



WESTERN WAYNE SCHOOLS

STUDENT HANDBOOK

2019-2020

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Western Wayne Schools Mission:

Nurturing powerful LEARNERS to discover their paths while *equipping* them to meet the demands of a successful future.

Western Wayne Schools Vision:

At Western Wayne School we envision schools where:

1. Students move on with a plan for the future and have the tools they need to follow through with that plan.
2. Students understand that they are the learner, they know how to learn, and they have the inclination to do so.
3. Students make extraordinary growth.
4. Our schools are places students and staff want to be.
5. Our district is trusted by the community.
6. Each individual sees themselves as an owner in the process of becoming a successful learning community and actively contributes to that success.

Western Wayne Schools Core Beliefs:

We believe...

1. We are all learners.
2. Learners can be successful under the following conditions:
 - a. Their basic needs have been met
 - b. They are able to understand their goal(s)
 - c. They are willing to persevere
 - d. They are engaged
 - e. They have the time they need
3. Learning is connecting the unknown to the known.
4. Teaching is a scientific and strategic process.
5. Instruction and learning activities should be student-centered (engaging, differentiated, flexible, and relational).
6. We have the collective responsibility to help all learners succeed.

Western Wayne Schools Values:

We commit to...

1. Building relationships with and among all stakeholders.
2. Creating the conditions necessary for learners to be successful (as outlined in beliefs).
3. Being active participants in our success through collaboration.
4. Owning our decisions and actions (good and bad).
5. Continuously seeking professional development to improve our craft and meet the needs of our current students.
6. Providing equitable learning opportunities.
 - a. Ensuring that socio-economic, gender, and other groups are well represented in programming.
 - b. Having high expectations to challenge students to grow, regardless of current level of achievement.
 - c. Ensuring students receive equitable support based upon their unique academic needs.
7. Providing students with opportunities to apply their learning as we ensure deep levels of understanding.
8. Ensuring students are able to explain their thinking and teach others what they are learning.
9. Helping all learners become self-aware, confident, curious, and empathetic.

The following handbook provisions apply to all students in Western Wayne Schools. This handbook supplements Western Wayne School Board policy and administrative guidelines. Any conflict between the handbook and policy or administrative guidelines will be resolved in favor of the policy or administrative guidelines.

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ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY

Western Wayne Schools Corporation ("Corporation"), does not discriminate on the basis of race, color, national origin, age, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment.

The Corporation has designated several employees as coordinators of non-discrimination and anti-harassment, listed below:

Superintendent
P.O. Box 217, 519 Queen St.
Pershing, IN 47370
765-478-5375

The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping.

Harassment or discrimination of students, employees, and guests is prohibited at all academic, extra-curricular, and school-sponsored activities. Behavior prohibited by this policy also includes conduct in any school program or activity taking place in school facilities, on school transportation, or any off campus conduct that has a continuing effects on campus or in a school program or activity. The Corporation prohibits discrimination and harassment through a computer, computer system, or computer network. Notwithstanding any other prohibition, the Corporation will not take action to regulate expression protected by the United States and Indiana Constitutions.

Harassment and discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the Corporation.

Anyone who believes that a student or employee has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate employee such as a teacher, counselor, administrator, or appropriate coordinator based on the form of harassment or discrimination. Any employee who observes, suspects, or is notified of discrimination or harassment must report the behavior to his/her immediate superior. The reporter need not be the target of the discrimination or harassment. Complaints against an employee should not be reported to the accused staff. Instead, complaints against an employee should be reported to that employee's supervisor or appropriate coordinator based on the form of harassment or discrimination. For example, harassment based upon disability should be reported to the Section 504 Coordinator.

Sexual conduct/relationships with students by Corporation employees or any other adult member of the Corporation community is prohibited, and any adult who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be in violation of crimes. Any

employee accused of sexual relations with a student will be prohibited from communicating with students until at least the Corporation's investigation is completed. Proven sexual relationships with a student regardless of the age of the student will lead to a recommendation of employment termination.

If a report of discrimination or harassment is received by the Corporation, the Corporation will inform the reporter or target on whose behalf the report was made (and family members if appropriate) of the options for formal and informal complaint processes and the Corporation's responsibility to investigate the harassment or discrimination. Upon notice of alleged harassment or discrimination, the appropriate coordinator will provide appropriate interim measures, including but not limited to counseling, academic services, and limiting contact between the parties. All investigations into harassment and discrimination complaints will be prompt, thorough, and impartial, and conducted by an employee or agent free of any conflicts of interest.

The Corporation will take all reasonable steps to investigate and respond to the complaint in a manner consistent with a request for confidentiality from the alleged target of the harassment or discrimination. If the alleged target insists that his or her name not be disclosed to the harasser or discriminator, the Corporation's ability to respond may be limited. The Corporation, however, will endeavor to provide a safe, nondiscriminatory, and harassment-free environment for students and staff.

The Corporation will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within 30 days of discovering the alleged discrimination or harassment.

Procedures for investigating and responding to harassment or discrimination can be found in Board Policy 5517, or by contacting the Complaint Coordinators listed above. For any questions, concerns, or to file a complaint, contact the Complaint Coordinators listed above.

ATTENDANCE

Regular attendance at Western Wayne Schools is important for the growth and success of every child. It is the responsibility of both the student and parent to establish good school attendance practices.

The Western Wayne School Corporation has adopted an attendance policy that limits the number of days a student may be absent from each class per semester in accordance with the Indiana State Compulsory Attendance Law (IC 20-33-2-4). All students are expected to attend school regularly and to be on time for class in order to benefit from the instructional program and to develop lifelong habits of punctuality, self-discipline, and responsibility. (IC 20-33-2-3.2 "Attend", IC 20-33-2-5 Days of attendance, IC 20-33-2-6 Students required to attend)

Any student absence must be for a valid reason, and the school needs to be notified of that reason. Notification can be made by phone and must be received by the school before 9:00 a.m. the day of the absence, or by a note from the parent/guardian on the day of return stating the reason for the absence.

Students may be absent from school a maximum of ten (10) unexcused days per school year. For middle and high school students, being absent from fifteen (15) minutes of any class period will be counted as absent for the entire class period.

Excused Absences

Excused absences include, but are not limited to:

- Illness of the student with doctor verification (doctor's note required)
- Absences due to medical/dental appointments (documentation of appointments or a doctor's note is necessary when the child returns to school)
- Death in the immediate family
- Student dismissed from school by the school office or nurse
- Student under court witness subpoena or being a party in a judicial proceeding requiring court appearances (written documentation required)
- required religious observance.
- service as a page or honoree in the Indiana General Assembly, written documentation required.
- helping a political candidate or a political party, written documentation required.
- serving National Guard duty.
- prearranged college visitation.
 - o Limited to 1 junior year and 2 senior year visits
 - o A Prearranged College Visit form must be on file a minimum of 5 school days prior to the absence to be considered non-countable.

The above listed excused absences will not count towards the student's "ten day bank" of absences.

Absences due to illness which does not require a doctor's care or family trips or vacations will be unexcused, and will count towards the student's "ten day bank" of absences and may result in an Attendance Review Committee meeting or discipline.

Unexcused Absences

Unexcused absences include, but are not limited to:

- If a parent does not call or send in written notification to explain the absence within 24 hours it is unexcused.
- car trouble.
- a late ride.
- missing the bus.
- Babysitting / watching a younger sibling or relative.
- oversleeping.

Unexcused absences count towards the student's "ten day bank" of absences and may result in an Attendance Review Committee meeting or discipline.

Tardy to School & Early Dismissal

- Students are expected to arrive on time to school. If a student arrives tardy, they must be escorted to the office by a parent or guardian and then signed in with the reason they are tardy. High school students who drive themselves to school must report to the main office to acquire a tardy slip.
- A student will be counted tardy if he/she arrives between 8:01 a.m. and 10:15 a.m. Students arriving after 10:15 a.m. will be counted a minimum of one half day absent.
- Students signed out of school between 2:00 p.m. and the end of the school day will be counted as an early dismissal. Students signed out between 11:30 a.m. and 2:00 p.m. will be counted as one half day absent.
- Every student is allowed four (4) tardies/early dismissals per semester. If the parent provides a note from the child's doctor the tardy will not count as a part of the 4 days per semester.

Tardy to Class

Students are expected to arrive to each class on time and be ready to work with all materials and supplies necessary for work that period. Students arriving to class after the bell rings or unprepared to work will be considered tardy to class.

A student may be tardy a total of three (3) periods, across all classes, each quarter.** Students who are tardy more than this may face discipline, including but not limited to lunch detention, social probation, and in-school suspension.

** Tardies to class reset at the end of each quarter.

Excessive Absenteeism

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life. Western Wayne Schools has worked in cooperation of the other school districts in Wayne County to build a consistent framework to improve student attendance across Wayne County. Unexcused absences will be taken seriously to ensure that no student has more than ten (10) unexcused absences per school year. The following protocol will be used for unexcused absences:

# of Unexcused Absences	Action by Western Wayne School Administration:
#1-3	Parents will receive an automated phone call from school letting them know that the absence is unexcused unless there is a doctor's note upon their return.
#4	Parents will receive an email about the importance of good attendance. If there is no email address on file, a letter will be mailed. A Wayne County Attendance Intervention form will be added to the student's school record that will indicate the interventions utilized to improve the student's attendance.
#5	Parents will be called by a principal, assistant principal, or guidance counselor with information that they will be required to attend a meeting about attendance at the sixth unexcused absence.
#6	An Attendance Review Committee (ARC) meeting will be held with parents, student, and school personnel which could include teachers, counselor, administrator(s), Communities in Schools (CIS), mental health providers, and the School Resource Officer (SRO). The purpose of the meeting will be to build an attendance contract with both incentives for good attendance and consequences for future unexcused absences.
#7	The attendance contract will be followed.
#8	The attendance contract will be followed.
#9 (Habitually Truant)	The attendance contract will be followed.

#10	A letter will be sent to parents and the Wayne County Prosecutor's office.
#11	The Department of Child Services will be contacted as required by Indiana law.
#12	The Department of Child Services will be contacted again. The parents will be contacted that a "Finding Alternative Solutions Together" (FAST) Panel meeting will be held at the next unexcused absence.
#13	The Department of Child Services will be contacted again. A FAST panel meeting will be convened at WWS with the student, the parent(s), and potentially any of the following organizations: Wayne County Probation, the Wayne County Prosecutor's Office, Wayne County school personnel, mental health providers, and Western Wayne School personnel.
#14	The Department of Child Services will be contacted again. The FAST panel's recommendations will be followed.
#15	The Department of Child Services will be contacted again. A second FAST panel meeting will be conducted in Richmond with the Wayne County Probation department.
#16	The Department of Child Services will be contacted again. The FAST panel's recommendations will be followed.
#17	The Department of Child Services will be contacted again. The FAST panel's recommendations will be followed.
#18	Arrest for truancy

Attendance Review Committee

Administration may consider each case of attendance on its individual merit. Parents or guardians have a right to appeal to the administration in writing for an exception to the attendance policy and the case may be considered by an Attendance Review Committee (ARC). The ARC will make a recommendation to the administration for action to be taken and the administration will make the ultimate decision.

ARC could be made up of an administrator, the school nurse, a classroom teacher/teacher of record, the SRO, the parent/guardian, and the student. Communities in Schools (CIS) personnel and mental health providers will also be invited.

FAST (Finding Alternative Solutions Together) Panel

A FAST Panel is meeting that brings together the student and his/her family, school personnel, and a member of the Juvenile Courts to review the circumstances of a student's habitual unexcused absences from school to determine if there are alternatives to an arrest for truancy.

Medical/Dental Appointments

Parents are encouraged to schedule appointments for their children at times other than during regular school hours, preferably after school or during vacation time. If it is necessary to schedule the appointment during school time, the student will need to bring a statement from the medical provider to school upon his/her return.

If students must leave the building during the school day for an appointment, the following procedure MUST be followed:

1. Parent/Guardian or authorized adult must report to the school office to pick up the child. The student will then be brought out of class. Please do not tell the child to meet you in the office at a set time, because important instructional time is lost when parents are delayed. Students must then be signed out in the office by the Parent/Guardian or authorized adult.
2. Parent/Guardian must return to the office after the appointment to sign the student back in and must provide a written verification from the office of the appointment.
3. Unless the student is over 16 years old and a driver, students will NOT be allowed to leave the building to walk or ride a bike to an appointment without adult supervision.
4. Students will not be allowed to leave school without communication from a parent/guardian, even if they are 18 years old.

Hospitalization & Homebound Instruction

If the reason the parent hasn't sent the student to school is because of the student's illness or mental or physical incapacity, the school may require the parent to provide a certificate of the illness or incapacity. It is unlawful for the parent to fail or refuse to provide the certificate after it has been requested. See I.C. 20-33-2-18.

All students with injuries and temporary or chronic illnesses that preclude their attendance in school must be provided with instruction. See 511 IAC 7-42-12(a). Before instruction for a student unable to attend school can begin, the parent must provide a statement from a physician with a valid, unlimited license to practice medicine, or a Christian Science practitioner, that states either that the student has a temporary illness or injury that will require the student's absence from school for a minimum of 20 instructional days, or that the student has a chronic illness or other medication condition that will require the student's absence for an aggregate of at least 20 instructional days over the course of the school year.

The physician's statement should document the student's medical condition and document any accommodations the student may require to access the student's education. The physician does not make educational placement decisions, but should address only the reasons why, medically, the student is unable to attend school. The school may ask the parent for further documentation, or for consent to speak to the physician, if additional information is required to verify that the student is unable to attend school. Once adequate documentation has been received to verify the medical reasons why the student will be unable to attend school for at least 20 instructional days, educational services will begin. For students with disabilities, the student's case conference committee or Section 504 team will determine the appropriate services and location.

Truancy

"Truancy" is an absence without prior parental and school knowledge and consent.

Students who are found truant from one or more classes will face at least one of the following consequences...

- Wednesday School Detention,
- loss of student parking pass or driving privileges to and from school,
- a report will be filed with the BMV,
- loss of student work permit,
- In school suspension,
- recommendation for expulsion.

*** The SRO may be contacted in the event of any act of truancy.

Perfect Attendance

Perfect Attendance is defined students being present for all class periods, all 180 days of the school year, with no tardies or early departures. Doctor's appointments, accompanied by a doctor's note, will not count as missing school.

Extracurricular, Field Trips, and After School Jobs

- A student who is unexcused to the start of school by 15 minutes or more will not be allowed to participate in any extracurricular activities that day.
- If a student has an after school job and he/she is absent from school, it is expected that the student would not work that day. The school may contact the employer.
- If a student has an unexcused absence from school and is scheduled to attend a field trip the day after the unexcused absence, he/she will not be permitted to attend the field trip.

Make Up Work

All students will be allowed to make up class work missed due to absence. The following steps must be followed:

1. It is the student's responsibility to request the missed work on his/her first day back to class. This request must be made before or after class. Parents may request that homework be sent home or picked up in the office during the absence.
2. Students will have the number of days equal to the number of days absent to turn in the make-up work for full credit. For example, if a student is absent for 3 days, he/she will have 3 days to turn in the make-up work for full credit. If the work is not turned in on time, the teacher will follow the classroom late work policy

BOOK FEES, SOFTWARE LICENSES AND SCHOOL MATERIALS

Students will be issued books, materials, and software at the beginning of the year. Textbooks and electronic devices issued are the property of Western Wayne Schools. They should be handled with care and returned in good condition. Each book has a number on it, and the student is responsible for that book all year. If the book is not returned or is damaged, a charge will be assessed. Since the books must be used for six years, it is important that each student take care of the book issued to him/her. If financial assistance for the book rental fee is required, an application can be obtained in the school office. The completed application should be returned to school immediately. Students also will be held responsible for library books checked out in their name.

BUS RULES & REGULATIONS

It is the policy of the School Board to provide transportation for those students whose distance from their home is one mile or more. School bus drivers are to have control of all school children that are conveyed to and from school by bus. The driver is expected to keep order, maintain discipline among the children while on the bus or along the route, treat all children in a civil manner, see that no child is

imposed upon or mistreated while in his/her charge, and use every care for the safety of the children in his/her charge.

All students are subject to the Student Code of Conduct, policies and procedures while at bus stops and on the bus. It is the duty of the bus driver to report to the principal all violations of rules and regulations by way of a written Bus Discipline Report.

Riding the bus is a privilege that may be denied if the student's behavior warrants discipline. A student's behavior on the bus may result in any discipline appropriate, beyond bus suspension, up to and including expulsion.

CAFETERIA

Lunch/breakfast money can be turned in daily, weekly, or monthly and will be banked into each child's account. You will be notified when the account drops to \$5 or lower. Meals are not to be charged. Money is to be sent in an envelope with the child's first and last name, grade level, and the label "Lunch Money" on the outside of the envelope. This will ensure that the money gets to the right place in case the envelope is dropped.

A lunch menu will be sent home every month (elementary) and can be found on the school website (middle/high school). Menus are subject to change. Students who wish to bring lunch from home may purchase a milk for .50¢. In elementary school, no soft drinks are to be brought from home to be consumed with lunches.

CELL PHONE POLICY

All electronic devices (including cell phones, ipods, etc.), with the exception of the school issued device, are to be stored in students' locked locker by 7:55 a.m. until the dismissal bell at 3:00. Students in middle and high school will be permitted to have access to their cell phones and non-school issued devices during the passing periods and at lunch. Elementary students must have their cell phones turned off and kept in their backpacks at all times. Elementary students do not have a way of locking their backpacks away, so cell phones brought to school are at risk of being lost or stolen and the responsibility of the student who brings it. Refusal by a student to follow this policy or to turn over the cell phone will be considered insubordination and will result in disciplinary action.

CHILD ABUSE AND NEGLECT

If a Western Wayne Schools employee has reason to believe that a student is the victim of child abuse or neglect, that employee shall immediately make an oral report to the Department of Child Services (DCS) and/or local law enforcement. **Anyone** who has a reason to believe that a student is the victim of child abuse or neglect is encouraged to notify DCS and/or local law enforcement immediately.

CONTACTING TEACHERS

Parents are encouraged to contact the teachers when there are questions or concerns. Teachers are available to accept phone calls before 8:00 a.m. and after dismissal. Any call during school hours will be directed to voicemail, and the teacher will return the call at his/her earliest convenience. Email is the easiest way to contact a teacher. You can find staff members' email addresses on the school webpage.

CRIMINAL ORGANIZATION POLICY

As outlined in Board Policy, Western Wayne Schools prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions. Per IC 35-45-9-1, "Criminal Organization" means a formal or informal group with at least three members that specifically either:

- promotes, sponsors, or assists in; or participates in;
- requires as a condition of membership or continued membership; or
- has as one of its goals; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

Western Wayne Schools prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior. Please refer to the board policy for specific procedures on reporting and investigating this activity as well as the consequences and support services available to students and their families.

DIRECTORY INFORMATION

Directory information can be provided upon request to any individual, other than a for profit organization, even without written consent of a parent. The primary purpose of directory information is to allow Western Wayne Schools to include information from a student's education records in certain school publications, such as the annual yearbook, honor roll and other recognition lists, and sports activity sheets, such as showing the weight and height of wrestling team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

The school has designated the following as student "directory information": student's name, address, phone number, email address, photograph, date and place of birth, grade level, major field of study, participation in officially recognized school activities and athletics, height and weight of members of athletic teams, dates of school attendance, graduation date, degrees, honors, or awards received, the most recent educational agency or institution attended, and Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

Per the Family Educational Rights and Privacy Act of 1974 ("FERPA") and board policy, parents and eligible students may "opt out" of having their "directory information" disclosed by providing written notification to the Corporation within fourteen days of the first day of school or enrollment. For further information contact the building principal.

In accordance with Federal and State Law, the school shall release the names, addresses, and phone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or in institution of higher education who requests such information. Parents may request that the information not be released without prior parental consent.

DRESS CODE

Students are expected to wear their clothing and to manage their appearance in such a manner which does not disrupt the educational setting, interfere with health or safety, or promote vulgarity or violence. Special exceptions may be made by the administration for special occasions and spirit days, for which students will receive advance notice from administrators. The following guidelines are to be followed:

1. All students must wear footwear with proper hard soles.(no slippers)
2. No articles of clothing or accessories (including jewelry) will be allowed that have profanity (including any communication of double meanings), racial slurs, sexual connotations, or that promotes or advertises alcohol, drugs, or tobacco products. This includes reference to any bar or any type of event or that directly or indirectly makes reference or promotes gang activity.
3. All shirts and blouses must have sleeves and must completely cover the midriff and back.
4. All undergarments must be covered at all times.
5. Skirts must be at least fingertip length. Final determination of length rests with the administration.
6. Shorts must have at least a 6 inch inseam.
7. Hats, hoods, and other headgear as well as sunglasses are not permitted to be worn in the school building. Accommodations will be made for genuine religious observation.
8. Coats , jackets, book bags, blankets, and purses are not permitted in classes, and must be placed in lockers unless special permission is granted by administration or classroom teacher
- 9.Any other attire or physical characteristic that is deemed to be a safety concern or a disruption to the learning process is prohibited.

If a student's attire is deemed inappropriate, the student will be given two choices. He/she may either have a parent/guardian bring a change of clothing to school or he/she will spend the remainder of the school day in ISS. Repeated violations of the dress code will result in progressive discipline.

EMERGENCY WEATHER CLOSING

Emergency weather closings and delays will be made as early as possible. Western Wayne Schools utilizes an automated alert system. In the event of a school closing or delay, the automated system will automatically make a phone call to the home phone of every family in the corporation. Each family should be sure that we have the correct phone number so that information can be sent home via a telephone call. Parents that wish to be contacted at a phone number other than their home phone may register online with School Messenger using the instructions received at registration. Weather related closings and delays will also be announced on the following radio stations: K96/WHON Richmond, WKBV/WFMG Richmond, WCNB Connersville, and WMDH New Castle, and on the Indianapolis TV stations, channels 6, 8, and 13.

Parents must have a plan for their child to follow in the event of a delay, school closing, or early dismissal. You must discuss the plan with your child. No after school events will be held on days that the elementary school is closed due to weather conditions. The Latch-Key Program will close 1 hour after an early release due to weather.

In the event of a 2 hour delay on a Wednesday morning school will begin at 10:00 a.m. and there will be no 30 minute delayed start.

EMERGENCY PROCEDURE & ACCIDENTS

The school must have current information to contact parents/guardians in case of an emergency. Any changes to the contact information must be made on the student's enrollment card in the main office. All students must have a signed emergency medical authorization form on file.

If an accident or emergency occurs on school property; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, Corporation employees will take all necessary steps to render assistance to the student in good faith, which may include summoning medical assistance, administering first aid by persons trained to administer first aid, notifying administration, notifying the student's parent, and filing accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices.

If a student requires immediate attention, the school will follow the procedures listed below:

1. Notify the school nurse, principal, and parents immediately.
2. Keep the student under the care and supervision until the parent or other authorized adult arrives.
3. If the parent or other authorized adult cannot be contacted, the services of the police department and ambulance service will be enlisted if immediate care is deemed necessary.
4. In extreme emergencies, the ambulance service will be called and the student will be sent immediately to the hospital. Parents will be notified to go to the hospital. The local or county police officials may make this contact if the normal contact procedures are unsuccessful.

Emergency Medical Authorization

The Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. The Emergency Medical Authorization Form will be kept in an easily accessible file in each school building during the school year. Any time the student is taken out of the Corporation by Corporation employees to participate in a school event (such as field trips, academic contests, music or athletic trips) the staff in charge of the event will take the Emergency Medical Forms for that student. This does not include student spectators at events. The Corporation will follow the instructions of the Emergency Medical Authorization Form in the event of a medical emergency, provided however that the Corporation will defer to instructions provided by licensed health care professionals and/or first responders on the scene.

ENROLLMENT

The policy for Western Wayne Schools is aligned to Indiana State Law.

Kindergarten- Each child of legal settlement or who has been granted transfer status shall be eligible for Kindergarten providing that s/he has attained the age of five (5) on or before the date detailed in Indiana law.

First Grade- If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines.

EXTRA-CURRICULAR ACTIVITIES

Western Wayne Schools encourages students to participate in the clubs, organizations, and activities available in the Corporation to improve students' all-around development. All extracurricular participants in grades 9-12 must enter the random drug testing program.

Extracurricular activities vary by school building. Information on organizations and activities, including athletics, vocational clubs, foreign language clubs, and organizations can be found from the club sponsors, coaches, or the guidance counselor.

FIELD TRIPS

Arrangement for field trips are made through the Principal's Office by teacher(s) and sponsors. Students participating in school-approved trips are counted present in school attendance and are allowed to make up work according to the LMHS make up work policy. Written permission from a parent or guardian must be granted before students may go on a field trip. Students must have a medical information card on file to go on a field trip. All school rules apply during all school sponsored field trips

Field Trip Chaperones

The following guidelines have been established for parents wishing to go on field trips. These guidelines help to ensure that the students will have proper supervision while away from school on an academically based activity.

1. All chaperones must have a current criminal background check on the Western Wayne Schools form filed with the school office before the date of the trip. Background checks are considered "current" for one school year.
2. All school rules apply on school sponsored field trips. Chaperones shall comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher.
3. For the majority of the field trips, chaperones will be required to ride the bus. In the event that there is not enough bus space to accommodate all of the chaperones, chaperones will be asked to carpool behind the buses. At no time are chaperones permitted to transport students in their personal vehicles during a school sponsored field trip, except in emergency or special needs situations when approved by the principal.
4. In compliance with school policy, before and during the field trip, chaperones:
 - may not use or possess alcohol or other drugs;
 - may not use tobacco;
 - may not administer any medications, prescription or nonprescription, to students.
5. Chaperones shall supervise a small group of students at all times while on the field trip, helping them learn and making sure they behave appropriately.
6. Students must stay with their chaperone at all times. Chaperones will review the "buddy system" with students under their care and account for all participants regularly and before changing activities. Chaperones shall ensure they know when and where to meet the rest of the group at the end of the visit.
7. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Chaperones shall not use their cell phone for non-emergency or non-trip related purposes. Chaperones shall not complete outside work or reading on the field trip. .
8. Chaperones are responsible for student behavior on the field trip. Chaperones should review school rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities that have not been pre-approved by the teacher. While chaperones are responsible for student behavior, it is the responsibility of the teacher to discipline a student.
9. Eating and drinking are not permitted outside of designated areas and predetermined times.
10. For the protection of both the student and the chaperone, chaperones shall not be alone with a

student who is not their own child.

11. Only the approved chaperone can attend field trips. Siblings or other family members outside of a student in the classroom or the approved chaperone will not be allowed to attend.
12. Please follow the directions of the guides even if other groups do not.

HEALTH SERVICE

Immunizations

Students must have proof of all required immunizations prior to enrolling. It is mandatory that each child have adequate certification of immunizations on file in the school office. Please keep your child's immunization record up to date. Failure to do so will lead to exclusion from school.

Students Getting Ill at School

If a student becomes ill in school, he/she should report to the nurse. If the nurse is not in, the student should report to the Principal or the Counselor. Students cannot leave school without the permission of the nurse or the administrator. Under no circumstances is a student to be in the nurse's office without proper authorization. Under no circumstances should a student stay in a restroom or leave for home without proper authorization from the office. Such action will be considered an unexcused absence from class and truancy.

Medication at School

All medication brought from home will be kept in the nurse's office. If you send medication with your child, please call our office to let us know that the child is bringing it. We will need to be informed of the child's name, the name of the medication, and the number of pills that you sent.

No medication will be given to students at school unless the school has written instructions from the parent and/or the doctor and the medicine is in its original container from the drugstore, marked with the child's name. Over the counter medication must be in the original container and must be accompanied by a form (available from the school) or a note signed by the parent or legal guardian.

Prescription medication that is to be given for less than two weeks must be in the original pharmacy container (this serves as the doctor's orders) and accompanied by a note signed by the parent or guardian. Prescription medication that is to be given longer than two weeks must be sent in the original pharmacy container and must have our school forms filled out by the doctor and parent. These forms are available at school. A record is kept of all medications given to your child at school.

NO MEDICATION IS TO BE KEPT WITH THE STUDENT, IN THE BOOK BAG, BACKPACK, OR LOCKER, EXCEPT BY SPECIAL PERMISSION. PRESCRIPTION AND NON-PRESCRIPTION MUST BE LEFT WITH THE NURSE AND BE ACCOMPANIED BY A NOTE FROM THE PARENT. THE MEDICINE WILL BE DISPENSED FROM THE NURSE'S OFFICE.

Administering Medicine at School

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
 - a. Medication shall be administered in accordance with the parent's statement (in the case of non-prescription medicine) or the physician's order (on the case of prescription medicine). The nurse may require additional information prior to administering medication.
 - b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information.
3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.
4. All medication administration will be documented and kept on file in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

ALL MEDICATION, BOTH PRESCRIPTION AND NON-PRESCRIPTION, MUST BE BROUGHT INTO THE NURSE'S OFFICE BY A PARENT OR GUARDIAN. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Chronic Disease or Medical Condition

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician's statement described below in #2.
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - b. the student has been instructed in how to self-administer the medication; and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

Students with diabetes or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

Meningococcal Disease

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Please talk with your child's health care provider about meningococcal disease and vaccination.

LOST AND FOUND

Items found at school will be placed in the lost and found area. Items that have name labels will be returned to the owner. Unlabeled items will be placed in lost and found. Clothing left unclaimed at the end of the semester will be cleaned and put in our nurse's office to be given to needy children the following school year or given to local charities.

"NO LIVE LICE" POLICY

If nits are found in the hair, then the child will be inspected for live lice. If the lice are crawling and/or nits are within ¼ inch of the scalp, then the parents will be notified. The student will be kept in the nurse's office. Any siblings or children living in the home will also be screened. The student's family will be given information about head lice and how to eliminate the infestation. The student will be readmitted when there is evidence that the student has been treated and is head lice free as determined by a trained staff member. If there are not live lice found but there are nits further than ¼

inch from the scalp, the parents will be notified by the end of the school day. The school nurse will check that child's head periodically to ensure that there are no live lice in the hair.

PARENTS RIGHTS TO KNOW

Professional Qualifications

Upon a parent's request, the School Corporation will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

Student Privacy, Parental Access to Information, and Inspection of Materials

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- ☐ political affiliations or beliefs of the student or his/her parents;
- ☐ mental or psychological problems of the student or his/her family;
- ☐ sex behavior or attitudes;
- ☐ illegal, anti-social, self-incriminating, or demeaning behavior;
- ☐ critical appraisals of other individuals with whom respondents have close family relationships;
- ☐ legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- ☐ religious practices, affiliations or beliefs of the student or his/her parents; or
- ☐ income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent will establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The administration will notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

TESTING

Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by the School Corporation. More information about Indiana's testing requirements is available at: <http://www.doe.in.gov/assessment>

There is no legal ability, under state or federal law, to "opt out" of statewide mandated assessments. Western Wayne Schools will abide by its legal requirement to administer all state assessments to all students.

PETS AND ANIMALS

Pets or companion/comfort animals are prohibited on Western Wayne Schools property, unless granted prior written approval by the Superintendent or designee. If a student wishes to bring a pet or animal to school, they must contact the building principal in advance for procedures to keep children and animals safe.

In accordance with the Americans with Disabilities Act, Western Wayne Schools permits the use of a service animal by an individual with a disability. Please see *Board Policy G275 – Animals on School Corporation Property*.

PROMOTION, RETENTION, AND PLACEMENT

The administration will make the final determination in regards to promotion, retention, or placement. Teachers will voice any concerns through progress reports and written or verbal communication with the parents. Final determination of promotion or retention will be made at the end of the school year. For students with disabilities, the student's case conference committee or Section 504 team will consult with the administration to determine the student's promotion, retention, or placement, understanding that the administration has the final determination.

In the Event of Non-Promotion

- The building administrator will notify the superintendent of his/her intent not to promote the child to the next grade.
- The parent/guardian will be notified by certified mail of the non-promotion.
- The parent/guardian will have 10 calendar days from the date the notice was received to request a meeting from the principal or his/her designee.
- A meeting will be scheduled as soon as possible by the principal or his/her designee on a mutually agreed upon date.

RESTRAINT AND SECLUSION

Seclusion and physical restraint as defined by Indiana law shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusion on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

Seclusion or physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience. Physical restraints and/or seclusions should be used only when a student's physical behavior poses an imminent risk of injury to the student or to other persons present or damage to school property.

Law enforcement officers, including School Resource Officers (SROs) will follow their own procedures and training if it becomes necessary to restrain or hold a student in seclusion.

SEARCH AND SEIZURE

The principal or his/her designee may search a student or his/her property in any situation in which the student is under the jurisdiction of the Board, including:

1. On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event.

In general, the student may be searched if there is reasonable suspicion of an immediate threat to the health, safety, or welfare of another student, illegal possessions, or any factor that would contribute to the disruption of the educational process. The police will be called if a student refuses to cooperate.

STUDENT CODE OF CONDUCT & DISCIPLINE

Core Beliefs That Guide Enforcement of School Rules and Expectations

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences. Since these core beliefs provide the guiding light for our professional decisions, the staff encourages

parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

Core Beliefs about Behavior and Discipline:

1. We believe that every attempt should be made to maintain the dignity of both the child and the adult.
2. We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
3. We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
4. We believe that students should have an opportunity to tell their side of the story when they are faced with discipline.
5. We believe that it is best if a student does most of the thinking.
6. We believe that there should be a logical connection between misbehavior and resulting consequences.

Rules and Expectations Supporting the Orderly Operation of the School and the Educational Process

Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interactions, both present and future.
4. Help students learn how their decisions affect the quality of their lives and the lives of others.
5. Help students develop responsibility and character.

Progressive Discipline & Potential Consequences

Western Wayne Schools believes in progressive discipline, in which a student's violation of the code of conduct and their consequences should have a logical connection and take into account the unique circumstances of the situation. When imposing discipline, employees may consider the severity of the misbehavior, the history of the student's behavior, the safety concerns to other people and the building, and any other factor the employee believes relevant. Employees will use their best judgement based upon the information they have at the time.

- Classroom management techniques, which may include moving the student to another area of the classroom, demoting the student on a class-wide management behavior chart, etc.
- Call home
- Office referral
- Parent/Teacher/Administrator Conference
- Lunch detention/Recess detention
- Office Time-Out
- Shared responsibility – the parent must attend a prescribed amount of school days or class periods with the student
- Social probation – the student is prohibited from participating or attending all extracurricular activities, including but not limited to: athletic events (practices and games), school dances (prom, winter dance, homecoming, etc.), club meetings and activities, college visitation days during school time, and field trips.

- After-school detention
- In-school suspension (ISS)/removal from class or activity – the student is removed from his/her class or activity for a period up to one (1) school day and assigned regular or additional work to be completed in another school setting.
- Out-of-school suspension (OSS) – as defined by I.C. 20-33-8-7, a disciplinary action whereby the student is separated from school attendance for not more than ten (10) school days.
- Expulsion – as defined by I.C. 20-33-8-3, a disciplinary action whereby the student:

(1) is separated from school attendance for a period exceeding ten (10) school days;

(2) 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 semester or current year; or

(3) is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program

Grounds for Suspension or Expulsion:

The grounds for suspension or expulsion listed in Sections A-E below apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience.

Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- 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. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - 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.
 - Setting fire to or damaging any school building or property.
 - 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.
 - Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- 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 conduct.

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 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 some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. 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.
9. 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 persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any 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.
 - a. Exception to Rule 11: 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 information:
 - i. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - iii. The student has been instructed in how to self-administer the prescribed medication.
 - iv. 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, alcoholic beverages, stimulant, depressant, or intoxicant of any kind.
13. 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.
14. Possessing, using, distributing, purchasing, or selling tobacco products or look a like products of any kind or in any form including e-cigarettes, vapes, and juuls or juul pods.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. 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.

17. Failing to cooperate in the search of a vehicle, locker, or other place where the search is based on reasonable suspicion of a teacher or administrator or is conducted pursuant to the consent to search given in the Western Wayne Schools Extracurricular & Student Driving Random Drug Testing Agreement.
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. Purposefully falsely accusing any person of harassment, or of violating a school rule, and/or a 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 (further described below).
21. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores (See definition below).
23. Invading the privacy of a person by taking or displaying pictures, video, or audio recording(digital or otherwise) without the consent of that person.
24. Engaging in pranks that could result in harm to another person.
25. Use or possession of gunpowder, ammunition, or inflammable substance.
26. Violating any rules that are reasonably necessary in carrying out school purposes or an 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 hair style, 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 medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
27. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function. Cell phones must be turned off and kept in the backpack at all times during school.
28. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
29. If the student's legal settlement is not in the attendance area of Western Wayne Schools.

B. Bullying

Bullying is prohibited by Western Wayne Schools. Students who commit any acts of bullying are

subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

“Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- (a) places the targeted student in reasonable fear of harm to his or her person or property;
- (b) has a substantially detrimental effect on the targeted student’s physical or mental health;
- (c) has the effect of substantially interfering with the targeted student’s academic performance; or
- (d) has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, or privileges provided by Corporation.

This rule may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an WWS employee.

C. Possessing A Firearm or a Destructive Device

1. No student shall possess, handle, or bring any firearm or a destructive device to school or on school property.
2. A firearm, as defined in I.C. 35-41-1-5 is any weapon that is capable of expelling, or is designed to expel, or may readily be converted to expel a projectile by an explosion
3. A destructive device as defined in I.C. 35-41-1-8 is:
 - a. 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,
 - b. 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
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device.
4. The penalty for a student identified as bringing a firearm or destructive device to school or on school property, or in possession of a firearm or a destructive device on school property: mandatory 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 end of the one year period. The superintendent may modify the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent is required by law to 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 bring any deadly weapon to school or on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-31.5-2-86:
 - a. a loaded or unloaded firearm
 - b. a destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - c. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - d. A biological disease, virus, or organism that is capable of causing serious bodily injury
3. The penalty for possession of a deadly weapon: 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. Academic Dishonesty

No student shall engage in academic dishonesty. "Academic dishonesty" can include, but is not limited to:

- Knowingly providing your work/answers to another student for them to use as their own.
- Copying another student's work/answers and submitting them as your own.
- Utilizing illicit, banned materials during any assessment. If you have a question about what materials may be used on the test, you must ask the teacher before the test/quiz begins.
- Submitting work completed by another person as your own.
- Plagiarism - directly quoting, paraphrasing, or summarizing another person's work without giving them credit within the body of your text. Including a bibliography page is not sufficient. This includes copying works off the internet and using them as your own. When in doubt, ask your teacher.
- The use of "web translators" is not allowed without the permission of the respective teacher of the class involved.

F. Unlawful Activity

Per Indiana Code 20-33-8-15, in addition to the above provisions for suspension or expulsion, 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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

G. Acceptable Use of Technology

Students and Employees shall use Corporation Technology Resources to further the Corporation's educational mission and to support classroom activities, educational research, and/or professional development. Use of Corporation Technology Resources is a privilege, not a right.

Students, employees, guests, and third parties may not use a personal communication device (PCD) or Corporation Technology Resources in any way that might violate Corporation policy or procedures or statutes or regulations or might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

In addition, the following uses of Corporation Technology Resources are considered unacceptable:

- A. Students and employees will not use Corporation Technology Resources to access, review, upload, download, complete, store, print, post, receive, transmit or distribute:
 - 1. Pornographic, obscene, or sexually explicit material or other visual depictions;
 - 2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - 3. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process; and/or
 - 4. Materials that use language or images that advocate violence or discrimination towards other people or that may constitute harassment, discrimination, or threatens the safety of others.
- B. Students and employees will not use Corporation Technology Resources for political campaigning.
- C. Students and employees shall not alter, delete, or destroy data, information, or programmatic instructions contained on or in Corporation Technology Resources without permission from the Superintendent or his or her designee. Personally generated files and documents may be deleted by the employee who created them, unless they may include proprietary information, a student's personally identifiable information, and/or information potentially subject to litigation.
- D. Students and employees shall not add, delete, or modify the default setup on individual lab computers or files on the file server without permission from the Superintendent or designee. This includes changing screen savers, enabling file sharing capabilities, or installing personal software on hard drives or network drives. Lab systems will be periodically checked and anything not authorized will be deleted.
- E. Students and employees shall not use a computer anonymously or use pseudonyms to attempt to escape from prosecution of laws or regulations, or otherwise to escape responsibility for their actions.

If a student and employee creates a password, code, or encryption device to restrict or inhibit access to electronic technologies, the user shall provide access to that information when requested by the user's supervisor, teacher, Superintendent or his or her designee. The Superintendent or designee shall be authorized to override any password or encryption device to access the technology. Students

and employees shall never use another individual's password or account, even with the permission from the other individual.

Students and employees shall not take any action that could cause damage to Corporation Technology Resources, including knowingly transmitting a computer virus or other malware that has the capability to damage or impair the operation of electronic technologies, or the technology of another person, provider, or organization.

Privacy

Students, employees, guests, and third parties shall not have any expectation of privacy or confidentiality in any use of Corporation Technology Resources or the content of any communication using that technology, and Superintendent or a designee may monitor their use of technology without notice to them, and examine all system activities the user participates in including but not limited to, e-mail, recorded voice and video transmissions, to ensure proper and responsible use of the Corporation's technology. Students and employees' history of use, and all data stored on or sent to/from Corporation Technology Resources, shall at all times be subject to inspection by the Superintendent or designee without notice to the individual before or after the inspection. In addition, use of Corporation Technology Resources may be subject to production pursuant to the Indiana Access to Public Records Act.

Use of Corporation Technology Resources is at the individual's own risk. The system is provided on an "as is, as available" basis. The Corporation is not responsible for any damage employees, students, guests, or third parties may suffer. The Corporation is not responsible for the accuracy or quality of any advice or information obtained through or stored on Corporation Technology Resources, nor is it responsible for damages or injuries from improper communications or damage to property used to access Corporation Technology Resources and online resources. The Corporation is not responsible for financial obligations arising through unauthorized use of Corporation Technology Resources.

Individuals accessing the Internet through personal communication devices connected to or through Corporation Technology Resources shall comply with this Policy. Users connecting personal devices do so at their own risk.

Property

All Corporation Technology Resources and any information or software contained or stored therein are, at all times, the sole property of the Corporation. Documents and other works created or stored on Corporation Technology Resources are the sole property of the Corporation and are not the private property of the user. This includes all information created using technology and/or placed on a website, blog and/or other storage device.

Employees and students shall not copy, delete, or remove any information or data contained in Corporation Technology Resources without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, employees and students may not copy the software on any Corporation Technology Resources and may not bring software from outside sources for use on Corporation equipment without the prior approval of the Superintendent or designee.

Employees and students shall not copy, file share, install or distribute any copyrighted material such as software, database files, documentation, articles, music, video, graphic files, and other information, unless the individual has confirmed in advance that the Corporation has a license permitting copying, sharing, installation, or distribution of the material from the copyright owner.

Any recording made in or on school property, or connected to Corporation Technology Resources by a wired or wireless link, may be subject to copyright and/or privacy laws, including personally identifiable information about a student protected by the Family Educational Rights and Privacy Act (FERPA). If the Superintendent or designee has reasonable suspicion to believe a recording, data, or image was made in violation of this Policy, the technology or device may be immediately confiscated and appropriate discipline imposed.

Monitoring Student Use

The Corporation's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. In order to comply with federal and state law, the Board has implemented technology protection measures that protect against access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Anyone who attempts to disable the technology protection measures will be subject to discipline. The Superintendent or designee may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures.

Employees are prohibited from viewing or permitting students to view or have access to inappropriate internet content at a school facility or in conjunction with a school function or activity.

Employees are prohibited from using or permitting students to use Corporation Technology Resources, including a personal communication device using the Corporation's internet, unless the device is fully operating the School's internet filtering software.

Employees will periodically monitor students' online activities on Corporation Technology Resources. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Training

All students and employees who work directly with students shall receive annual training on social media safety, cyber bullying, and appropriate responses.

Fee for Services and Terms & Conditions

No employee or student shall allow charges or fees for services or access to a database to be charged to the Corporation except as specifically authorized in advance by the Superintendent or designee. A fee or charge mistakenly incurred shall be immediately reported to the Superintendent or designee. Incurring fees or charges for services to be paid by the Corporation for personal use or without prior authorization may result in discipline.

Employees and students shall thoroughly review terms and conditions of any programs, software, or applications prior to accepting the terms and conditions. Employees and students are responsible for ensuring the terms and conditions comply with Corporation policy and procedures and state and federal statutes and regulations. Employees and students who are unsure of the terms and conditions shall contact the Superintendent or designee prior to accepting any terms and conditions.

Social Media Use

Students' and employees' personal or private use of social media, even when occurring off school property and outside school hours, may have unintended consequences that affect the school environment.

Social media use should be done in a manner sensitive to the Student Code of Conduct and the employee's professional responsibilities.

The intent of this policy is not to infringe upon students' and employees' legal rights, such as the freedom of expression, religion, and association. For example, this policy does not prohibit an employee from posting content outside the scope of their employment and on a matter of public concern. However, those rights do not include permission to post inflammatory comments that could compromise the Corporation's mission, constitute cyberbullying, or cause a substantial disruption to the school environment.

Violations

Violations of this policy may result in disciplinary action (including expulsion for students or termination for employees), confiscation of the PCD, loss of use of Corporation Technology Resources, referral to law enforcement or the Department of Child Services, and the recording, data, or image made in violation may be deleted.

If the Superintendent or designee has reasonable suspicion to believe an employee or student has violated this Policy or Corporation rules related to technology, they may investigate to determine if a violation has occurred.

Western Wayne Schools' Technology/Internet Student Use Agreement

- I understand and will comply with the above rules and regulations regarding technology/Internet use.
- I further understand that any violation of the above may result in the loss of Internet privileges in addition to disciplinary action and appropriate legal action when appropriate.
- I have read the technology/Internet Use Agreement.
- I understand that this access is designed for educational purposes.
- I recognize that it is impossible for the Corporation to restrict access to all controversial materials, and I will not hold the school corporation responsible for materials acquired on the network.

Due process procedures:

Western Wayne School Corporation has provided a procedure for the handling of student suspension and exclusion from school. The basic premise of this is fairness. A full text of the procedure is available at each school or school administration building upon request. Students with disabilities will

be provided procedural safeguards as defined in Article 7 or Section 504. The following is a summary of that procedure:

Suspension procedures:

Grounds for suspension include conduct constituting grounds for expulsion and any other violations of rules and standards of behavior as set forth by building administrators. The following procedures will apply for suspension:

1. Any principal may suspend a student for conduct constituting grounds for expulsion or suspension. Such suspension shall be made only after the principal has made an investigation thereof and has determined that such suspension is necessary to discipline any student or to prevent interference with an educational function or school purpose.
2. No suspension may be made without affording the student an opportunity to: (a) read a written statement or hear an oral statement of the charges against him; (b) and a summary of the evidence against him/her; (c) an opportunity to explain his/her conduct to the principal.
3. Notice and opportunity to hear the charges and respond shall generally precede suspension of the student, except where the nature of the misconduct requires immediate removal. In such a situation, the notice and opportunity to hear the charges and respond shall follow as soon as reasonably possible after the suspension.
4. Within twenty-four (24) hours, or such additional time as is reasonably necessary, following such a suspension, the principal shall send a written statement to the student's parent describing the student's violation of the Student Code of Conduct and the discipline taken. The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal does not justify extending the period of the student suspension.

Expulsion procedures:

The following procedures shall be followed before a student is disciplined by an expulsion:

1. The principal shall file a written charge with the superintendent within the ten day suspension period requesting expulsion. A copy of the written charge shall also be sent to the student and the parent by certified mail or hand delivery.
2. The superintendent shall, within one (1) school day after such charge is filed, appoint a hearing examiner.
3. The hearing examiner shall, within four (4) school days after his or her appointment, send a statement to the student and his or her parent explaining the procedure for requesting a hearing upon the charges. The statement shall specify that to initiate a hearing, the student or his parent must deliver a written request to the hearing examiner in person or by registered or certified mail with ten (10) calendar days after the receipt of the hearing examiner's statement.
4. The hearing examiner's statement shall also include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for exclusion. This shall include the summary of the evidence to be presented against the student.
 - b. The penalty, if any, the principal or designee has requested and any other penalty to which the student may be subject;
 - c. A description of the hearing procedures provided by this chapter;
 - d. A statement that the student and his or her parent may examine his academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and has a right to know the identity of the witnesses to appear against him,

- except where the release of the witnesses names may, in the opinion of the hearing examiner, subject them to unreasonable harassment;
- e. A statement that before expulsion can be invoked, the student has a right to a hearing, upon request, on the specified charges.
5. If a hearing isn't requested within ten (10) calendar days following receipt of this statement, the student and parents waive all rights, administratively and judicially, to contest and appeal the punishment requested in the charge by the principal or designee.
6. If a hearing is requested, the hearing examiner shall within four (4) school days, give notice to the student and his parent of the time and place for the hearing.
7. The hearing concerning a student expulsion shall be initiated within ten (10) days of the time the student is suspended from school, unless it cannot be reasonably initiated within such time or unless the student, his/her parent, or representative requests a delay of the proceedings.
8. Notice of the hearing examiner's finding and recommendations shall be sent by certified mail or give by personal delivery to the student and his/her parent within two (2) school days after the hearing officer's determination is made.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation or child pornography" as defined by Indiana Criminal Statutes. This may include anyone who takes, creates, possesses, or shares a cell phone image or video related to sexual conduct of a minor. If a student is found to have created, possessed, or shared any information that may be considered child exploitation or child pornography, the student may face legal consequences (including criminal charges and being registered as a sex offender) in addition to school discipline.

STUDENTS WITH DISABILITIES

Students with disabilities are protected by federal and state law, including the Individuals with Disabilities Education Improvement Act ("IDEA"), 511 Ind. Admin. Code 7 ("Article 7"), the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Any concerns about a student with disabilities, or if you suspect that your student may have disabilities and want to request special education services or accommodations, should be directed to the building principal or counselor.

TELEPHONE IN OFFICE & CLASSROOM

Students will not be permitted to use the telephone in the room without the teacher's presence and permission. Permission to use the office phones must be given by the Principal, Assistant Principal, Guidance Counselor, or Secretaries. Students will not be allowed to receive a telephone call unless it is an emergency. Office personnel as deemed necessary will deliver phone messages to students.

TOBACCO AND SMOKE FREE ENVIRONMENT

The Board prohibits the use of tobacco in any form, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, and the use of any electronic, "vapor," or other

substitute forms of cigarettes in any Western Wayne building or facility; on Corporation property or grounds (including parking lots, athletic facilities, etc.); in vehicles owned, leased, or operated by Corporation; and during Corporation events, even if held outside of Corporation property (for example, prom or field trips). This policy applies to all employees, students, parents, patrons, vendors, visitors, and all third parties at all times. This includes inside parents' or students' personal vehicles and in the car rider line.

VISITORS TO THE SCHOOL

Western Wayne Schools welcomes and encourages visits to school by parents, guardians, and others, but in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. Disruptions to the educational environment will not be tolerated.

Due to school safety concerns all visitors must follow these guidelines:

- All visitors (including parents and legal guardians) must use the main front doors.
- Immediately upon entering the building, all visitors must report to the Main Office, and should be prepared to provide a picture identification if requested by the administration.
- Visitors shall obtain a Visitor's Pass from the school secretary and shall display the Visitor's Pass in a prominent and visible location on their person.
- A computer system will be used to create the Visitor's Pass and will include a picture of the visitor.
- All visitors must sign out in the Main Office at the computer when they leave.
- At the middle/high school, only parents, grandparents, and adult relatives (ages 21 and older) will be allowed to sign in and visit during the lunch period. All visitors will need to call the school in advance (at least 30 minutes) and let the office know to expect you. Visitors will sign in and get a visitor badge allowing them to visit the cafeteria only that will expire at the end of the lunch period.

Any parent or guardian wishing to visit, observe, or participate in their child's classroom, or meet with an administrator, teacher, or counselor, must pre-arrange their visit or meeting at least one instructional day in advance.

All visits are subject to the approval of the Superintendent, building principal, or designee. Persons seeking to provide professional services, including observations, are not permitted without the express consent of the Superintendent, building principal, or designee.

The Superintendent, building principal, or designee has the authority to prohibit the entry of any person onto school property, or to expel any person, when there is reason to believe the presence of the individual would be detrimental to the good order of the school. If the individual refuses to leave the school grounds or creates a disturbance, the School administrator or designee is authorized to request assistance from law enforcement to remove the individual.

WALKER SAFETY

Students walking home should cross with the escort, go directly home, and should be alert to strangers. They should be encouraged to report any problem to the school personnel, to a parent, and/or to police. Drivers need to be alert for students around the school.

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WESTERN WAYNE ELEMENTARY SCHOOL 2019-2020



The following handbook provisions apply to all students in Western Wayne Elementary School. This handbook supplements the Western Wayne School Corporation Handbook, Western Wayne School Board policy, and administrative guidelines. Any conflict between the handbook and policy or administrative guidelines will be resolved in favor of the policy or administrative guidelines.

**801 E. Delaware St.
Cambridge City, IN 47327
(765)478-3622
Fax (765)478-4332**

**Jessica Neill, Principal
jneill@wwayne.k12.in.us**

**Beth Lucarini, Guidance Counselor
blucarini@wwayne.k12.in.us**

The Rule of Life:

***Be the best you can be, treat others like you want to be treated,
and do what's right. I will be respectful. I will be responsible. I
will do the right thing. Teamwork.***

Arrival and Dismissal: 8:00am-2:50pm

- The school day begins at 8:00 a.m. (8:30 a.m. on Wednesdays) and ends at 2:50 p.m.
- Students will be allowed in the building after 7:35 a.m. (8:05 a.m. on Wednesdays) through the main front doors and should report directly to the gymnasium.
- Students are not to arrive prior to 7:35 a.m. because there is no adult supervision before that time. If this time frame does not fit a parent's work schedule, parents need to enroll their children in the school latch key child care program. The latch key hours are 6:30 a.m. – 7:35 a.m. (6:30 – 8:05 a.m. on Wednesdays) and 2:50 p.m. – 6:00 p.m.

School Dismissal Manager

At Western Wayne Elementary, we use a system call "School Dismissal Manager" to ensure the safety of students in getting home the way parents want them to. At registration, you should have been able to log in and set your child's default dismissal procedure. Any time that you would like to change the way your child goes home, you can change their dismissal procedure through the program by using either a computer or through an app on your phone.

- All changes must be logged into School Dismissal Manager by 2:00. After 2:00, the system will **NOT** allow changes. The office will **NOT** be able to accept changes after 2:00 either. Thank you for understanding.
- Additionally, it is important that every parent or designated person who will be picking up your child has a FastLane number. This number is unique to the adult and not unique to the student. This number can be shown or told to the staff member logging in numbers. If anyone does not have a number, they will have to park and show their identification inside the school.

Elementary School-Wide Procedures

Every day, our elementary students and staff recite our school mantra, called "The Rule of Life." We expect everyone in our school to conduct themselves according to "The Rule of Life" at all times.

The Rule of Life:

Be the best you can be, treat others like you want to be treated, and do what's right. I will be respectful. I will be responsible. I will do the right thing. Teamwork.

The expectations for students are to:

- Follow "The Rule of Life"
- Engage in productive work and allow others to do the same.
- Maintain a safe and clean environment.

Recess

Recess is a part of the curriculum and children are expected to participate. Students are expected to go outside at recess unless they are returning or recovering from an illness. Parents are asked to send a note to the teacher if the child is not to participate in outdoor recess. Students go outside for recess as long as the temperature is above 25°. If the wind-chill factor makes the temperature feel lower than 25° we will not go outside. Children must be sent to school dressed properly to go outside.

Latch-Key Program

Parents who need child care for school aged children before and after school hours are welcome to use our Latch-Key Program, which is housed in our building. The morning hours for the program are 6:30 to 7:35 a.m. (6:30 – 8:05 a.m. on Wednesdays), and the afternoon hours are 2:50 to 6:00 p.m. The program is for students enrolled in our schools. A one-time registration fee and an hourly rate will be charged. For more information, please call the school during the Latch-Key hours of operation.

LINCOLN MIDDLE/HIGH SCHOOL 2019-2020



The following handbook provisions apply to all students in Lincoln Middle/High School. This handbook supplements the Western Wayne School Corporation handbook, Western Wayne School Board policy, and administrative guidelines. Any conflict between the handbook and policy or administrative guidelines will be resolved in favor of the policy or administrative guidelines.

**205 E Parkway Dr.
Cambridge City, IN 47327
Phone: 765-478-5916
Fax: 765-478-3262**

**Renée Lakes, Principal
John Engle, Assistant Principal**

COLORS - Royal Blue & Gold

MASCOT – “Golden Eagles”
GOLDEN EAGLE FIGHT SONG
Here’s to all the Golden Eagles,
Symbols of teamwork;
Dressed in royal blue and gold
We stand out best in all the land.
So give a cheer for Lincoln High School striving for victory;
We will fight our battles true and
We’re out to win this game tonight!
Fight!

Middle School Daily Schedule

Monday (Blue)		Tuesday (Gold)		Wed. (Blue)		Thursday (Gold)		Friday (Eagle)	
7:55-9:20	1st Period	7:55-9:20	2nd Period	Late Arrival Day		7:55-9:20	2nd Period	7:55-8:36	1st Period
9:25-9:55	Champion Time	9:25-9:55	Champion Time	8:30-9:55	1st Period	9:25-9:55	Champion Time	8:40-9:21	2nd Period
10:00-11:25	3rd Period	10:00-11:25	4th Period	10:00-11:25	3rd Period	10:00-11:25	4th Period	9:25-9:55	Champion Time
11:30-12:05	5th Period	11:30-12:05	6th Period	11:30-12:00	5th Period	11:30-12:05	6th Period	10:00-10:41	3rd Period
12:10-12:40	Lunch	12:10-12:40	Lunch	12:05-12:30	Lunch	12:10-12:40	Lunch	10:45-11:26	4th Period
12:45-1:30	5th Period	12:45-1:30	6th Period	12:35-1:30	5th Period	12:45-1:30	6th Period	11:30-12:11	5th Period
1:35-3:00	7th Period	1:35-3:00	8th Period	1:35-3:00	7th Period	1:35-3:00	8th Period	12:15-12:45	Lunch
								12:49-1:31	6th Period
								1:35-2:12	7th Period
								2:16-3:00	8th Period

High School Bell Schedule

Monday (Blue)		Tuesday (Gold)		Wed. (Blue)		Thursday (Gold)		Friday (Eagle)	
7:55-9:20	1st Period	7:55-9:20	2nd Period	Late Arrival Day		7:55-9:20	2nd Period	7:55-8:36	1st Period
9:25-9:55	Champion Time	9:25-9:55	Champion Time	8:30-9:55	1st Period	9:25-9:55	Champion Time	8:40-9:21	2nd Period
10:00-11:25	3rd Period	10:00-11:25	4th Period	10:00-11:25	3rd Period	10:00-11:25	4th Period	9:25-9:55	Champion Time
11:30-12:00	Lunch	11:30-12:00	Lunch	11:30-12:00	Lunch	11:30-12:00	Lunch	10:00-10:41	3rd Period
12:05-1:30	5th Period	12:05-1:30	6th Period	12:05-1:30	5th Period	12:05-1:30	6th Period	10:45-11:26	4th Period
1:35-3:00	7th Period	1:35-3:00	8th Period	1:35-3:00	7th Period	1:35-3:00	8th Period	11:30-12:00	Lunch
								12:05-12:45	5th Period
								12:49-1:31	6th Period
								1:35-2:12	7th Period
								2:16-3:00	8th Period

CLASSIFICATIONS OF HIGH SCHOOL STUDENTS

Senior = To be considered a senior, students must have earned a minimum of 30 credit;

Junior = To be considered a junior, students must have earned a minimum of 20 credits;

Sophomore = To be considered a sophomore, students must have earned a minimum of 10 credits

MINIMUM GRADUATION REQUIREMENTS

SUBJECT	CREDITS
English	8 credits
Government/Econ	2 credits
US History	2 credits
Wld Geog or Mod Wld Civ	1 or 2 credits
Mathematics	6 credits
Science (2different areas)	6 credits
Health and Safety	1 credit
Physical Education)	2 credit
Electives	16 credits
Minimum Credits	40 credits

Students must be enrolled in a minimum of seven (7) courses each semester not including TA's or study hall. Exceptions will be made only with the permission of the parent, counselor, and principal.

HIGH SCHOOL CLASS RANK

At the end of the freshman year, sophomore year, the junior year, and finally at the end of the second semester report period in the senior year, students will be ranked scholastically. The semester grades in all credit classes will be used to calculate the student's grade point average and class rank. This ranking is requested by colleges, is used to determine eligibility for membership in the National Honor Society, and is used for certain senior honors.

The standing or rank in the senior class and the top scholastic honors of Valedictorian and Salutatorian are determined by averaging the semester grades for each subject taken in grades 9-12.

- A. Class rank shall be computed by the final grade in all subjects for all students on regular diploma track.
- B. Any two (2) or more students whose computed grade point averages are identical shall be given the same rank.
- C. The rank of the student will be determined by the grade point average. All students receiving the same GPA shall receive the same class rank. In recognition of the heavier burden of advanced work, grade point averages shall be weighted by awarding three extra units for AP classes.
- D. A student's grade point average and rank in class shall be entered on his/her record and shall be subject to the board's policy on release of student records. Rank in class shall be entered on the student's records and on all transcripts.

GUIDANCE COUNSELING SERVICES

The guidance program is designed with the student as its focal point, and is concerned with his/her academic progress, vocational plans, social activities, and personal needs. Counselors guide students in making academic and career choices, and facing personal problems.

The guidance department also administers a battery of tests to measure abilities, achievements, and interests of all students. Students are encouraged to discuss any questions regarding interpretation of

these scores with their counselor. Students are urged to make appointments with the counselor during their study halls or before or after school.

ACADEMIC PROBATION

Academic Probation is for a student who has 3 or more F's on their report card at Lincoln HS/MS. Academic Probation prohibits the student from participating in/or attending all extra-curricular activities including, but not limited to; participating in and/or attending athletic events (games and practices), all school dances (including prom, winter dance and homecoming), club meetings and activities, college visitation days during school time, field trips, etc. Students on academic probation will be assigned to Wednesday School for academic tutoring until all grades are at 60% or above. Students on academic probation will remain on academic probation until an official reporting time, midterm and the end of the 9 weeks are the only two official reporting times.

HONOR ROLL

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the end of each grading period, and for each semester. Superior rating is given to those who have 4.3 -3.7 (average) with at least 6 classes and are on regular diploma track. Outstanding rating is given to those who have a 3.0 average.

PERMANENT RECORDS AND TRANSCRIPTS

Permanent records are maintained in the Guidance Department. Students and their parents have the right to inspect and review this material on request. A school official will be present during such inspection to assist in the interpretation of the records.

Student records shall be available only to students and their parents, adult students and designated school officials who have a legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's educational records unless stated otherwise by court order.

REPORT CARDS

Grade cards are issued after the close of each nine-week period. At the end of the four and one-half week period, each student notification that mid-term grades can be accessed on PowerSchool indicating the progress in each of his/her classes. Grade point averages and class rank are tabulated based on the following scale.

Grade Point:

4.3 = A+	3.3 = B+	2.3 = C+	1.3 = D+
4.0 = A	3.0 = B	2.0 = C	1.0 = D
3.7 = A-	2.7 = B-	1.7 = C-	.7 = D-

The school grading scale is:

100-97 = A+	89-87 = B+	79-77 = C+	69-67 = D+
96 - 93 = A	86-83 = B	76-73 = C	66-63 = D
92 - 90 = A-	82-80 = B-	72-70 = C-	62-60 = D-
59 & Below = F			

SCHEDULE CHANGES

Class changes will only be made due to extenuating circumstances, (i.e. Meeting graduation requirements or following teacher recommendations.) Schedule changes involving a required class must have parent/guardian approval.

SCHOLASTIC ACHIEVEMENT AWARD

A reward system to recognize student achievement in the classroom has been established. This is intended to motivate students to work to their optimum level. Rewards are based upon 3.7 GPA for a semester. Students must be taking at least six (6) credit classes to be eligible for the award.

DRIVER'S LICENSE REGULATIONS

Under Indiana law, students who are deemed habitual truants, dropouts, are under a second suspension from school for the school year, or under expulsion, may not be issued a driver's license or learner's permit. See I.C. 9-24-2 for more information.

DRIVING

Students who drive a motor vehicle or motorized two wheel vehicle must obey the following rules.

1. All students are expected to park in the student parking lot located west of the football field in the parking space assigned to them.
2. No students are to park on the west side of the gymnasium.
3. Upon arrival at school, students are to leave their vehicles immediately.
4. Leaving the school campus during the school day is not permitted without permission from the principal.
5. Students are not permitted in the cars or parking lot during the school day unless prior permission is obtained from the office.
6. Students are not allowed to park in the handicap parking without a permit.
7. Students must have a valid Indiana Driver's License.
8. Reckless driving is not permitted at any time and speed limit is 10 mph on school property. No students are allowed to ride in the back of pickup trucks.
9. Lincoln High School is not responsible for damage and/or theft. Students shall lock their cars and keep any valuables out of sight.
10. Any vehicle used to transport students or staff, parked on or adjacent to school property is subject to search, given reasonable suspicion.
11. Seatbelts are to be worn at all times on school grounds (in a moving vehicle).
12. A parking permit (at a cost of \$2.00) is needed to park vehicles on or adjacent to school property during the school day. Failure to abide by the above rules and regulations will result in disciplinary action/or loss of driving privileges.
13. All drivers parking on school property must enter the random drug-testing program.

LOCKERS

Lockers are the property of the Western Wayne Schools and are a permanent part of the building. Each student is assigned a locker for storage of books and equipment as a convenience during the period of his/her enrollment as a student. The principal or representative has the authority to examine the contents of the locker located on the school premises when there is a reason to believe that the contents of the locker may include elements which:

1. Present an immediate threat to the health, safety and the welfare.
2. Are illegal to possess.

3. Would contribute to the disruption of the educational process.

Combination locks will be issued for every locker. Students are responsible for the lock, combination and for making sure the lock is locked and secure. Students are not permitted to share their assigned locker with any other student(s). Students are not permitted to switch or trade lockers with any other students.

HALLWAY PROCEDURES

High School Students should be in the halls only at the beginning and close of school and while changing classes. Students in the halls during class time must have a pass. Students are asked to be courteous at all times and to keep to the right while moving through the halls. Running, shouting, and pushing in the halls are never permitted.

Middle School students who arrive at school prior to 7:45 a.m. are to report to the cafeteria to wait until the bell rings at 7:45 am to release them to their lockers. Students should be in the halls only at the beginning and close of school and while changing classes. Students in the halls during class time must have a signed pass. Students are asked to be courteous at all times and to keep to the right while moving through the halls. Running, shouting, and pushing in the halls are never permitted.

DANCES

High school dances are intended for the enjoyment of Lincoln High School students only. Middle school students are not allowed to attend high school dances. Guests are the responsibility of the student. Guests, other than Lincoln students, must be approved prior to the dance. The LHS dance guest form must be received by the principal the day prior to the dance. All school dances will end at 11:00 p.m. If dances are going to be held, students must follow all school rules are followed. No guests are allowed who have reached the age of 21 years of age. Middle School dances are for middle school students only.

WORK PERMITS

Work permits are issued in the main office. The student should bring a completed "Intent to Employ" form signed by their parents and employer. A new permit is needed with a change of employment. Western Wayne Schools may refuse to issue or may revoke a student's work permit if the student's grades and/or attendance do not meet the school corporation standards.

EXTRACURRICULAR CODE OF CONDUCT

Our extra-curricular activity program is designed for students in grades 9-12. All high school students are urged to participate in one or more extra-curricular activities. Students are urged to join activities that interest them and then to commit themselves to the activities they join, not just for the benefit of the organization, but also for the students themselves. All students who represent Lincoln Middle/High School in extra-curricular activities are expected to exhibit the highest standards of personal behavior and maintain academic accountability. Therefore, every student shall conscientiously fulfill all the expectations established for membership and participation in any extracurricular activity. Students participating in any extracurricular activities are representing Lincoln Middle/High School and serve as role models at school and in the community at all times. Students who cannot accept this challenge and responsibility should not become involved with Lincoln's extra-curricular activities. There is a legitimate interest and expectation by the School Board, administration, sponsors, coaches, and faculty at Lincoln that on premises, or off, during, before or after school hours, or during vacation periods, including summer vacation, students will abide by this code of conduct. Extra-curricular is

defined as any and all school activities, other than the regular classroom activity, including but not limited to the following:

1. Extra-curricular activities including participation or membership in those activities that are an extension of and outside the normal school day for which academic credit or grades are earned. Examples are band, FFA and choir.
2. Athletic teams and events including participation, membership, or attendance in all athletics including all teams, student managers, and student spectators. Examples include varsity football, freshman basketball, track and softball.
3. All other school activities including participation or membership in all school sponsored clubs and organizations for which no academic credit or grades are earned and commencement for seniors. Examples of some school activities include cheerleading, Student Council, Academic Teams, National Honor Society, class officers, commencement, drama and SADD.

A student who violates any rule of the Student Code of Conduct, board policies or procedures may be restricted from participation in any or all extra-curricular activities. This restriction may extend into the following school year.

4. Students must comply with the directions or rules of coaches or sponsors of an extracurricular activity, considering them teachers or administrators under the Student Code of Conduct.

Infractions of the Participation and Membership Code will be handled with administrative discretion based on the severity of the infraction. It is to be understood that all seasons are not the same number of days in length. The season for athletics will be based on the dates established by the IHSAA. Seasons for students involved in other than athletics will be based on the term of the activity unless multiple offenses occur. The summer season for athletes and non-athletics is defined as the period of time between the end of IHSAA seasons and the beginning of IHSAA seasons.

Athletic training rules

Rule 1: The athlete will do his/her utmost to attend school at all times with an excused absence the only exception. A person absent from school will not be allowed to participate in an athletic event or practice that day unless the absence is prearranged with the assistant principal. These types of absences include medical appointments, college visits, funerals, etc. An athlete serving in-school or out-of-school suspension will not be allowed to participate or play in contests. An athlete who misses any part of the school day due to illness will not be allowed to participate in a contest or practice that day. If you are too sick to come to school all day, you are too sick to play after school. Prearranged medical appointments, college visits, funerals, etc. are NOT considered illness.

Rule 2: The use of, or possession of tobacco (in any form) will not be permitted by an athlete. 1st offense will result in loss of 25% of the contests of the current season or next season of participation. 2nd offense will result in the athlete being suspended from 50% of the contests of the current season or next season of participation. 3rd offense will result in the athlete being suspended from athletic participation for 365 calendar days. 4th offense will result in the athlete being suspended from athletic participation for the remainder of the Student's high school career. This rule may be enforced over multiple sports seasons and for IHSAA tourney events.

Rule 3: Knowingly possessing, using, transmitting, selling, or being under the influence of an alcoholic beverage (including all beer and wine substitutes with any alcoholic content), or intoxicant of any kind in or out of school or on or off school premises will result in the following consequences for a LHS athlete : 1st offense – the athlete will be suspended from 1/3% of the contests in the current

sports season or next season of participation, and complete a school-approved counseling program. The counseling program will be at the expense of the athlete. If the athlete does not complete a school-approved counseling program, the athlete will be suspended from 2/3% of the contests in the current sports season or next season of participation. 2nd offense – The athlete will be removed from athletic participation for a period of 365 calendar days and must complete a school-approved counseling program. 3rd offense – the athlete will no longer be permitted to participate in athletics at Lincoln High School. This rule may be enforced over multiple sports seasons and for IHSAA tourney events.

Rule 4: Knowingly possessing, using, transmitting, selling, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or steroid will result in the following consequences for an LHS athlete. 1st offense – the athlete will be removed from athletic participation for a period of 365 calendar days. Further participation in athletics will become the decision of the athletic council. The athlete will be required to meet with the athletic council and present proof of completing a school-approved rehabilitation program, and any other evidence that the athlete is ready to resume athletic participation. The rehabilitation program will be at the expense of the athlete. The athlete will consider the athlete's entire athletic career when making the decision whether the athlete should be reinstated. 2nd offense – the athlete will no longer be permitted to participate in athletics at Lincoln High School.

Rule 5: Conduct of athletics during school, after school, on road trips, etc. will be of such a nature that brings credit to the athlete, the team and the school. Athletes represent Lincoln Middle/High School Athletics 24 hours a day, 365 days a year. Poor conduct may result in suspension from athletic competition, at the discretion of the athletic council. This rule will be enforced 365 days a year, including during, before, and after school hours.

Rule 6: If a student/athlete is suspended in or out of school, the athlete will be suspended from athletic participation and practice during the suspension. The athlete cannot return to practice or participation until the day after the suspension ends. The athletic council may suspend the student from athletic participation and or practice for additional days or games, at their discretion.

Rule 7: The Lincoln High School athlete should give respectful attention to classroom activities and show respect for students and faculty members at all times. If an athlete is a chronic behavior problem, the athlete may be referred to the athletic director, by the principal. When this occurs, a one game or more suspension may be enforced at the discretion of the athletic council.

Rule 8: A student/athlete will not be permitted to practice or participate in athletic events, for any team, until he/she has returned all school athletic equipment and uniforms from previous athletic seasons. Equipment and uniforms should be returned to the coach of all previous seasons.

Rule 9: Violations of the Athletic Training Rules will be enforced 24 hours a day, 7 days a week and 365 days a year.

Rule 10: The athletic council will consist of four members. They will be the athletic director, high school principal, and one head coach of a girl's sport and one head coach of a boy's sport. The two coaches positions will be voted upon by all the high school head coaches. A vote will take place at the end of each sport season. A coach may not serve on the athletic council while the sport/he/she is coaching is in season.

Disciplinary action for Athletic Code violations will be applied to the athlete's current season of participation and/or in the next sport season in which the athlete has previously participated.

(Example: an athlete violates the Lincoln Athletic code in the spring of his/her sophomore year after playing only basketball during his/her freshman and sophomore years. The disciplinary action will take place during basketball of his/her junior year, regardless of any fall sport played during the junior year.)

***Note-In addition to the above rules and regulation, each coach may have his/her own additional policy for athletes, but shall not alter rules 1 to 10 above.

Student-athletes are subject to the Student Code of Conduct, policies, and procedures at all times. Western Wayne Schools may enforce any discipline appropriate for the situation, not limited by Rules 1-10 above.

IHSAA academic eligibility

The IHSAA requires that students at Lincoln High School must pass six (6) full credit courses to be eligible to compete in high school athletic contests. Lincoln High School recommends that each athlete enroll in seven (7) full credit courses to safeguard athletic eligibility.

Lincoln Golden Eagle Athletic Awards

An athlete at Lincoln High School has an excellent award program to complement the efforts of the athlete at all levels of competition. Below are listed the different awards that an athlete may earn during his/her career at Lincoln High School as a Golden Eagle.

Freshman Numerals: Upon completion of an athlete's first season of competition during his/her freshman year he athlete is awarded his/her "Numerals", a set of chenille numbers of the athlete's graduation year.

Varsity Award: Upon completion of an athlete's first season at the varsity level, the athlete will be presented a chenille letter, the gold block "L". The athlete will receive a varsity letter award certificate for each major letter. Requirements to earn a varsity award for each sport are as follows:

Baseball: Participate in 10 varsity games (excluding pinch-running). Finish season in good standing.

Basketball : Participate in 25% of the total varsity quarters played during the season. Finish the season in good standing.

Cheerleading: Be a participating member of the varsity squad, as assigned by the cheerleading coach. Finish season in good standing.

Cross Country : Participate in 50% of the total varsity meets played during the season. Finish the season in good standing.

Football: Participate in 25% of the total varsity quarters played during the season. Finish the season in good standing.

Golf: Participate in 50% of the total varsity matches played during the season. Finish the season in good standing.

Gymnastics: Participate in 50% of the total varsity meets played during the season: Finish the season in good standing.

Softball: Participate in 10 varsity games (excluding pinch-running). Finish season in good standing.

Tennis: Participate in 50% of the total varsity matches played during the season. Finish the season in good standing.

Track: Must be entered in at least 50% of the limited-entry meets (double-dual, conference, invitational, sectional), or must earn 10 points in a season. Finish the season in good standing.

Volleyball: Participate in 25% of the total varsity games (not matches) played during the season. Finish the season in good standing.

Wrestling: Participate in 50% of the total varsity matches played during the season. Finish the season in good standing.

Coaches may make exceptions to the above requirements with approval from the athletic director. Exceptions will be considered on an individual basis. The above award criteria may change with approval from the school board.

Varsity Award Plaques: Each varsity team will be given three honor plaques for its players. Plaques are presented to the Most Valuable Player, Best Mental Attitude, and to the Scholar-Athlete (best grade point average while in that sport season)

Chenille Patches: Patches will be presented to athletes who have earned all-conference honors, have been members of a conference championship team, and IHSA tournament or individual winners.

Lincoln Award Jacket: An athlete having earned four (4) full varsity letters may purchase a letter jacket through the Athletic Director. Also, three (3) JV letters may be used to equal one (1) varsity letter for the purpose of obtaining an athletic jacket. Letters that have been awarded for Managers, either JV/varsity, may not be combined with athletic JV/varsity letters for the purpose of obtaining an award jacket. Four (4) varsity manager letters, or the equivalent, are needed before purchasing a letter jacket through the Athletic Director. An athlete who earns All-Conference in a sport before earning the required four varsity letters, will be allowed to order an award jacket at the athlete's expense.

Lincoln Athletic Sports Ring Award: An athlete having earned nine (9) varsity letters will be awarded an Athletic Sports ring. JV letters may not be combined with varsity letters for the purpose of this award. Manager letters may not be combined with athletic letters for the purpose of obtaining a sports ring.

The sports ring is purchased at the expense of the Athletic Department.

Senior Athletes and Scholar-Athletes of the year: The Lincoln coaching staff will select a boy and girl to be given the honor of being the Athlete of the year. To qualify the athlete must have participated on two varsity teams during the senior year. Each will receive a handsome plaque. The senior boy and girl athlete participating in at least two varsity sports during the senior year with the highest GPA will be named on the Scholar-Athlete of the year. Each will be presented a plaque. These awards will be presented at the Senior Awards Program.

Awards will be presented at the awards banquet at the conclusion of each sports season. Athletes must attend this banquet to receive awards and/or get credit for awards. Prior permission must be given by the head coach, athletic director, or principal for an athlete to be excused from the banquet.

Physical examinations for athletes

All students who participate in interscholastic athletics must have a physical examination form filled out and signed by a physician and by a parent or guardian. These forms must be on file in the Athletic

Director's office prior to the start of regular practice. Athletes will NOT be allowed to practice without a physical form on file. IHSA physical examination forms may be obtained in the Principal's Office or Athletic Director's Office.

Athletic practice

A student-athlete must attend and actively participate in regularly scheduled practice sessions to be eligible for inter school athletic competition. If a student fails to attend regularly scheduled practice sessions, such student shall be required to complete the following prior to participating in a contest:

- (1) Attend and actively participate in all required pre-participation practice sessions
- (2) Attendance and active participation in four school-supervised practice sessions of normal length, which shall occur on four separate days prior to the day the contest if the student fails to attend and actively participate in more than four but less than eleven consecutive days of regularly scheduled practice;
- (3) Attendance and active participation in six school-supervised practice sessions of normal length, which shall occur on six separate days prior to the day of the contest if the student fails to attend and actively participate in more than ten consecutive days of regularly scheduled practice.

Days Missed	No. of Practices Required
5 to 10	4
More than 10 consecutive	6

Season-to-season policy

Rule 1. Before an athlete or manager is eligible to try out for a winter or spring sport, the previous sport season he/she was involved in must have ended. This means the team/individual is eliminated from the state tourney. Once the sport season comes to a conclusion the players/managers will have the option of taking two days off before starting practice for the next season (not including Saturday and Sunday). Example: Football ends on Friday – Players/Managers must report to practice on the following Wednesday or earlier if they would like to. However between Friday and Wednesday the athlete/manager must notify the next season's coach of his/her intention to come out for that particular sport.

Rule 2. Any athlete who quits a sport after the roster has been posted by the coach, may NOT go to another sport until the end of the season of the sport the athlete quit.

Rule 3. Any athlete who has been "cut" from a team may, with the permission of the receiving coach, immediately move to another sport during the current season.

WESTERN WAYNE SCHOOLS EXTRA-CURRICULAR ACTIVITIES AND STUDENT DRIVER DRUG TESTING POLICY

Introduction

The School Board recognizes that in the course of exploring new ideas and broadening their base of experiences, students may make poor choices and take unacceptable risks with a high probability of long-term negative consequence. When this happens, it is the responsibility of the Board and the staff it employs, to intervene. The use of illegal drugs, alcohol, and tobacco are examples of poor choices that require interventions such as those implemented through this Policy.

A statement of need and purpose

In adopting a policy providing for the detection of the use of illegal drugs, alcohol, or tobacco, the Board's objectives are to: (1) provide for the health and safety of students; (2) undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while s/he has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle.

The effective date of this program is August 20, 2003. The program does not affect the current policies, practices, or rights of the Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The Corporation reserves the right to test any student who exhibits cause or reasonable suspicion of drug and/or alcohol usage.

Banned Substances

All illegal and controlled substances (with the exclusion of appropriately prescribed medications) are subject to this policy.

For purposes of all policies and procedures of this Corporation, the term "blocking agent" means a substance that blocks or prevents the detection of the metabolic indicators of the use of a substance tested for or is advertised to do so.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all Corporation students in grades 9 – 12 who wish to participate in extracurricular activities and any student who wishes to drive to school, from school, or during school.

Consent Form

It is MANDATORY that each student who participates in extracurricular activities or drives to or from school sign and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation and/or non-issuance of a student driving permit to school.

At the beginning of each selection date, school year, and/or sports season, as determined by the Indiana High School Athletic Association or when a student moves into the District and joins an activity, all students wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances. Up to ten percent (10%) of eligible students will be randomly tested on up to a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extracurricular Western Wayne activities or driving privileges.

Each student shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the student and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Western Wayne Schools or is stating s/he does not plan to participate in extracurricular activities. Any student who fails to sign and return a consent form by the selection date and then decides to participate in an extracurricular activity program at a later

date must submit to urinalysis. The student and/or parent/guardian will be financially responsible for the urinalysis.

Testing Procedure

A.	The selection of participants will be done randomly by the outside testing agency. Each participant will be assigned a number upon entering the student pool. The outside testing agency will communicate a list of randomly selected numbers to the principal/administrative designee. The random selections will be made from time to time throughout the school year. Numbers will be drawn from one (1) large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep a student participant conscious of the possibility of being tested at any time during the year. Each student who indicates a desire to be in an extracurricular activity and/or who drives to school, from school, or during school will be assigned a number that will be placed in the drawing for the remainder of the school year. Each student number may be drawn more than once.
B.	No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
C.	Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "reinstatement" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
D.	If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. The student will remain under school supervision until they have produced an adequate urine specimen. If still unable to produce a specimen within two (2) hours, the student will be sent to the school nurse to determine if there is a medical impediment to yielding a urine specimen. If no medical impediment, the test will be classified as a refusal and the test will therefore be considered a positive
E.	All specimens registering below 90 degrees or above 98 degrees Fahrenheit will be invalid.
F.	If tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parents/guardian. Appropriate discipline will also be imposed.
G.	Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time s/he exited the collection site. The principal/administrative designee must sign the pass and note the time the student is exiting to return to class.
H.	The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol and "street drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also "performance enhancing" drugs such as steroids may be tested.
I.	The laboratory selected must follow the standards set by the Department of Transportation's SAMSHA (NIDA) certified laboratory, testing facilities.

Consequences of a Confirmed, Positive Test

In the event that a student receives a confirmed, positive test, the principal/designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two (2) different types of analyses). The principal/designee or medical review officer will notify the student and his/her parent/guardian of the positive test. The student or his/her

parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a "positive" test has been satisfactorily explained.

If the test is verified "positive", the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Training Rules. A student involved in non-athletic extracurricular activities will be subject to the disciplinary consequences outlined in the Student Activities Code of Conduct. A student driver who tests positive for alcohol will have his/her driving privileges suspended for forty-five (45) school days. A student driver who tests positive for banned substances other than alcohol will have his/her driving privileges suspended sixty (60) school days. Suspension of driving privileges may carry over to the following school year. A student driver suspended for alcohol use may have his/her suspension reduced to twenty-five (25) school days if the student successfully completes a school program at a licensed drug and/or alcohol rehabilitation center.

A "follow-up" test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities and/or driving. If a second "positive" result is obtained from the "follow-up" tests, or any later test of that participant, the **same previous procedure** shall be followed. In addition, Western Wayne Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.

No person shall have access to the records of testing pursuant to this policy for a reason other than the implementation of this policy without approval of the reason for access by the Superintendent. A parent/guardian and a student age (18) or older shall have access to the records of testing of that student pursuant to the Family Educational Rights and Privacy Act.

Statistical Reporting and Confidentiality of Drug Test Results

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Board of Education of Western Wayne Schools. However, the lab will provide the Building Principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

Under this drug testing program, any staff, coach, or sponsor of Western Wayne Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or disposition of the student involved, other than in the case of a legal subpoena being made upon the person in the course of a legal investigation. Once again, this will underscore Western Wayne Schools commitment to confidentiality with regards to the program.

Financial Responsibility

Under this policy Western Wayne Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "reinstatement" drug tests. (Once a student has a verified "positive" test result and has subsequently tested positive on a "follow-up" test, any future "reinstatement" drug test that must be conducted will be paid for by the student or his/her parent/guardian.)

A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

A mandatory drug test for a student who initially indicated that they would not participate in any extra-curricular activity for the remainder of the school year is the financial responsibility of the student or his/her parent/guardian.

Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

The parent/guardian/student will be responsible for the cost of any drug test given as a result of a parent/guardian/student request that a student be tested or included in the testing pool.