

# WESTERN WAYNE ELEMENTARY SCHOOL

## 2023-2024



*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.*

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**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.***

## **WESTERN WAYNE SCHOOLS - MISSION STATEMENT**

Western Wayne Schools provides students with “opportunities to soar” within a disciplined educational environment that produces community-minded learners who are confident, productive, and prepared for a successful future.

## **WESTERN WAYNE SCHOOLS - VISION STATEMENT**

Western Wayne Schools is an engaging, competitive district that maximizes student potential through quality academic and occupational experiences.

## **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.  
Helping all learners become self-aware, confident, curious, and empathetic.

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## **ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY**

Western Wayne Schools Corporation (“Corporation”) does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex (including transgender status, sexualorientation and/or gender identity), gender, religion, genetic information or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school’s computer network.

The Corporation has designated a coordinator of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinator are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinator is 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 record keeping.

Harassment or discrimination of students, staff members, and guests is prohibited at all academic, extra-curricular, and school-sponsored activities. 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, hazing 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. These procedures will be used to investigate and address complaints of discrimination and harassment alleging discrimination by students, employees, or third parties.

The coordinator shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee’s other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

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“Hazing” as used in this Policy means causing a person to perform or submit to an act of initiation or rite of passage into a class, group, team, or organization if the act or series of acts is demeaning, or results in a risk of mental, emotional, or physical harm. Consent, or assumption of risk by a target, shall not be considered in determining if hazing has occurred. See also I.C. 35-42-2-2.5.

The goal of these procedures is to ensure they adequately address and provide sufficient options for prompt and effective responses to incidents of discrimination and harassment. The Corporation’s response will be reasonably calculated to end harassment and discrimination, eliminate hostile environments, prevent recurrence, and provide for a free appropriate public education (“FAPE”). The Corporation will ensure that its policy and procedures against discrimination and harassment are widely distributed and readily available to students, parents of students, and employees. The Corporation will take appropriate steps to educate employees, students, and parents regarding its non-discrimination and anti-harassment policies and reporting procedures. This may include: presentations during employee training; seminars, workshops, or speakers; or signs, posters, or demonstrations emphasizing important parts of the policy. Policies and reporting procedures will be made available to the school community through hardcopy and via the Corporation’s website.

**Anyone who believes that a student or member of the school community has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or 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 a staff member should not be reported to the accused staff. <sup>2</sup> Instead, complaints against a staff member should be reported to the staff member’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, both building and corporation level coordinators 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 A100 as well as A100-E, or by contacting the Complaint Coordinator listed above. For any questions, concerns, or to file a complaint, contact the Complaint Coordinator listed above.

## **ATTENDANCE**

School at WWES begins each day at **8:30 a.m.** and ends at 2:45 p.m. daily



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)

Attendance shall be required of all Western Wayne Schools ("Corporation") students, except those exempted under other provisions of State law, during the days and hours that the school is in session.

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.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. absence of more than three (3) days duration;
- C. repeated unexplained absence and tardiness.

## **Excused Absences**

Excused absences include, but are not limited to:

The Board considers the following for excused absences:

- A. Service as a page for or as an honoree of the general assembly
- B. Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
- C. A subpoena to appear in court as a witness in a judicial proceeding
- D. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
- E. Member of the Indiana wing of the civil air patrol who is participating in a civil air patrol for not more than five (5) days in a school year
- F. "Educationally related non classroom activity" as defined in I.C. 20-33-2-17.5:
- G. Illness/Absence verified by a call/note from the parent/guardian (Beyond 10 you will need documentation from a doctor or they will be unexcused)
- H. Illness verified by a note from a physician

- I. Recovery from accident
- J. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- K. Death in the immediate family or of a relative
- L. Observation or celebration of a bona fide religious holiday
- M. Maternity
- N. Military connected families' absences related to deployment and return
- O. Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law

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

### **Unexcused Absences**

An unexcused absence is any absence not covered under the definition of an excused absence or an exception to compulsory attendance. An out-of-school suspension or expulsion shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as a willful refusal to attend school as required by the compulsory attendance law.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court and/or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where the school is in session by the authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting a study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop administrative guidelines for student attendance and truancy. The Superintendent also shall ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

### **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. 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:

- 1st-4th Unexcused Absence = Automated phone call home through Harmony.
- 5th Unexcused Absence = Attendance Letter Sent reminding parents of the policy.
- 10th Unexcused Absence = Attendance Letter Sent alerting parents that they are officially out of absences based on the compulsory attendance law.
- 11th Unexcused Absence = Meeting held with parent/guardian/student to establish attendance contract and DCS will be contacted.
- 12th Unexcused Absence and above = contract will be followed and DCS will be contacted.

## **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.

## **Arrival and Dismissal: 8:15 am-2:45 pm**

- The school day begins at 8:30 a.m. and ends at 2:45 p.m.
- Students will be allowed in the building after 8:15 a.m. through the main front doors and should report directly to their assigned classroom.
- Students are not to arrive prior to 8:15 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 latchkey hours are 6:30 a.m. – 8:15 a.m. On delay days, latchkey hours are 7:00-8:15

## **School Dismissal Manager**

At Western Wayne Elementary, we use a system called "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.

## **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. Students are responsible for their books and devices all year. If the book is not returned or is damaged, a charge will be assessed. 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.

## **BUILDING / CLASSROOM RULES AND REGULATIONS**

The classroom teachers and Instructional Assistants are expected to handle most of the classroom discipline. Parents will be contacted to solicit their help and support when classroom behaviors become a problem. A meeting with the student, parents and teachers may be scheduled to communicate problems and determine possible solutions. Minor disruptive behaviors will be dealt with by appropriate discipline interventions by the individual teachers or instructional assistants. A classroom teacher may assign a lunch detention or an office referral in an attempt to change unwanted behaviors. Teachers and administrators may also use reasonable physical force or restraint in the following instances:

- Self-defense (but only the force necessary to extricate themselves from the danger).
- Stopping a student from harming himself.
- Preventing one student from harming another.
- Forcibly removing a student from a situation where the student is causing a serious disruption and refuses to leave.

## **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**

Every student is eligible for a free breakfast and lunch daily.

A lunch menu will be sent home every month (Elementary) and can be found on the school website. Menus are subject to change at any time. In Elementary school, no soft drinks are to be brought from home to be consumed with lunches.

## **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 32<sup>o</sup>. If the wind-chill factor makes the temperature feel lower than 32<sup>o</sup> we will not go outside. Children must be sent to school dressed properly to go outside.

## **CELL PHONE POLICY**

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 are the responsibility of the student who brings them. Refusal by a student to follow this policy or to turn over the cell phone will be considered insubordinate and will result in disciplinary action.

## **CHANGE OF ADDRESS**

It is important for the office to have your correct home address on record. If you move, please provide proof of residency of your new address to one of the school secretaries in the main office,

## **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 7:55 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.

## **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 be fingertip length.
7. Jeans with holes in them must be fingertip length.
8. Hoods, hats, as well as sunglasses are not permitted to be worn in the school building. Accommodations will be made for genuine religious observation.
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 three choices. He/she may either have a parent/guardian bring a change of clothing to school, wear something offered by our school nurse, 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, WLBC, JOY FM, and WMDH New Castle, and on the Indianapolis TV stations, channels 6, 8, Fox 59, 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.

## **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**

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

## **FIELD TRIPS**

Arrangements 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 WWES 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 (in 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 no 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: <https://www.in.gov/doe/students/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 believe 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 judgment 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
- Detention
- Office Time-Out
- 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, club meetings and activities, college visitation days during school time, and field trips.
- Before or 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:



## **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**

When a Building Administrator (or designee) determines that a student shall be suspended, the following procedures will be followed:

A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to a written or oral statement of the charges. If the student denies the charges, a summary of the evidence against the student will be presented and the student will be provided an opportunity to explain his or her conduct.

The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the Building Administrator.

### **IN-SCHOOL SUSPENSION**

The purpose of the program is to provide an alternative to Out-of-School Suspension. The full day In-School Suspension hours are from 8:30 a.m. to 2:45 p.m. Students assigned to In-School Suspension shall come to school as usual on the day(s) they are assigned except they shall immediately report to the ISS room with all classroom materials. During an In-School Suspension, students are to do school work assigned to them by their classroom teacher. Talking, sleeping, or other disruptions are not permitted. Students who fail to attend In-School Suspension, violate In-School Suspension regulations, or fail to cooperate with the ISS supervisor will be suspended Out of School. Students who do not come to school on a day they are assigned to In-School Suspension will have their ISS reassigned. Credit is to be given for work that is assigned for days of In-School Suspension if it is completed during the time in ISS. In-School Suspensions are held as necessary.

## **EXCESSIVE IN-SCHOOL SUSPENSIONS**

The number of In-School suspensions is considered excessive when a student exceeds five (5) within a school year. If a student exceeds five (5) In-School suspensions within a school year, progressive disciplinary action will be taken such as, out-of-school suspension, or expulsion.

## **OUT-OF-SCHOOL SUSPENSION: (OSS)**

Out-of-school suspension occurs when a student is denied the privilege of attending school. Credit will be given for academic work during OSS. OSS could range from one day to ten days depending on circumstances. Any student who is serving OSS will be prohibited from participating in or attending any Extra-curricular events on the day or days of the suspension.

## **EXCESSIVE OUT OF SCHOOL SUSPENSIONS**

The number of Out of School suspensions is considered excessive when a student exceeds fifteen (15) days of Out of School suspension within a school year. If a student exceeds fifteen (15) days of Out of School suspensions within a school year, progressive disciplinary action will be taken such as a recommendation for expulsion, or a probationary agreement with the administration.

## **Grounds for Suspension or Expulsion:**

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

- a. 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);
- b. Off school grounds at a school activity, function, or event; or
- c. 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:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school

- property.
- e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
  2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable 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. At Western Wayne Elementary School 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. This also pertains to the use of artificial intelligence and a student using it as their own work.
- 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.

Consequences for Academic Dishonesty can include but are not limited to ...

- A zero on the assignment or test
- An alternative assignment must be completed
- Parent Teacher Conference

## **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.

## **POLICY OF STUDENTS RE-ENTERING**

A student who has been withdrawn or expelled from Western Wayne Schools in his previous tenure as a Western Wayne Elementary School student may re-enter on a probationary basis for one semester. Probationary status will be maintained because it is felt that a sincere desire to continue one's education would not justify tolerating repetition of previous behavioral patterns. Should inappropriate behavior continue after the student's return, the student will again be removed from school when he has reached any combination of offenses (discipline, attendance, or referrals). Additionally, these students may be offered an alternative education program to assist in completing their high school graduation requirements. Under Indiana law, a principal may require any student who is sixteen (16) years of age or older and seeks to enroll in school following an expulsion to enroll in an alternative school, an alternative educational program, or evening school.

**\*\*\*Unless specifically noted, Disciplinary action for the following infractions may include, but are not limited to; Lunch Detention, After school Detention, Class suspension, ½ day In-School Suspension, In-School Suspension, Out-of-School Suspension, and Expulsion. Frequency or severity of the violation will also be considered in the disciplinary action.**

## **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.

## **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 threaten 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.

### **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. No visitors will be permitted to eat lunch in the cafeteria.

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.

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 the police. Drivers need to be alert for students around the school.