complete the assignments
- Teachers will be available by phone or email between the hours of 9 am-12 pm for an eLearning make-up day.
- Additionally a teacher will stay after school on the day the assignment is due to offer time with the building open for students to use the internet (permission slip required)
- In the event of a Professional Development/Staff Training day on an e-Learning day, teachers will check email throughout the day to answer student questions.

Special Ed (K-8) E-Learning Plan

- Special Education teacher will make contact with students on the eLearning day during school hours:
 - An email will be sent in the morning to inform students of availability, or
 - A phone call will be made to all students without access to internet.
- Learn location of students during these days so that appropriate contact can be made.
- Teachers will be added to the classroom teacher Google Classroom in order to monitor assignments and post assignments for students receiving services.
- Create Google Classroom for small group services.
- Related Services and Speech--TOR will need to make sure that the time is made up and when/will offer compensatory services or alternative assignments.
- IEPs must be revised (without a conference) with parent signatures with the eLearning statement and related service statement by September 9th for each school year.
- All TORs need to document in the communication section the contact made during the day with student/family.

Other Information About E-Learning Days

- As a school, we will limit the number of consecutive e-Learning days to 2.
- If it is an especially bad winter in which we have numerous snow days resulting in a number of e-Learning days, administration will evaluate whether to continue having e-Learning days that school year or if additional regular school days should be added to the school year.
- Please note that attendance for an e-Learning Day is determined by completion of e-Learning Day assignments. If assignments are not completed in a timely manner, the student's attendance will be shown as an "Unexcused Absence" for the e-Learning Day. Repeated "Unexcused" absences not only are a detriment to a student's learning, but they also result in enrollment in the LaPorte County Attendance Program: Project Attend.

PROFESSIONAL DEVELOPMENT

Wanatah eachers and staff (Pre K - 8) will regularly receive professional development regarding best educational practice and state law/guidelines in order to ensure that all of our students receive an excellent education according to their individual needs as well as according to state statue and standards. We, as a corporation, are committed to the success of every student here at Tri-township and continually dedicate resources toward professional development. Occasionally we will have an eLearning Day for students in order to have Professional Development for all of our district teachers.