



WEST CENTRAL ELEMENTARY

West Central Elementary School Student/Parent Handbook 2024-2025

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District Statements

Vision Statement

Encourage Every Student, Every Day
Engage • Empower • Educate

Mission Statement

West Central Schools commit to a comprehensive system of support, which ensures every member of the school community is valued, promoting further learning and successful college and career opportunities. We commit to promote an environment that fosters positive self-motivation, servitude and responsible citizenship.

Belief Statements

1. We believe that West Central is student focused by putting the needs and interests of the student first now, and in the future.
2. We believe that by making every decision based on what is best for the students that they will benefit now and in the future.
3. We believe all will act with the highest integrity when interacting with others in every setting.
4. We will choose what is right, honest, and true even when it is hard.
5. We believe that everyone deserves sincere and genuine respect through recognition of their abilities, qualities and achievements
6. We believe that everyone deserves respect

Nondiscrimination Statement

Educational services, programs, instruction, and facilities will not be denied to anyone in the West Central School Corporation as the result of his or her age, race, color, national origin, sex, or handicapped condition.

Verbal Aggression

Verbal aggression towards anyone will not be tolerated. Disciplinary action and/or suspension **shall** result. Examples of verbal aggression are profane **and/or** obscene language, sexual harassment, forms of coercion, threats, intimidation, and **any racial comments(s) or racial slur**.

I. General Information and School Policy

This handbook has been compiled to serve as a guide for students and parents concerning the policies of the West Central Elementary School. Suggestions from teachers, parents and students are welcomed and appreciated. With the cooperation of its school employees, parents and students, the West Central Elementary School will provide the best education possible.

The purpose of the Student/Parent Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school.

In case of a conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. (In some cases this may be the provisions in the handbook. The Board will immediately update the Board Policy as needed in these circumstances.)

The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the corporation. If policy changes are enacted during the school year, the administration will communicate the changes to students, staff, and parents/guardians.

Textbook Rental West Central's School Board establishes the fees charged for book rentals. The fees may vary each year due to the increased cost of books and materials. Textbook rental fees may be due at the beginning of each semester depending on legislative action if the state does not continue to cover textbook rental. The student must pay for all lost or damaged books. Book rental-assistance forms are available in our elementary school office.

Communication The West Central Elementary School staff believes communication is very important. It is our philosophy to keep in close contact with parents throughout the school year. If you have questions or concerns about your child, please call your child's teacher to schedule a mutually agreeable conference time. Should you desire to talk with the principal, feel free to call for an appointment. Most school-wide communication is done electronically. It is vitally important that a current email and phone number is in the school's information system. Please contact the office if any changes are needed.

Counseling A Social Emotional Learning Specialist is available to all students. The Social Emotional Learning Specialist promotes academic and career development, as well as, social/personal development. The Social Emotional Learning Specialist is a friend to our students and a resource for our parents and teachers. Students, teachers, parents, the principal or the Social Emotional Learning Specialist can initiate a counseling referral. Because counseling is a part of the general educational experience, Indiana law does not require a student to have parental permission to talk with the counselor.

Field Trips Parental permission forms must be signed and returned to the school prior to the student going on a field trip.

Visitor Guidelines All visitors are required to sign in at the office before going elsewhere in the building. Visitors will be issued a visitor's I.D badge. Visitors must then **sign-out** and return the visitor's I.D. badge before leaving the building.

Parent-Teacher Council (PTC) The PTC assists our staff in helping to provide a quality education for our students. All parents, teachers and staff members are encouraged to attend the meetings. The after-school meetings are usually held in the school library. Contact the office for meeting dates.

Parties Snacks nutritional in value must be offered. Some helpful suggestions for snack ideas can be obtained from the student's teacher.

Policy for Student Unpaid Meal Accounts and Cafeteria Policy:

Cafeteria Policy

West Central School Corporation follows the National School Lunch Program guidelines and operates an "offer vs. serve" service. Menus can be found on the corporation website and at the entry points of each serving line. Students are required to remain on campus for lunch but can choose to bring their lunch from home. Microwaves are available to students in the middle/high school cafeteria only. The food services department ensures its compliancy with the school district's Wellness Policy for food and beverages sold outside of the reimbursable meal and students are expected to comply with the policy. Caffeinated beverages, energy drinks and soft drinks are not permitted in the cafeteria during school hours (12am-3:38pm).

Share tables are available for student use in each cafeteria for unwanted food purchased through the cafeteria to share with other students. Food or beverage items placed on the share table must be consumed in the cafeteria and are not permitted in student lockers or classrooms.

Student lunch accounts are maintained through LINQ Connect and operates on a pre-deposit basis. Deposits can be made online through <https://linqconnect.com/>; or by supplying cash or checks through the main office. Cash or check deposits must be placed in an envelope with the student's first and last name, lunch number and the dollar amount clearly written on the outside of the envelope. Deposits will be collected by 9:50am to ensure funds are credited to the student account before lunch service. Otherwise, student lunch deposits may be credited the next school day. Students are notified of low or negative balances at the point of sale and may inquire about their account balance at any time. Purchasing additional items other than a reimbursable meal are not allowed unless the student's account has enough funds for the additional item(s). Assigned lunch identification numbers are used for all student purchases. The cafeteria does not make change. Visitors must bring exact change when purchasing a meal or deposit the difference in a student account or the angel account. Parent meals cannot be charged to a student account. Account balances that have accumulated will be carried over to the next school year with the exception of graduating seniors. Graduating seniors will visit the Director of Food Services to determine what is needed to close their account through their end of year checklist.

This institution is an equal opportunity provider.

Meal Charge Policy

West Central School Corporation makes every effort to ensure that students are provided a nutritious breakfast and lunch on a daily basis during the school year. The school corporation, Child Nutrition Program and National School Lunch Program will provide free and reduced-price meals to all qualifying students. State and school corporation officials review and approve free or reduced-price meals to qualifying students based on income standards, regulations and procedures as determined by the United States Department of Agriculture.

West Central School Corporation utilizes LINQ Connect for student meal accounts and payments can be made online at <https://linqconnect.com/>. Payments are also accepted in both the middle/high school and elementary offices. When submitting deposits to the office, payments must be placed inside an envelope with the student's first and last name clearly written on the outside, lunch number and the dollar amount being deposited. It is crucial that student meal accounts remain in a positive balance.

A-Free and Reduced Application for Meals can be submitted by parents at any time during the school year. Applications can be resubmitted at any time if home or financial situations change. Applications are made available through <https://linqconnect.com/> or can be found on the corporation website at <https://www.wcsc.k12.in.us/wcsc/info/food-services-new>. Paper copies of the application are also available at each of the school offices and the office of the Director of Food Services.

Meal Charges

1. All students will be provided a standard lunch. A la carte items or extra food and beverages cannot be purchased with a negative balance. Students must have enough funds in their account to cover the cost of any additional items they wish to purchase outside of a standard lunch.
2. A low balance notification will be sent out by email when a student's balance falls below \$10.00. Email addresses must be current to receive these notifications.
3. Negative balance notifications will be sent out twice weekly by email when a student's account balance becomes negative until the debt is recovered. Email addresses must be current to receive these notifications.
4. Balances that fall below -\$25.00 will receive a phone call from a member of the food services department. If the parent or guardian cannot be reached by phone, a letter and Free and Reduced Application for Meals will be sent home with the student. Negative balance letters will be mailed monthly to households with a negative balance of \$10.00 or more.
5. If account balances (households) reach \$30.00 with no efforts from the parent or guardian to correct the deficit; or the parent or guardian is not responding to attempts of communication made by food service staff, the school building principal will be notified. The building principal will attempt to contact the parent or guardian to collect funds. If they are unsuccessful, this may be a sign of abuse or neglect and proper authorities may be contacted.
6. All accounts must be in good standing by the end of the school year. Negative balance letters will be mailed in May to all households with deficits. Accumulated negative balances with no corrective action will be turned over to the superintendent and debt collection proceedings will be pursued.

Applications/Status Changes

It is highly encouraged that all households complete a Free and Reduced Application for Meals. Applications are available on our website or can be picked up at the main office. Applications will be processed once received by the food service department. Refer to the Parent Letter and Instructions for filling out the annual application on our website. Meal reimbursement claims made to Indiana Department of Education, will be completed monthly for the previous month's meals sold. Once reimbursement claims are submitted, student application status changes can only be backdated to the 1st of the current month and any meals charged prior to the status date change will be the household's financial responsibility. Parents/guardians are encouraged to review your student's application status through the online portal <https://linqconnect.com/> for accuracy. Any discrepancies should be communicated to the Director of Food Services.

Student/Staff Meal Account Closing

It is best practice to zero out student and staff accounts before deactivation. In order to make this possible, the following steps will be initialized:

1. Student Withdrawal
 - a. If a student has a credit in their account greater than \$10.00, the parent/guardian will be contacted to discuss the funds. At this time, a parent/guardian will have the choice of receiving a refund or donating the remaining funds to the angel account. Meal account balances less than \$10.00 will not be refunded unless requested by the parent/guardian with a phone call to the Food Service Director, email or written letter. Requests can be made up

to 180 days following their child's departure at which time any remaining funds will be transferred to the angel account.

- i. If a refund is chosen, a Claim for Refund form will be sent home with the student or mailed to the parent/guardian. Once returned to the corporation, the treasurer will process the claim and mail a check to the head of household's address on file.
- ii. Funds donated to the angel account will be transferred by the Director of Food Services and validated by another individual, typically a kitchen manager, acknowledging the funds transfer.

2. Graduating Seniors

- a. Seniors will visit the Director of Food Services during lunch with their end of year checklist. At this time, seniors will have the option to request a refund, transfer the funds to a sibling's account or donate to the angel account.
- b. All senior account balance refunds and transfers will follow the same process as a student withdrawal described above.

3. Staff Members

- a. It is the responsibility of staff members will need to contact the Director of Food Services before their departure from West Central School Corporation and fill out an Accounts Payable Voucher for refund or donate their remaining funds to the angel account.
- b. Departed staff members will be contacted by the food service department if their account balances are greater than \$10.00 to discuss funds. Accounts with remaining balances less than \$10.00 will be transferred to the angel account. Requests for refunds can be made up to 180 days following their departure at which time any remaining funds will be transferred to the angel account.

The term "angel account" refers to an account created to collect and disburse funds to the meal accounts of students experiencing hardship. Hardship decisions are decided by both the Director of Food Services and kitchen manager. Transfers out of this account are completed by the Director of Food Services and validated by the kitchen manager. All unclaimed funds (student, adult) will be deposited into the angel account.

Collection of Debt and Balances Owed by Parent/Guardian

The West Central School Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort will be made by the school administration to collect the monies owed to the school corporation including collection procedures.

The school corporation is willing to work with parents to ensure that their child is properly fed. Parents have the option to send a lunch or breakfast from home. However, if there is no attempt made by the responsible parent/guardian to deposit funds to cover the charged meals or provide a lunch for a child, the school administrator and/or superintendent may begin debt collection proceedings or a referral to the Department of Child Services may be initiated.

In the cases where a positive balance of \$10.00 or more exists in meal accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.

The superintendent may develop regulations addressing specific situations relating to the above conditions.

This institution is an equal opportunity provider.

Angel Account Policy

West Central Food Services Department maintains an angel account funded by donations. These funds are used to cover temporary shortfalls in student meal accounts. Donations to this account come from individuals, groups, businesses and graduating students.

Individual schools do not maintain separate funds and all donated funds are held in one account. Distributions from this account are done on a case-by-case basis.

The following controls have been put in place to ensure proper deposit into the angel account are ethically executed:

1. Any donations made to the angel account will be verified by two individuals prior to deposit and documented on a deposit verification form.
2. Deposits, whether cash/check or student/staff transfers made to the angel account will be completed by the Director of Food Services and verified by a second food service individual, normally a kitchen manager.
3. Tracking of donations will be maintained in the angel account through TITAN: A LINQ SOLUTION.

The following controls have been put in place to ensure proper transfers to student accounts are ethically executed:

1. Transfers out of the angel account to student accounts will be decided between the Director of Food Services and another knowledgeable individual familiar with the student's circumstance. These individuals include but are not limited to: Kitchen Staff, Counselor, Principal or Superintendent.
2. Upon agreement of the student's need for financial assistance, the Director of Food Services will transfer funds from the angel account to the student in need bringing their account balance to zero or other predetermined amount.
3. Transfers will be documented and verified in the student's account notes indicating the reason for the transfer and who the deciding parties were. Once funds are transferred, verification of the transfer will be completed by a second food service individual, normally a kitchen manager.
4. Tracking of all angel account fund transfers to student accounts will be maintained in the student's account through TITAN: A LINQ SOLUTION.

In all cases, parents/guardians will be requested to complete a Free and Reduced Meal application prior to angel fund transfers to their student(s) if they have not done so for the current school year. West Central School Corporation reserves the right to request parent/guardian financial data prior to angel account transfer determinations if desired. Neglecting or refusing to supply meal funds to student accounts by the parent/guardian is not an acceptable reason for angel account fund transfers and if it is determined that a parent/guardian is neglecting their child, Department of Child Services may be contacted.

Adverse Weather Conditions Parents and students are encouraged to listen to area radio stations concerning school delays or closings. The following stations will relay school announcements:

WLQI Rensselaer	97.7 FM
WKVI Knox	99.3 FM or 1520 AM
WKJM Lafayette/Monticello	95 FM
WRIN Rensselaer	1560 AM
WAZY Lafayette	96.5 FM
WFRN Winamac	100.1 FM

Pest Control Policy West Central is committed to providing students and staff a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. Parents may request to receive advanced notice of all pesticide use in the by filling out the appropriate form available in the elementary school office.

Student Submission to Required Evaluations/Surveys No student shall be required to submit without prior written consent of his parent or guardian, to a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student or his family
3. Sexual behavior and attitudes
4. Illegal, anti-social, self-incrimination and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged and analogous relationships such as those of lawyers, physicians, and ministers
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Media Center

The media center *is* the center of our school and home to the several thousand books available for our students to check out and read. There is a professional and video/DVD library for staff use. The following rules and guidelines exist for good stewardship of our library materials.

1. Students have a limit to the number of books they may check out, depending on their grade level.
2. All books and magazines are due one (1) week after their check-out date. Students may renew books as needed.
3. Students are encouraged to take only one (1) book home at a time.
4. Responsibility for the care and return of library books rests primarily with the students, but if a book is lost or damaged, payment for that book must be made before the student is able to check out any more books. Parents or guardians are ultimately responsible to ensure payment is made for lost or damaged books.

Swimming Pool The swimming pool is open for community swimming on designated days and times. Pool rental and price forms are available in the elementary office. For additional information please visit: www.wesc.k12.in.us/pool.

No School = No Pool!

Swimming Pool rules include:

1. No cut-offs, shorts, bike shorts, or t-shirts are permitted
2. One-piece swim suits only, no open-stomach suits
3. Must furnish own towel
4. No gum, food, or drinks
5. No running, drinking, or rough play
6. Showers must be taken before and after swimming
7. Elementary students must wear swim caps
8. Children under seven years of age must be accompanied by an adult
9. Valuables should be left at home. The corporation is not responsible for missing valuables
10. Lockers are provided, but no locks
11. All inflatable objects are allowable only at the lifeguard's discretion
12. Only one person on any ladder or diving board
13. No playing on the ladder
14. Only one spring (bounce) on the diving board
15. Dive off the front of the board, not the sides
16. At least one lane will be designated for lap swimmers only. Other swimmers are to stay clear of the lane.
17. Respect the judgment and experience of the trained lifeguards; follow their advice, and do not interfere with the performance of their duty.

Title I Parents' Right to Know As a parent of children in a Title I school, **you have rights**. You may request information regarding the professional qualifications of your child's classroom teacher, including:

- If the teacher has met State qualifications and licensing criteria for the grade level and subject areas taught.
- If the teacher is teaching under an emergency or temporary status in which State qualifications or licensing criteria have been waived.
- The teacher's baccalaureate degree major, graduate certification and field of discipline.
- If after four or more consecutive weeks your child has been taught by a teacher who is not highly qualified.

You may also request information regarding:

- Whether your child is provided services by paraprofessionals and their qualifications.
- Information on your child's level of achievement in each of the State's academic assessments.
- Our school's policies, rules, and regulations (See Student/Parent Handbook).

The West Central School Corporation is required to provide notice to parents if their children are in schools that are in School Improvement. These notices must offer public School choice and/or Supplemental Educational Services as appropriate. If you have any questions or concerns regarding your parental rights, please contact the building principal or the corporation's superintendent.

Title I Complaint Procedures

West Central School Corporation is committed to open communication between staff and parents at the districts' Title I, Part A school in order to reach the goal of educating all students. We are aware that disagreements may arise periodically. These disagreements need to be resolved in a timely fashion. The following procedures have been developed to handle complaints dealing with Title I, Part A programs, services, and staff members. All Title I, Part A complaints are to be directed to the Director of Title I as described below.

Filing a Complaint (person with complaint does the following)

1. Gather all information related to the complaint.
2. Write out and detail any concerns regarding the Title I program. Please be as specific as possible.

3. Send the complaint form to the Title I office at the address listed on the form.

Response to Complaint (Director of Title I does the following)

4. Investigate and prepare a response to the complaint.

5. Set an appointment with the originator(s) of the complaint in order to resolve the complaint. The Director of Title I usually will schedule this meeting within five (5) working days after receipt of the complaint.

Additional Steps (if required)

6. If the complaint cannot be resolved by the Director Title I, a meeting will be set up with the Superintendent, the Director of Title I, and the concerned parties.

7. The Superintendent will work with the Director of Title I to resolve the complaint.

8. If the issue is still unresolved, the Director Title I will contact the state department of education's Title I, Part A office for guidance.

9. Meetings with officials from the district may be scheduled in order to resolve the complaint.

10. If additional steps beyond the state department of education are required in the resolution of the complaint, these steps will occur in accordance with the federal Every Student Succeeds Act.

Contact for Complaints

Title I Director

West Central School Corporation

1842 S. US 421, Francesville, IN 47946

Phone: 219-567-9741 Fax: 219-567-9445

II. Student Attendance

Entrance Requirements Kindergarten children must be five years of age by August 1 before entering school for the first time. First grade students must be six years old by August 1 before entering the first grade. All children are required by law to attend school from ages 7 to 16 unless they are physically or mentally incapable of attending classes. Indiana State law requires that each Kindergarten parent/guardian provide the school with up-dated health records. These records should include the names and dates when the immunizations were administered.

Regular attendance is crucial for success at school. Your child should be at school and on time unless he/she is ill. Absences are necessary when their fever is over 99.9 degrees, are coughing excessively, or vomiting. Your child must be fever-free for 24 hours without medication to return to school. Please schedule vacations and routine doctor and dentist appointments after school hours or when school is not in session.

Make-Up Work: All assignments missed during the student's absence must be made up within twice the number of days missed to a maximum of five days You may request make-up work by 8:30 a.m. and it can be picked up after 2:00 p.m. or sent home with a sibling or friend.

Exempt Absences: Exempt absences do not count against the student's attendance and do not count toward the 6 day limit: Exempt absences require documentation and include:

- Exhibiting at the State Fair
- Service as a page or honoree at the general assembly
- Subpoena to appear in court

Excused Absence The following are excused absences: Excused absences are defined as absences that the school regards as legitimate reasons for being out of school. These include:

- Personal illness called in by a parent by 8:30 am which may/may not require a doctor's appointment. Each child is allowed 6 days per semester of absences not documented by a note from a doctor, dentist, or other entity approved by administration. After meeting the 6 day absence limit for the semester, a doctor's note will be required for each additional absence to be recorded as excused. Absences beyond the 6th day not substantiated by a doctor's note will count as unexcused.
- Absences substantiated by a doctor or dentist note or other entity approved by administration and turned into the office within 24 hours of the student returning to school.
- School nurse requests that a parent pick up a student.
- The death of an immediate family or household member.
- Justifiable reasons at the discretion of the principal.

Unexcused Absence

- An absence is unexcused if the parent does not report the absence to the school by 8:30 am or provide a doctor or dentist note with 24 hours of the student returning to school.
- Days beyond the pre-planned absence limit of 3 days
- Pre-Planned days not approved at least 5 days before the first planned absent day may be unexcused.
- Other reasons not justifiable at the discretion of the principal.
- Absent days beyond the 6-day limit not substantiated by a doctor's note
- Students are encouraged to attend all field trips and learning experiences. If you choose not to send your child for reasons other than illness, injury, or other events approved by the principal, an unexcused absence will be recorded.
- Student calls, texts, or emails a parent they are sick and a parent picks up the student without seeing the nurse or office for confirmation of the illness.

Per Indiana Code, any child that has 5 unexcused absences within a ten-week period, the school will be required hold a conference with the family within 5 days to formulate a plan to prevent future absences and address any circumstances inhibiting attendance. The plan may include wrap-around services, counseling, mentoring, or disciplinary actions the school may take. The plan is to be in effect no longer than 45 days.

Parents may be contacted on the sixth absence for the semester to schedule a meeting to address attendance issues before they escalate to further referrals.

If a student is absent for reasons other than doctor, dentist, or other approved appointments, the student will not be able to participate in extracurricular, athletics, or after school activities for that day.

E Learning attendance will follow all attendance expectations in this handbook in relation to allowable days, attendance letters, referrals, retention, awards, ect. Students must participate in the day's learning and/or assignments to be present. If not, an unexcused absence will be recorded unless circumstances approved by administration.

Preplanned or Vacation Absences: We encourage all vacations and trips to be planned during non-school days. If one does fall during school time, three (3) days per year may be excused by administration. If the trip extends beyond three days or another trip occurs, the excess days will be unexcused. Additionally, a Pre-Planned Absence form MUST be submitted 5 days in advance to be considered as excused. Forms turned in less than 5 days prior may result in all days being unexcused. Preplanned absences during state testing, including but not limited to IREAD and ILEARN, will not be approved and will be unexcused. Students already designated as excessive absences or tardies may have all the days recorded as unexcused. Teachers may, but are not required to provide assignments in advance of planned absences.

Determining Tardies & Absences During the School Day

Students are to be in the building by 8:00 a.m. Students arriving between 8:00-9:00am will be counted as tardy. Students arriving after 9:00 will be counted as absent for ½ day. Students leaving before noon will be absent for ½ day. Students arriving after 12:30 will be counted as absent for the whole day since they missed the majority of the instructional time.

The accumulation of five tardies will result in the conversion to a half day unexcused absence.

Guidelines for Habitual Truancy/Chronic Absenteeism: Attendance in school is compulsory as provided by I.C. 20-33-2. A child who fails to attend school without a justifiable reason is truant. An excused absence or an absence due to suspension, expulsion, exclusion, or illness, incarceration or lawful removal of the student from school by the parent or guardian are not considered truancy in the compulsory school attendance policy as provided by Indiana Code 20-33-2-11. However, the following may be evidence of habitual truancy if the:

- Student shows defiance of parental authority in the failure to attend school.
- Student has a repeated, continuous pattern of absences.
- Student acquires an early dismissal under false pretenses.
- Parent fails to ensure their child is in school.

A letter will be sent to the parent on the fourth and sixth unexcused absence of the semester. On the seventh unexcused absence of the semester, a referral may be made to the Project Attend truancy program. A letter will be sent on the ninth absence, and if the family has not enrolled in the truancy program, a referral will be made to the Pulaski or Jasper County Prosecuting Attorney for failure to comply with the compulsory school attendance law. **The West Central School Corporation reserves the right to consider retention of any student, regardless of the child's performance, based on 12 or more excused or unexcused absences per school year.**

Early Dismissal An early dismissal may be issued to a student for justifiable emergency and/or personal reasons. The request must come from the parent or legal guardian. The student will remain in class until his parent arrives at school. Then, the student will be called to the office. The student must be formally “signed-out” by the parent or guardian. Written notification must be presented if the child is to be transported by another individual other than a family member.

Student Withdrawals Parents of students moving to another school district must notify the elementary office before withdrawing their children. Parents are required to sign claim forms for book rental refunds, and/or pay all balances due.

III. Student Health

Epi-Pens Anaphylaxis is a life-threatening allergic reaction. It can occur after insect stings or food intake in susceptible children, adolescents, and adults while at school. The respiratory, skin, gastrointestinal, and cardiac systems are often affected; prompt treatment with injected epinephrine may be lifesaving. At West Central (K-12) we will have Epi-Pens for emergency use that would be given by the nurse at school.

If a staff member or a student with no known allergies exhibit signs of anaphylaxis, such as severe swelling of the lips, face, tongue, or throat or have severe difficulty swallowing or breathing, or unconsciousness, administration of an Epi-Pen will be given. 911 and parents will be called. ****If a parent does not wish for this emergency treatment to be given, a written note must be sent into school and will be kept on file. It must have the student's name and be signed/dated by parent.****

School Nurse A registered nurse is available in the elementary school. The nurse assesses all ill or injured students sent to the office. The nurse is an aid in sickness and emergencies, not a substitute for a family physician. She conducts vision testing. She also maintains a health record for each student and monitors each student’s immunization status. Please refer to the medication policy in the following pages.

Guidelines for Sending/Keeping Students Home:

- Elevated temperature above 99.9 degrees, or above what you know is normal for your child. Must be fever-free for 24 hours without medication to return to school.
- Acute cold with severe cough
- Vomiting, nausea, abdominal pain, and repeated diarrhea. Must be symptom free for 24 hours to return to school.
- Communicable disease (i.e. pinkeye (conjunctivitis), Strep throat, Chicken pox, etc.)
- Injuries that are questionable for possible fractures, or head injury
- Head lice (Live bugs will require the student to be sent home.)

There will be times when it will be difficult to tell when your child is too ill to go to school. Like adults, some young people have very different tolerances to discomfort or illness. Even with the “common cold” some young people will be able to function while others cannot. Fevers/elevated temperature must be gone for a full 24 hours without the aid of medication; this is to protect the rest of the staff and student body from contracting the illness. If a student is placed on prescribed antibiotics, they must take it for a full 24 hours before being considered no longer contagious. Please make sure that all of your contact information is current and updated. If it changes let us know as soon as possible. Please do not hesitate to contact the school nurse if you have any questions about if your child should or should not return to school after an illness.

If your child can not participate in Gym class, Gym and Swim, or recess, a doctor’s note is required with a specific reason for non-participation.

Immunization When a child enrolls in our school corporation, his parents must show either that he has been immunized or that a current, written religious or medical objection is on file. Parents are required to provide the school with complete immunization records prior to the beginning of the school year. Minimum immunization requirements are as follows:

- Kindergarten to 5th	3Hep B 5DTaP 4Polio	2 Varicella 2 HepA 2MMR
- Grades 6th -11th	3HepB 5DTap 2MMR 1MCV4	2 Varicella 4Polio 2 Hep A 1 Tdap (Tetanus, Diptheria, & Pertussis)

-12th Grade	3 Hepatitis B	2MMR
	5 DTap	2 Hep A
	4 Polio	2 MCV4
	2 Varicella	1 Tdap (Tetanus, Diphtheria, & Pertusis)

- **Hep A** – The minimum interval between first and second dose of Hepatitis A is 6 calendar months

- **Hep B** - The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

- **DTaP** - Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child’s fourth birthday.

- **Polio** - The 4th dose of polio vaccine must be administered on or after child’s fourth birthday. Three doses of polio vaccine are acceptable if 3rd dose was administered on or after child’s fourth birthday and the doses are all IPV or all OPV.

- **Varicella** - Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 5th grade. A signed statement from the parent/guardian indicating history of disease, including month and year is acceptable for children in grades 6-12.

- **Live Vaccines (MMR, Varicella & LAIV)** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

Religious/Medical Exemption Religious/Medical Exemption - IC 20-34-4 permits children to attend school if they have a Religious/Medical Exemption to Indiana State required immunizations. Your Physician must sign a Medical Exemption yearly; a Religious Exemption must also be updated yearly and on file.

If a child has a Medical/Religious Exemption on file, they will have to follow our “Outbreak Policy”. In the event of an outbreak of a vaccine preventable disease for which your child is not fully vaccinated, your child may be excluded from school to protect his/her health and the health of all our students and staff. It is important to understand that with some diseases such as measles, one infected child is an outbreak. The length of time your child will be kept out of school depends on the disease. Your child’s exclusion may be as long as 3-4 weeks.

If your child is excluded from school, your child will also be excluded from school sponsored activities, such as sporting events, dances, and graduation that occur within the exclusion period. The school will notify you when your child can return to school. Incompletely vaccinated children can be excluded from school due to cases of measles, chickenpox, pertussis, mumps, or any other vaccine preventable disease (at the discretion of the local health officer).

Head Lice School-wide head checks will be held during the first week of each new school year. Additional school-wide checks will be conducted when students return from Christmas break. All new in-coming students, as well as any student having possible signs of head lice, will be checked. Students should have no live lice in order to remain in the classroom. Parents will be contacted and students will be excluded from riding the bus, when possible. In addition, parents are requested to contact the school as soon as possible if they know their child has head lice.

Bathroom Needs All students attending West Central must be fully potty trained unless they have a medical exemption documented by a physician. A potty trained child is a child who can do the following:

1. Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words “I have to go potty” BEFORE they have to go.
2. Be able to pull down their underwear and pants and get them back up without assistance.
3. Be able to wipe themselves after using the toilet.
4. Be able to get off the potty by themselves.
5. Be able to wash and dry hands.
6. Be able to go directly back to the room without directions.

7. Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the restroom.

Insurance Student group accident insurance is available under a voluntary plan. Insurance information is distributed at the start of school in the fall. All parents sign a form stating that insurance has been offered to their family as part of the start-of-year registration process.

Medication for Students It is strongly recommended that medications be given at home whenever possible. However, when students need medication during the school day, the following guidelines must be observed to comply with school policy. **Any medication sent to school without meeting these guidelines will not be dispensed.** The following personnel are authorized to administer medication to students: nurse, secretary, principal, counselor, or designated office assistant.

The guidelines are:

1. Prescription medications must be sent to school in their **original containers**. Each container must be labeled with:
 - a. The name of the medication
 - b. The amount to be given
 - c. The time of day to be taken
 - d. The number of days the medication is to be taken
2. Over-the-counter medications will be dispensed if:
 - a. The medication is in its original container
 - a. Written permission from the parent or legal guardian accompanies the medication
 - b. Written instructions, including time of day and amount to be taken, accompany the medication
3. All medications and medical devices are kept in the nurse's office.
4. Daily medications require a written note of instruction from the doctor.
5. Non-FDA approved supplements will not be given (herbs, homeopathic, etc.)

Any student with a chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while the student is on or off school grounds while attending a school activity, function or event. The physician determines what is acute or chronic, not the school. The authorization must be filed annually. The school needs two written statements one from the parent and one from the doctor.

1. The parent must send written permission for the child to carry the medication and self-administer. This includes all inhalers.
2. A physician must state in writing the following:
 - The student has an acute disease or medical condition for which the medication has been prescribed.
 - The student has been instructed in how to self-administer the medication.
 - The nature of the student's medical condition requires emergency administration of the medication.

Release of Medications (IC 20-34-3-18) Sec. 18

(a) This section does not apply to medication possessed by a student for self-administration under IC 20-33-8-13.

(b) Medication that is possessed by a school for administration during school hours or at school functions for a student **may** be released to: (1) a student's parent; or (2) an individual that is at least (18) years of age **and** designated in writing by the student's parent to receive the medication.

(c) A School Corporation **may** send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication.

****As added by P.L. 1-2005, SEC. 18. Amended by P.L. 76-2005, SEC. 4****

Emergency Information Please make available the name and phone number of someone to contact in case of an emergency. This contact person should have a source of transportation in the event it would be needed. This information will be kept on file in the elementary office.

Inside Recess Students may stay inside in inclement weather as determined by the administration or his designee. Recess will be held inside if the outside temperature is 20 ° or below including windchill. Continuous requests for a student to stay inside from recess or not participate in recess will require a doctor's note.

Health Screenings School officials are required to administer a hearing screening to pupils in Grades One, Four, Seven and Ten. All students new to our corporation and students in Kindergarten, Grades One, Three, and Five will be given a vision screening each year. Parents opposed to these screenings must submit their objections in writing to the health office.

West Central Corporation Wellness Policy

Philosophy

The Board of School Trustees of West Central School Corporation supports increased emphasis on nutrition and physical activity at all grade levels to enhance the well-being of the school corporation's students.

Therefore, in accordance with the Child Nutrition Act, it is the policy of the Board to:

Statement of Purpose

Provide students access to nutritious food and beverages; provide opportunities for physical activity and developmentally appropriate exercises; and require that all meals served by the school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture.

Coordinated School Health Advisory Council

West Central School Corporation will engage students, parents/guardians, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing our corporation's nutrition and physical activities policies. A Coordinated School Health Advisory Council will oversee the development, implementation and evaluation of the school corporation's wellness policy.

1. In accordance with Indiana Code 20-26-9-18, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes some of the following:
 - a. Parents/guardians.
 - b. Foodservice director & staff.
 - c. Students.
 - d. Health care professionals.
 - e. School board member.
 - f. School administrators.
 - g. Teachers (physical education teachers).
 - h. School nurse.
 - i. Members of the general public/community organizations.
2. The Advisory Council shall meet annually to review nutrition and physical activity policies and develop an action plan for the coming year. The council shall meet as needed during the school year to discuss implementation activities and to address barriers and challenges.
3. The Advisory Council shall report annually to the Superintendent and School Board on the implementation of the wellness policy and any changes or revisions that are recommended.
4. The School Board will adopt or revise policies based on the recommendations made by the Advisory Council. The School Wellness Policy shall be made available to students, staff and families by means of school registration, corporation's website, and the student/staff handbook.

Standard for USDA Child Nutrition Programs and School Meals

All schools at West Central will provide and promote breakfast and lunch through the USDA National School Breakfast and Lunch Program.

1. School meal content
 - a. Meals served through the National School Breakfast and Lunch Programs will:
 1. meet or exceed the USDA Dietary Guidelines for Americans
 2. offer a minimum of 2 fruits and/or vegetables at all meals
 3. offer only 1% fat free milk
 4. include whole grains for at least 50% of the grains served
 5. contain 0 percent trans fats
 - b. All cooked foods will be baked or steamed
 - c. Fresh fruits and vegetables will be from certified local farmers when practical.
2. School Meal Participation
 - a. Schools will, to the extent possible, utilize methods to serve school breakfast that encourages participation, including serving breakfast in the classroom and grab and go breakfasts.
 - b. Morning bus routes will be scheduled to allow students to arrive at school in time to eat breakfast.
 - c. Schools in which more than 50% of students are eligible for free or reduced priced meals will sponsor the Summer Food Program when feasible.
3. Mealtimes and Scheduling
 - a. Students will be provided adequate time to eat (at least 20 minutes to eat lunch and 10 Minutes to eat breakfast).
 - b. School meals will be served in clean and pleasant settings.
 - c. Students will be able to wash and sanitize their hands before meals.
 - d. Potable water will be available at all mealtimes.
 - e. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.
4. Professional development and training will be provided and tracked for the foodservice department according to the CEU's required by the USDA.

Nutrition Standards for Competitive and Other Food and Beverages

All schools at West Central will provide and allow foods and beverages that support proper nutrition and promote healthy choices throughout the school day.

Approved Nutrition Standards

1. K-12 a la carte and competitive foods sold outside the school meals up to 30 minutes after school hours shall be limited to:
 - a. No more than 35% of total calories from fat
 - b. Less than 10% of total calories from saturated fats
 - c. 0% trans fat
 - d. No more than 35% of calories from total sugars
2. K-12 a la carte and competitive beverages sold outside the school meals up to 30 minutes after school hours shall be limited to:
 - a. There are to be no caffeinated beverages.
 - b. Low-fat and nonfat milk (in 8oz. portions).
 - c. 100% fruit juice in 8 oz. portions as packaged for elementary/middle school and 12 oz. for High school.
 - d. All beverages other than water, milk, or juice shall be no larger than 8 oz for elementary, 12 oz for middle school and 20 ounces for high school.
3. Availability
 - a. Vending machines for middle/high school students will have timers allowing their use only after school hours. An exception is for vending machines dispensing 100% healthy snacks and drinks.
 - b. Elementary students will have no access to vending machines during the school day.
 - c. Snack carts and the sale of food items by individuals/groups shall be permitted only with prior approval.
 - d. Students and staff will have free water for consumption available in water fountains throughout the school buildings.
4. Celebrations and Fundraisers
 - a. All school sponsored events and celebrations of special occasions shall include healthy beverages and/or food among the choices available to participants.
 - b. Teachers will send home a healthy snack suggestion guide to parents.
 - c. Water or school beverages listed above are encouraged to be served for any celebration during school hours.
 - d. Fundraising activities will strive to support healthy eating and wellness.

Nutrition Education and Promotion

Nutrition, health, and fitness topics shall be integrated within the health education curriculum taught at every grade level, K-12, and coordinated with the school corporation's food service program. These topics may be integrated with other curriculum areas as deemed appropriate, and will link with the coordinated school healthy program.

1. Nutrition education will be provided in the following ways:
 - a. Lessons, using Team Nutrition materials, will be incorporated in all grade levels on nutritional values of meals/foods.
 - b. Lessons will be taught on various chronic diseases, such as diabetes, and their symptoms.
 - c. One focus for nutrition education will be to reach out to community resources such as Purdue Extension.
 - d. Effort will be made to market healthy foods and My Plate will be displayed throughout the school buildings and in every classroom including the cafeteria.
 - e. Nutritional tid-bits will be posted in each building's cafeteria.
 - f. The food service department will share and publicize information about nutritional content of meals with students, staff, and parents on the school's website.
 - g. Periodic taste testing of proposed new healthy foods will be done in the cafeteria.
 - h. Special dietary, religious, and cultural need of students will be considered when planning meals.
 - i. Students are prohibited from leaving campus for lunch.

Physical Activity and Physical Education

1. Physical Education K-12
 - a. All students in grades K-12 will be scheduled for physical education instruction in accordance with Indiana State Law.
 - b. Waivers will not apply toward the physical education courses required for a diploma.
 - c. A licensed instructor (when possible) will teach physical education.
 - d. All staff involved in physical education will be provided with opportunities for professional development.

2. Daily Physical Activity Breaks
 - a. Each school day shall incorporate several minutes of physical activity or exercise (20 minutes in elementary school) in addition to the physical education curriculum.
 - b. Other goals for physical activity include recess, classroom physical activity breaks, and before and after school programs.
3. Physical Activity Opportunities Before and After School
 - a. The school offers intramural teams, clubs, and voluntary activities to increase physical activity opportunities for students after school hours.
 - b. The corporation is encouraged to promote the use of school facilities (fitness center, weight room, pool, playground, etc.) outside of school hours for physical activity.
4. Education/Activities Punishment
 - a. Physical education shall not be taken away as a consequence.

Staff Wellness

1. Staff is encouraged to engage in health screenings, follow-ups, and healthy activities to improve and maintain their health
 - a. MASE annual health screenings
 - b. Free online monitoring (www.sparkpeople.com) Example activities: walking, running, and biking
2. Staff is encouraged to eat healthy and be positive role models
 - a. Fresh fruit, vegetables, and salad ~~bar~~ are offered daily and staff is encouraged to partake in the breakfast and lunch program.
 - b. Staff is encouraged to adhere to and assist in enforcement of the above policies to aid in developing a healthy school and community.

Evaluation and Responsibilities

West Central School Corporation’s Superintendent or designee is responsible to prepare rules, regulations, and guidelines to implement and support this policy. Such provisions should address all food and beverages sold and/or served to students, including competitive food sales, vending machine items, fund raising activities, and student rewards. The superintendent should also prepare regulations for staff development, community involvement, and program evaluation.

1. The superintendent and each building principal or designee shall share the operational responsibility for ensuring the provisions of this policy and its regulations are met in each school.
 - a. The Advisory council will use the WellSAT tool to evaluate the policy.
 - b. The Advisory council will be responsible to report to the principals and superintendent on an annual basis the results of the evaluation.
 - c. The superintendent will be responsible for reporting to the school board the progress.
 - d. This policy shall be reviewed once a year and revised as needed.

VII. Evaluation and Responsibilities

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1. The Advisory council will use the WellSAT tool to evaluate the policy
 2. The Advisory council will be responsible to report to the principals and superintendent on an annual basis the results of the evaluation
 3. The superintendent will be responsible for reporting to the school board the progress
 4. This policy shall be reviewed once a year and revised every two years or as needed

IV. Student Conduct

Students are expected to show respect to every member of our school staff. They are also expected to obey all school rules and regulations.

Dress-Code Students are expected to exhibit cleanliness and good taste in personal appearance.

1. Tank tops, midriff-exposing shirts, short shorts, (shorts and skirts must be fingertip length or longer), low-riding pants exposing skin when standing or sitting, clothing with low necklines, backless, strapless, and clothing with holes in them exposing parts of the body not normally seen are prohibited. Pants that expose skin above the knee must have something worn under them.
2. Hats, bandanas, hoods, and other head coverings are not allowed.
3. Clothing/items displaying alcohol, drugs, tobacco, and inappropriate pictures/words are unacceptable.

4. Sunglasses, dog collars and /or spikes, and any other accessories that could be dangerous to others in school are prohibited.
5. Any other item that interferes with student learning.

Sexually Explicit Behavior/Sexual Harassment Students will not engage in sexual harassment, which includes sexual verbal statements, gestures or physical contact. Nor will they engage in voluntary or consensual sexual contact with another person.

Student Due Process All students are allowed the due process right afforded to them under federal and state laws.

V. Discipline Guidelines

West Central School Corporation Student Conduct and Discipline Any administrator, teacher or other personnel of the school corporation shall be authorized to take action in connection with student behavior in addition to the actions specifically provided in the student handbook when attempting to prevent or correct interference with school purpose. Specific forms of disciplinary action are:

1. Refer to counselor for problem solving.
2. Conference with a parent by phone or in person.
3. Assigning additional work.
4. Rearranging class schedule.
5. Before or after school detention.
 - a. 6th grade students are subject to assigning a Monday Night School. One, two, or three hour detentions begin at 3:15 p.m. and end at 4:15 p.m., 5:15 p.m., or 6:15 p.m. on Monday. Failure to serve detention(s) will result in additional detentions or suspension(s). Students are to use detention time for school related work and must comply with supervisor's guidelines to avoid additional disciplinary action.
6. Restriction of participating in or attendance at extra-curricular activities.
7. School related work activities as an alternative to other means of discipline.
8. Remove from classroom for a period of time.
9. Corporal punishment may be administered at the discretion of an administrator but shall not be administered with anger or malice toward the student. An adult witness employed by the school corporation shall be required to be present and serve as a witness to this form of discipline.
10. Contact outside authorities for assistance-welfare department, probation department, law enforcement, etc.
11. Suspension from school attendance.
12. Expulsion from school attendance.
13. And any other action deemed necessary and appropriate to maintain discipline.

School Bus Rules and Regulations A student will be permitted to ride a different bus **only when our office has received written parental notification**. If an emergency occurs and different transportation is required, a parent/guardian should contact the school before 2:00 PM.

Students who do not have a note or whose parents have not contacted the school **will be sent home on their regular buses**. Students are expected to follow safety rules and the directives of the bus driver. Failure to do so will be cause for disciplinary action and/or suspension of bus riding privileges.

Bus transportation is provided as a service. It is not a right. School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge. School bus drivers shall follow the recommended rules for pupil safety upon approval by the school authority.

A copy of our bus rules and regulations is distributed to each student and his parent/legal guardian prior to the first day of school. A parental/legal guardian signature is required on this document indicating that it has been reviewed, not necessarily that it is agreed to, by all parties. This form is kept on file in the school office.

1. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
2. No pupils shall stand or move from place to place during the trip. Pupils should sit back and face forward keeping the aisle clear.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. Upon recommendation of the bus driver, school authorities will deny the privilege of riding the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner.
8. The bus stop and bus ride are considered part of the school day, therefore, all school rules apply.

9. The student should be waiting at his loading station when the bus arrives.
10. Kindergarten and first grade students should be escorted by an older student, met by a parent at the bus stop, or the bus driver should have evidence the student will be supervised after being dropped off at their home or stop. If the bus driver believes the situation to be unsafe, they shall have the discretion to keep the child on the bus and return the child to Central Office if supervision cannot be confirmed.
11. No pop, gum, candy, or other food items will be allowed on the bus.
12. The parent has the responsibility of transporting their child home if during the day the child developed a physical condition that would create an unsafe environment on the bus. Of greatest concerns are situations where body fluids are an issue and a condition where a child has been isolated from others during the day.
13. West Central takes a strong position on any involvement with drugs. A student who has in their possession, is involved with the use of drugs in any form while on school property, or is involved in the sale of drugs, or any substance alleged to be drugs, will be recommended for expulsion. This policy is in effect during the school day and at all extracurricular events.
14. To ensure the safety of all students the West Central School Corporation agrees and supports the school bus rules and regulations as suggested by the Indiana State Police.

Tobacco Free Environment

Effective June 1, 2009, West Central School Corporation is declared a “Tobacco Free” campus. This includes all buildings, grounds, in vehicles while on school grounds and school owned vehicles at any time. This policy applies to all staff, students and visitors to the West Central campus and is in effect twenty-four hours per day. This policy is in keeping with the Pro-Children Act of 1994, revised in 2001.

Students are not permitted to possess tobacco, smoke tobacco, chew tobacco, or possess or use any electronic devices or nicotine delivery devices of any kind anywhere in the school building, on school grounds including vehicles, on school buses, at bus stops, and/or at school sponsored activities at any location. Tobacco policy includes vaping, vaping supplies, and all electronic devices and nicotine delivery devices of any kind.

First Offense: Three days of suspension from school.

Second Offense: Five days suspension from school and expulsion

It is also a violation of the disciplinary code to possess, provide to another person, or to assist in (such as being a “look-out”) the use of tobacco or any other smoking material, or any substance which is, looks like, or which is or was represented to be a tobacco product. Disciplinary action and/or suspension will result.

Corporal Punishment The principal, classroom teachers and other staff personnel are authorized to formulate and enforce reasonable rules and regulations. In most cases, disobedience can be corrected without the use of corporal punishment. However, when other corrective actions have been unsuccessful, corporal punishment may be used. Corporal punishment must be reasonable, not administered with anger/malice, or in the presence of other children. A certified staff member must administer this corrective action.

A second staff member must serve as a witness. A written report will then be filed in the Principal’s office and a copy will be sent home to the parent.

- A. Indiana courts have consistently upheld that corporal punishment may be used when justified. The fact that a pupil suffers hurt is not an indication that the teacher is brutal.
- B. Any staff member of West Central School Corporation is authorized to take action when attempting to prevent or correct student behavior.

West Central Acceptable Use Policy for Computing/Networking

West Central School Corporation Device Policy

Student Network and Internet Acceptable Use and Safety Policy

Users are encouraged to use the West Central School Corporation's devices, network, and Internet connection for educational purposes. Users must conduct themselves in a responsible, efficient, ethical, and legal manner. It is the joint responsibility of the student, parent, and staff of West Central Schools to monitor the use of the Internet, WCSC network, and equipment. Unauthorized or inappropriate use, including any violation of this acceptable use policy, may result in disciplinary action, and/or civil or criminal liability.

Operation of the Corporation's Network relies upon users adhering to the following guidelines. The guidelines outlined below are posted on the WCSC website and provided so that users are aware of their responsibilities. Network is defined as the WCSC internal data network that includes the Internet and all resources derived from either internal or external connection.

- A. Users are responsible for their behavior and communication on the Network.
- B. Users may only access the Network by using their assigned network user account. Use of another person's account/address/password is prohibited. Users may not allow others to use their accounts.
- C. Users may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
- D. Users may not use the Network to engage in "hacking" or other unlawful activities. Harassment or "bullying" is strictly prohibited.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes, advertising, or political lobbying is prohibited.
- G. Users may have the opportunity to publish documents on the Network. Published works will not contain user information or location and will conform to Board policies and guidelines.
- H. Users are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other users, family members, teachers, administrators, or other staff members while communicating on the Network.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 - 5. Never respond to unsolicited on-line contacts or advertisements.
- I. Use of the Network to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and material that lacks serious literary, artistic, political, or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's devices and network are also prohibited.
- J. Network filtering and monitoring systems have been implemented and shall be maintained in

place on all corporation workstations connected to the Network.

K. Intentional use of the Corporation's devices and network to develop programs that harass or bully other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system are prohibited. Users may not use the Corporation's device and network in such a way that would disrupt their use by others.

L. All communications and information accessible via the Network should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

M. Users are prohibited from accessing or participating in external online "chat rooms" or other forms of direct electronic communication without prior approval from a teacher, administrator, or IT personnel. All such authorized communications must comply with this AUP and users should adhere to all school and corporation policies and guidelines when participating in direct electronic communication with other students and school staff.

N. Privacy in communication over the Internet and the network is not guaranteed. To ensure compliance with this AUP, the Corporation reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent/received using the Corporation's devices and network. Messages relating to or in support of illegal activities will be reported to the proper authorities.

O. Use of the Internet and any information procured from the Internet is at the user's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources, must be cited the same as references in printed material.

P. The Corporation is not responsible for unauthorized financial obligations resulting from WCSC provided Network access.

Q. Proprietary rights in the design of web sites and any applications hosted on the Corporation's servers or developed on Corporation's time or with Corporation's resources, remain at all times with the corporation.

R. This policy and all of its provisions are subordinate to local, state, and federal statutes.

West Central Schools School-Issued Device Violation Chart

Violation	1st offense	2nd offense	3rd offense
Email, chat, or other electronic communication unrelated to education during the school day with the chromebook (online purchasing, chatting, Ebay, etc.)	warning	Lunch detention; stricter filters	ISS ES: Loss of device at discretion of principal
Keeping files with inappropriate pictures, music, movies on the Chromebook	warning and removal	1 HR MNS and removal	ISS and removal
Leaving the chromebook or charger unattended on a floor, in a hallway, locker room, bus, etc.	warning	1 HR MNS	2 HR MNS
Marking on, defacing, or altering the Chromebook or the engraving used to identify the Chromebook	1 HR MNS	2 HR MNS	3 HR MNS/loss of Chromebook
Allowing someone else to use your user name and login/using someone else's username	1 HR MNS ES: Lunch Detention	2 HR MNS ES: Loss of device at discretion of principal	3 HR MNS/loss of Chromebook ES: Loss of device at discretion of principal/ ISS
Any attempt to access or distribute any obscene or pornographic material with the Chromebook	Loss of computer privileges for 20 school days; possible contact with PCSD	Loss of computer privileges for 45 school days; possible contact with PCSD	Loss of computer privileges for the school year; possible contact with Pulaski County Sheriff's Dept.
Harassing, making threats, using obscenities, or defamation using the Chromebook	1-3 days ISS	3-5 days ISS/OSS	5-10 days ISS/OSS
Any illegal activities on the Chromebook	PCSD notified, possible suspension/expulsion		
Using the device to take photos of yourself or others at school.	ES: warning	ES: Lunch detention	ES: Loss of device at discretion of principal

These are EXAMPLES of typical consequences. Actual consequences may vary depending up on the severity of the infraction and the circumstances under which it occurs. Students losing privileges, MAY NOT be allowed to check out a loaner.

2024-2025 School-Issued Device Fee Schedule

Repairing/Replacing your device: All devices in need of repair must be brought to the technology department as soon as possible. The Tech Department will analyze and fix the problems they can and take the necessary steps on issues they cannot fix. The school will repair or replace damaged equipment resulting from normal use. The student should expect to be charged for damage outside the normal use of the device. The cost of all other breakages will be the responsibility of the student for damage outside of normal use. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

Chromebook

1. Chromebook + Charger \$300.00
2. Lost or Damage Chromebook \$260.00
3. Lost Chromebook, Charger and Case \$335.00
4. Charger \$33.00
5. Screen \$32.00
6. Keyboard + Palmrest \$90.00
7. Screen Bezel \$35.00
8. Screen Back Cover \$40.00
9. Bottom Cover \$35.00
10. Chromebook Case \$35.00
11. 3100 Keyboard \$27.00
12. 3110 Keyboard \$19.00
13. 3110 TouchPad \$10.00
14. 3100 TouchPad \$14.00

IPad

1. Screen Protector \$8.00
 2. Protective Case \$32.00
 3. Charging Cable \$5.00
 4. Wall Adapter \$5.00
 5. Digitizer \$89.00
 6. LCD \$140.00
 7. Lost or Damage Gen 9 iPad \$299.00
 8. Gen 9 iPad Case \$40.00
- * Prices are subject to change without notice.

Student and Parent/Guardian WSCS Device Policy Agreement

Student Name _____ Grade _____

School _____

I have read the West Central School Corporation's Acceptable Use and Safety Policy, the school-issued device violation chart, and the school-issued device fee schedule. I agree to follow the rules contained in these documents and to use my computer account, school devices, and the internet in a responsible manner. I understand that the use of the computer network and Internet is limited to academic activities and is a privilege. Should I violate the policy, I understand that my Internet access, computer account, and/or device may be suspended or terminated and other disciplinary action or legal action may be taken against me. I understand that my family is financially responsible for the cost of any damage to my device that occurs through gross negligence.

Student Signature: _____ Date _____

PARENT or GUARDIAN IT IS EXTREMELY IMPORTANT THAT YOUR CHILD IS INSTRUCTED TO ADHERE TO THE WEST CENTRAL DEVICE POLICY. WE URGE YOU TO DISCUSS THESE RULES AND THE POLICIES WITH YOUR CHILD BEFORE RETURNING IT TO THE SCHOOL.

I have read the West Central School Corporation's Acceptable Use and Safety Policy, the school-issued device violation chart, and the school-issued device fee schedule. I understand that the computer network, any school issued device, and Internet access are being provided for educational purposes. I understand that my child will be subject to disciplinary action for violation of any of these rules. I also understand that violation of this policy will result in loss of Internet access, termination of network and/or device privileges for repeated violations, and may include other disciplinary and legal action, if warranted. I recognize that it is impossible for WCSC to restrict access to all controversial materials available on the Internet and I will not hold the school district responsible for controversial materials acquired by my child while online. I agree to release WCSC and its teachers from and against any and all claims arising from my child's misuse of the WCSC computer network and the Internet. I agree to be responsible if my child misuses the WCSC computer network, device, or the Internet. I hereby give permission for my child to use a District computer account and Internet. I understand that I am financially responsible for any costs due to damage, loss, or theft of the device issued. I certify that the information contained in this form is correct and true.

Print Name: _____ Date: _____

Signature: _____

Cell Phone Policy and Sexual Conduct

During the school day cell phones are to be turned off and kept in students' bags. The school will not be held responsible for lost or damaged cell phones which are brought to school. Students are not permitted to possess or use a cell phone to make calls, text messaging, take pictures, listen to music, or other uses during the school day. Smartwatches may be worn but are subject to the same guidelines as cellphones and wireless devices listed below if a teacher feels it is being used for any purpose other than telling time. **Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is considered grounds for suspension or expulsion.** Students may be suspended and/or expelled for taking and/or possessing inappropriate pictures. Law enforcement will be contacted if students take or possess inappropriate pictures. Students may face criminal charges for taking or possessing inappropriate pictures.

Per IC 20-26-5-40.7, wireless devices that are capable of providing voice, messaging, or other data communications between two or more persons, including but not limited to cellphones, or gaming devices, are not permitted to be out or used during instructional time and constitutes an interference with school purpose or educational function.

Penalties for violating the cell phone policy are:

First Violation: The cell phone will be confiscated and kept in the office. The phone will be returned at the end of the day to the student.

Second Violation: The cell phone will be confiscated and kept in the office. A parent/guardian must pick the phone up in the office.

Third Violation: The cell phone will be confiscated and kept in the office, a parent/guardian must pick the phone up in the office and the student will have two (2) days in-school suspension.

Additional Violation: The cell phone will be confiscated and kept in the office, a parent/guardian must pick the phone up in the office and the student will have two days of out-of school suspension.

Earbuds, AirPods, and headphones should not be worn unless a teacher specifies that they are necessary for class that day.

Grounds for Suspension or Expulsion The grounds for suspension or expulsion apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours at any time when school is being used by a school group.
2. Off-school grounds at a school activity, function or event.
3. Traveling to or from school or a school activity, function, or event.
4. Engaging in unlawful activities on or off school grounds. This includes any unlawful activity which takes place during holidays, school breaks, and summer vacation.
5. Removed so that order can be restored or for the protection of other people on school property.
6. Per IC 20-8.1-5.1-9, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or (2) the student's removal is necessary to restore order or protect persons on school property, including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Student misconduct or habitual disobedience is grounds for suspension/expulsion. The following include examples of student misconduct or disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable 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 subdivision:
 - 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, 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 or attempting to set fire or cause damage. This includes the use or attempted use of pipe bombs, "Molotov cocktails, or other explosive or incendiary devices.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, education function, or of any meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
 - f. Through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's car could be damaged.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal private property.

3. Intentionally causing or attempting to cause physical injury or intentionally 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 does not, however, constitute a violation of this provision.
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from the student.
5. Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon.
6. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
7. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
8. Failing in a substantial number of instances 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.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product, stimulant, depressant or intoxicant of any kind;
 - e. possessing, using, transmitting or being under the influence of caffeine-based substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
 - f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - g. possessing or using on school grounds during school hours an electronic paging device, electronic game, CD player, headphones or cell phone in a situation not related to a school purpose or an educational function.
11. Possessing or using on school grounds during school hours any electronic device in a situation not related to a school purpose or educational function.
12. Possession of a Firearm:
 - a. No student shall possess, handle or transmit any firearm or ammunition on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 in the United States Code:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine or any similar device
 - any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - c. The penalty for possession of a firearm: Ten days suspension and expulsion from school for one calendar year. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 - d. The Superintendent shall notify the county Prosecuting Attorney's Office when a student is expelled under this rule.
13. School officials will contact law enforcement authorities whenever in their discretion there is reason to believe that a student's conduct is unlawful and has caused or may result in either serious bodily injury to another person or substantial damage to the property of another, including the school corporation.
14. Sending, sharing, viewing, or possessing pictures, text messages, email, or any other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is considered grounds for suspension and/or expulsion.
15. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
16. Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

Playground Rules and Consequences

Students will:

1. Obey all instructions given by recess supervisors.
2. Observe slide rules:
 - a. No standing on the slides.
 - b. One person is permitted to go down at a time.
 - c. No climbing the slide from the wrong direction.
3. Quickly and quietly get into line.
4. Ask permission to leave the playground to retrieve a ball, use the restroom, or visit the nurse.
5. Respect all school property.
6. *Show respect to all staff members and fellow students.

Unacceptable Playground Behavior

1. Throwing any objects such as rocks, dirt, mulch, or snowballs.
 2. Playing of tackle football
 3. Playing with hard balls.
 4. Standing on swings, swinging sideways, or doing under-ducks.
 5. Chewing gum or eating food.
 6. *Fighting or use of obscenities
 7. *Causing harm to another student.
- *The student will be sent immediately to the principal's office.

Bullying: Bullying is a very serious offense and will not be tolerated. Each incident will be handled based on the degree of the act as determined by the school administration. Acts of bullying may result in suspension or expulsion.

In compliance with Senate Enrolled Act 285, IC 20-33-8-0.2, 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 act committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) Has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) Has the effect of substantially interfering with the targeted student's academic performance; or
- (4) Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include **physical bullying**, **verbal bullying**, **social/relational bullying**, and **electronic/written communication**.

- **Physical bullying** involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- **Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
- **Social/relational bullying** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
- **Electronic/written communication** involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

- **The history between the individuals.** Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying).
- **Power differential.** Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- **Repetition.** Has this or a similar incident happened before? Is the individual worried that it may happen again?
- **Are any of the individuals involved with a gang?** (This may result in interventions different from bullying.)

Consequences for Bullying

The consequences of bullying will apply when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when a school group is using the school. It also applies when our students are off school grounds at another school activity, function or event; traveling to or from school; attending a school-related activity, function, or event; or using

property or equipment that has been provided by the school.

Level 1: Conference/Parent Contact

- School personnel and parent
- Conference with student

Level 2: Intervention Options

- Student is provided materials/counseling intended to increase empathy, communication skills, social skills, and understand the impact of bullying.
- Referral: Administration, school counselor, social worker, or support staff.
- Time-out: The removal of a student from classes for one-half day or less.
- School Behavior Agreement with student/parent: A written statement listing steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parent as well as the date when the contract will be reviewed.
- Intervention Assistance Team: A meeting of school personnel, parents, and other individuals to consider the behavior and/or progress of the student and make recommendations.
- Restricted activity: The denial of participation in school activities.
- Other options as discussed among parent, teachers, and administrators.

Level 3: In-School Alternatives

- Placement of student in an in-school suspension program for one-half day or more with a parent contacted.
- Placement of a student in-school suspension program for one or more days with a parent contacted.
- Placement of a student in a specially designed in-school class or program.
- Placement as outlined above and in combination with levels 1 and 2 consequences. Additional empathy and social skill training
- Suspension from class by the teacher – A teacher may exclude a student from participation in any educational function under that teacher's charge and supervision for a period not to exceed one school day when a student interferes with the educational function of which the teacher is then in charge (Teacher Master Contract page 22).

Level 4: Out-of-School Suspension (1-5 days)

- Suspension with parent conference or the parent may attend school with the student for one school day.
- Suspension with parent conference and contractual agreement.
- May be in combination with Levels 1, 2, and 3 consequences.

Level 5: Alternative Consequences/Programs

- Modified schedule.
- Alternative to Expulsion (ATE) with referral to social worker. ATE is a probationary period of time (to be determined on an individual basis by the administrator) in which the student must exhibit behavior free from trouble. Failure to do so will result in more severe consequences.
- School probation with referral to a community agency such as juvenile court
- School probation may be in combination with Levels 2, 3, and 4 consequences.
- Conditional school (able to attend school based upon set conditions).

Fighting Policy When any student is engaged in fighting, the following consequences will be carried out. However, depending on the severity of the fighting incidents, the building principal reserves the right to omit some of the following steps.

Kindergarten, Grades One & Two

1st Offense: Student loses recess, and his parents are notified.

2nd Offense: Parent/guardian is called and student remains in the office the remainder of the day.

3rd Offense: Student may be suspended from school for two days.

4th Offense: Student may be suspended from school for three days.

Grades Three, Four, Five and Six

1st Offense: Parent/guardian is called and student remains in the office the remainder of the day.

2nd Offense: 3 days suspension from school may occur.

3rd Offense: 5 days suspension from school may occur.

4th Offense: Recommendation for expulsion for the remainder of the semester may occur.

*When applicable, a discipline committee will determine the discipline for the child that is considered less responsible for the fight.

We also realize that the above consequences alone will not take care of the problem. Therefore, the following preventive measures will be used when deemed necessary:

1. Referral to school counselor.
2. Student behavior contract.
3. Parent conference.
4. Referral to outside counseling.
5. Contact the Probation Department.

6. After-school detention.

It is not our desire to have students missing school, but we do want our students and parents to understand that we will not tolerate fighting at West Central Elementary School. When a student is suspended from school, he will be expected to turn in all missed assignments.

VI. Student Evaluation

Report Cards Report cards are sent home with students every nine weeks in grades Kindergarten through 6th. Student grades are determined from test scores, daily assignments, completion of all required work, etc. Parents are required to sign and return report cards promptly.

Grading System The following symbols are used in:

A. **Kindergarten:** Language Arts and Math will use S, N, and U.

B. **Grades Kindergarten through Five** - The following symbols will be used in Music, Band, PE, STEM/Computers, and Art.

S indicates	Satisfactory (85% to 100%)
N indicates	Needs Improvement (75%-84%)
U indicates	Unsatisfactory (74% and below)

C. **Grade 1** will give letter grades in Language Arts and Math.

D. **Grade Two** will use “S,” “N,” and “U” in Science and Social Studies. Letter grades will be given in Math, Reading, and Spelling.

E. **Grade Three** will use letter grades for Science, Social Studies, Math, and Language Arts.

F. **Grades Four, Five, and Six** will use letter grades for Science, Social Studies, Language Arts, and Math. Grade six will also use letter grades for Art, Band, Music STEM/Computers, and PE.

G. **Grades 1-6** will use the following scale to determine letter grades.

100 - A+	77-79 - C+
93-99 - A	73-76 - C
90-92 - A-	70-73 - C-
87-89 - B+	67-69 - D+
83-86 - B	63-66 - D
80-82 - B-	60-62 - D-
	59-0 - F

After-School Activities Students who wish to participate in any after school-sponsored activities/athletics cannot receive an “F” in the previous reporting period (Report Card or Progress Report). If the student’s grades are up and do not show an “F” when the progress reports or report card comes out he/she may once again participate in after-school sponsored activities/athletic events.

Progress Reports Students will receive a progress report 4.5 weeks into each grading period.

Homework Homework builds a bridge between children’s lives in school and out of school. It is a tool that reinforces newly learned skills and encourages self-discipline. At the elementary school, a general guideline for the amount of homework students may be responsible for is as follows:

- Kindergarten – 5 minutes
- 1st Grade – 10 minutes
- 2nd Grade – 20 minutes
- 3rd Grade – 30 minutes
- 4th Grade – 40 minutes
- 5th Grade – 50 minutes
- 6th Grade – 60 minutes

In addition to these guidelines, students may also be responsible for work not completed during school hours and extra-credit/incentive work. Teachers will clearly communicate homework expectations to students and parents through student agenda books, student take-home folders, or other appropriate means. Parents who are concerned about the nature or amount of homework are encouraged to contact their child’s teacher.

High Honor Roll Students in Grades Three, Four, Five, and Six who have an “A” and/or an “S” in all core subjects (Math, Language Arts, Social Studies, Science/~~Health~~) and special area classes (Art, PE, STEM/Computers, and Music) will be eligible for the High Honor Roll.

Honor Roll Students in Grades Three, Four, Five, and Six have at least a “B” and/or an “S” in all core subjects (Math, Language Arts, Social Studies, Science) and special area classes (Art, PE, STEM/Computers, and Music)-will be eligible for the Honor Roll.

Student Assignment Books & Student Folders Students in Grades 1-6 are required to use a Student Assignment Book to help to facilitate communication between the home and school. Each student is expected to fill out his assignment book, take it home on a daily basis, and have it signed by a parent. Students in all grades, K-6 are required to use Student Folders, which should also be taken home on a daily basis and emptied of contents in the “sent home” pocket.

Conferences Parents are encouraged to contact their child’s teacher when there is a question or a concern regarding his progress. Please call in advance to make an appointment with your child’s teacher. In addition, school-wide Parent-Teacher conferences are held in October.

E Learning Guidelines: E Learning may be utilized in the event of school closure for any reason. It is West Central School Corporation’s desire to continue quality work and instruction during these days. It is vital that students complete their work during this time. The following parameters will be followed during this format:

1. Teachers will assign work based on grade level/subject expectations and Indiana State Standards.
2. Work will be posted by the teachers no later than 9:00 am on an E Learning Day.
3. Students and parents are encouraged to contact their teachers on these days with questions concerning the work.
4. Students MUST participate in the day’s learning and/or assignments to be counted present. E Learning Day attendance will follow all attendance expectations outlined in this handbook in relation to allowable days, attendance letters, retention, awards, etc.
5. E Learning work will be completed online with exceptions only granted by the teacher AND the building principal.

VII. Notification of Rights Under FERPA

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

1. The right to inspect and review the student’s education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the West Central School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the student record they want changed, and specify why it is inaccurate or misleading.

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

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The Offices that administer FERPA are:

West Central Elementary School
1842 S. US 421
Francesville, IN 47946
219-567-9741

West Central Middle/High School
1852 S. US 421
Francesville, IN 47960
219-567-9119

West Central School Corp.
P.O. Box 578
1850 S US 421
Francesville, IN 47946
219-567-9161

5. Notice for Directory Information The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the West Central School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the West Central School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the West Central School Corporation to the contrary in accordance with the West Central School Corporation procedures. The primary purpose of directory information is to allow the West Central School Corporation to include this type of information from your child's education records in certain school publications. Examples include:
- A playbill, showing your student's role in a drama production;
 - The annual yearbook;
 - Honor roll or other recognition lists;
 - Graduation programs; and
 - Sports activity sheets, such as for wrestling, showing weight and height of 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. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the West Central School Corporation to disclose directory information from your child's education records without your prior written consent, you must notify the West Central School Corporation in writing by the first Friday in August. The West Central School Corporation has designated the following information as directory information: Note: an LEA may, but does not have to, include all the information listed below:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Major Field of study
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institutional attended
- Student ID number, use ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (a student's SSN, in whole or in part, cannot be used for this purpose).