WA-NEE Community Schools

2025-2026
Student Handbook

www.wanee.org

Nappanee Elementary School

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Note:	This Student/Parent Handbook is based in significant part of policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific document, contact your school office or access the document on the Corporation's website: www.wanee.org by clicking on "District" and finding the specific policy or administrative guideline in the Table of Contents for that section.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. This handbook is supplementary to Board policy. This handbook supersedes all prior handbooks and other written material on the same subjects.

WA-NEE COMMUNITY SCHOOLS' MISSION STATEMENT

A Tradition of Excellence: Preparing today's students for tomorrow's challenges.

POLICY OF NONDISCRIMINATION

Wa-Nee Community Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, disability, or national origin in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. For further information, clarification, or complaint (grievance) procedures, please contact the Principal's office or the following coordinators:

Title IX Coordinator (Gender Discrimination)
Wa-Nee Community Schools
1300 North Main Street
Nappanee, IN 46550
Phone: (574) 773-3131

Section 504/Americans with Disabilities Act
Disability Coordinator
Wa-Nee Community Schools
1300 North Main Street
Nappanee, IN 46550
Phone: (574) 773-3131

Indoor Air Quality
Indoor Air Quality Coordinator
John M. Dougherty, Facility Director
Wa-Nee Community Schools
1300 North Main Street
Nappanee, IN 46550
Phone: (574) 773-3131

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or email may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from their teacher.

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify a staff person immediately.

Students with specific health care needs should submit those needs in writing, and with proper documentation by a physician, to the school office.

CITIZENSHIP

Students are expected to show the highest characteristics of citizenship at all times and in all places involving any school activities. This includes all activities within the school (lunch, recess, assembly programs, athletic contests, etc.) or away from the school (learning trips, athletic contests, Bible classes, etc.). Positive behaviors and attitudes are expected at all times and places. Positive citizenship is promoted through LIFELONG GUIDELINES AND LIFE SKILLS.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance Corporation in which they have legal settlement unless other arrangements have been approved. Students must be enrolled by a parent / legal guardian. When enrolling, the parent / legal guardian will need to bring:

A. a birth certificate or similar document;
B. court papers allocating parental rights and responsibilities, or custody (if appropriate);
C. proof of residency, (no homeless child will be denied enrollment based on a lack of proof of residency);
D. proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children regarding enrollment procedures.

Non-resident students should refer to Corporation Policy 5111 for eligibility requirements to enroll.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

WITHDRAWALS

Please give notice when withdrawing children from school. Time is needed to complete records and to ensure that all materials and equipment have been returned. Information must be provided so school records can be sent to the receiving school.

EARLY DISMISSAL

No student may leave School prior to dismissal time without either a.) a written request signed by the parent or b.) the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s), or emergency contact without a permission note or phone call from the custodial parent(s) or other legal authorization.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from a Wa-Nee school, the parent must notify the school office. School records shall be transferred within fourteen (14) days to the new school Corporation. Parents are encouraged to contact the school for specific details.

IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis B, diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and chicken pox. From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school Principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

Information concerning meningococcal disease (meningitis) and its vaccine may be provided to students and parents at the beginning of the school year. Information would include the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

MEDICATION POLICY

Students should take all medication before and/or after school hours under the supervision of their parent or guardian when possible. Only medication that must be given during the school day will be permitted in the school. The following procedures will be followed:

1. Medication will not be given without a signed parent permission form and the child's name on the original medicine container.
2. If the parent or guardian is unable to come to school to sign a permission form, he/she must send a note along with the medication which includes:
    a. Child's name
    b. Name of medication
    c. Amount of medication to be given
    d. Time medication is to be given
    e. Parent/Guardian signature (dated)
    f. Date of prescription
3. All medication must be in the original container. This includes both prescription and non-prescription medications. The school will not accept medications in letter envelopes, plastic bags, etc.
4. All medication must be given to the school nurse for safe keeping during the school day. The nurse or office designee will administer all medications in the nurse's office.

5. Unused medication cannot be sent home with the child but must be picked up by the parent.
6. A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian.

SELF-ADMINISTERED MEDICATION

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the nurse. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

1. The physician's statement must include the following information:
   a. An acute or chronic disease or medical condition exists for which the medication is prescribed.
   b. The student has been given instructions in how to self-administer the medication.
   c. The nature of the disease or medical condition requires emergency administration of the medication.

The school or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

Parents may authorize the School to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication, but all the other conditions described above under Prescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The Corporation has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SPECIAL EDUCATION

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines a person with a disability as anyone who:

A. has a mental or physical impairment that substantially limits one or more major life activities;
B. has a record of such an impairment; or
C. is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free and appropriate public education in the "least restrictive environment." The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school counselor/dean of students.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student, and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with their child's ability to function properly in school should contact the school counselor/dean of students.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the school.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The Corporation maintains many student records including both directory information and confidential information. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent must request the amendment of a student record in writing and if the request is denied, the parent will be informed of his/her right to a hearing on the matter.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

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

Informal inquires may be sent to the Family Policy Compliance Office via the following e-mail addresses:
FERPA@ed.gov and PPRA@ed.gov

TEXTBOOK RENTAL AND OTHER FEES

Textbooks, workbooks, and other supplies are furnished at a rental fee. These fees are established each year and are payable through Skyward or the school office. Parents are asked to either pay these fees by September 15 or set up a payment plan with the school office.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Such items may be confiscated and turned in to the office. Parents will be required to pick up inappropriate items from the school office.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Parents are encouraged to purchase lunches by the week or month. Individual milk may be purchased separately in the cafeteria. It is helpful if lunches are purchased on Monday or the first day of the week. Breakfast is also available.

Students may only charge a full meal. Milk, sides, and extra main dishes cannot be charged. Payment for a charge is due the next school day along with the second day's payment for a hot lunch ($2.25 for the charge + $2.25 for the current day's hot lunch = $4.50). Cafeteria personnel will continue to issue reminders and warnings to students and parents regarding their lunch account status, but it is highly recommended that parents sign up for the Food Service low balance email reminder using Skyward Family Access. To access your Food Service account, log in to your Skyward account and click on the Food Service tab on the left-hand side. If you are facing financial problems, you may apply for assistance at any time during the school year using Skyward Family Access. For additional information, contact the school.

FIRE, TORNADO, AND SAFETY DRILLS

Emergency preparedness is very important. We will periodically have drills throughout the school year to make sure that students and staff know what to do in case of an actual emergency. They will be taught to move quickly and quietly to the safest possible location, depending upon the type of emergency. We will strive to treat each drill as if it were a real emergency so we will react properly during any actual emergency that may arise.

EMERGENCY CLOSINGS AND DELAYS

When there is a delay or closure, there will be a bright red message at the top of our websites with information regarding the delay or closure.

Wa-Nee utilizes Skylert through Skyward Family Access to broadcast information regarding emergencies, delays, closings, and cancellations via email, text, or voice messaging.

We encourage you to keep your phone number and email up to date so that you do not miss important school information. You can update, add, or edit phone numbers and email addresses by clicking on the Skylert tab on the left-hand side of your Skyward Family Access page. If you are having trouble receiving text messages and your cell number is up to date in Skylert, you can opt in by texting "Y" to 67587.

In the event that the weather conditions become hazardous during the school day and school officials deem it necessary to close the schools early, please work out a plan with your child, so he/she knows what to do under these conditions.

Announcements will be made as early as possible. If you do not hear an announcement, then you can expect school to begin at the regular time. **PLEASE DO NOT CALL THE SCHOOL OFFICE TO VERIFY CLOSING INFORMATION.**

Please know that decisions regarding weather related delays and closing are made with our students' safety as a priority. As a parent, you may choose to keep your child home if you feel weather conditions are such that your child's safety is at risk. We ask that you remember to please follow the guidelines for reporting an excused absence for your child when choosing this option.

In addition, the following media sources will broadcast school delays and closings:
TV stations: WNDU-TV or WSBT-TV or the following radio stations: WZOC (94.3 FM), WRSW (100.1 FM), WNSN (101.5 FM), WAWC (103.5 FM), WFRN (104.7 FM) WSBT (960 AM), WTRC (1340 AM).

SAFETY AND SECURITY

The safety and well-being of students and staff are a top priority in Wa-Nee. Building security is maintained throughout the day.

A. All visitors must report to the office when they arrive at school.
B. All visitors are required to complete a background check.
C. All visitors are given and required to wear a building pass while they are in the building.
D. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
E. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
F. Outside doors are locked during the school day.
G. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.
H. Students may not bring visitors to school without first obtaining written permission from the Principal. Students from other schools are not permitted to visit school on their vacation.
I. All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
J. The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

USE OF THE LIBRARY (Media Center)

The library (media center) is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of 14 days. To check out any other materials, contact the librarian.

LOST AND FOUND

There is a lost and found area in the school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this policy may lead to disciplinary action.

USE OF OFFICE TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

USE OF WIRELESS COMMUNICATION DEVICES

In order to avoid disruption of the educational environment and protect students' right of privacy, students are prohibited from possessing/using wireless communication devices, including camera phones, on school property, at school sponsored events, and on school buses or other vehicles provided by the Corporation. Additionally, some electronic devices are prohibited. They include but are not limited to: laser pointers and attachments, paging devices/beepers, and other devices designed to receive and send an electronic signal.

Devices brought to school are at the student's own risk. The Corporation is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or WCDs, as well as other student property.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Superintendent. A minimum of one school day's notice is required to ensure that the Superintendent has the opportunity to review the announcement or posting.

DELIVERIES AT SCHOOL

Balloons, flower bouquets, and other items for special days must be delivered to the school office. Students may pick up these deliveries at the end of the school day. Students may not take these items on the bus.

RECESS POLICY

We believe that recess is an important part of school. Students will go outside for recess when the temperature and wind chill are above 10 degrees Fahrenheit. The Principal or his/her designee will decide whether recess will be outdoors or indoors. It is important that students dress appropriately for the weather.

Students who must remain inside for health reasons must have a note from their parent or guardian. A note is required each day. After three (3) consecutive days, a note from the doctor is required. Usually, if a child is too sick to go outside for recess, he/she is too sick to be in school.

For the safety of our students, visitors are not allowed at lunch and recess. Staff members and Board approved mentors are the only adults allowed to attend recess with students.

TREATS AND SNACKS

When sending food items for parties, parents are encouraged to send nutritional snacks. Please be mindful of children with allergies when sending snacks by making prior arrangements with the classroom teacher. Do not send food items on the bus.

COUNSELING SERVICES

A counselor/dean of students is on duty at the elementary schools to provide services which will assist the students in achieving success and happiness within the limits of his or her abilities. In order to obtain these results, counseling activities may be planned for each student.

CHILD CUSTODY ISSUES

In order for school officials to protect and serve students, current court issued custodial documentation, decrees, restrictions, and protective orders must be filed with the school Principal.

PARENT TEACHER ORGANIZATION (PTO)

The PTO affords an excellent opportunity for the home and school to work together for the common good of children. Parents and teachers are urged to participate in the PTO. The PTO in each building plans regularly scheduled meetings, additional executive meetings, and money-making projects. The purpose of the PTO is to promote the welfare of children and to bring into closer relation, the home, school, and community. Parents will be informed of PTO activities through school newsletters. A locally written constitution governs each PTO.

SECTION II - ACADEMICS

LEARNING TRIPS

Learning trips are academic activities that are held off school grounds. Learning trips are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will be asked to sign a permission form for learning trips during online registration. No student may participate in any school-sponsored trip without parental consent. A fee may be requested from each student to help defray transportation or admission costs.

A. Attendance rules apply to all learning trips.
B. While the Corporation encourages the student's participation in learning trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
C. Students who violate school rules may lose the privilege to go on learning trips.
D. Parents who chaperone learning trips are required to complete a background check.
E. All chaperones must be at least twenty-one (21) years of age and be affiliated with the Corporation as a parent, school volunteer, part-time or full-time employee, Board member, and/or other as approved by the Principal.

REPORT CARDS

Report cards will be issued through Skyward each twelve-week grading period. Mid-terms will also be sent home. Parents are encouraged to review report cards and mid-terms with their child.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade is based on the following criteria:

A. current level of achievement
B. potential for success at the next level
C. emotional, physical, and/or social maturity

HOMEWORK

Homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests. Generally, homework will not be used for disciplinary reasons but only to enhance the student's learning.

PARENT/TEACHER CONFERENCES

At the end of the first grading period, parent/teacher conferences will be held. During the conference, parents and teachers will talk about the report card, as well as the student's progress in school. Conferences throughout the year are encouraged. Conferences are helpful in developing understanding of the student and should not be postponed until, or used only when, some difficulty arises. Parents wishing to have a conference with a teacher or Principal should call the school and set up an appointment at least 24 hours in advance.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access to services through the Corporation's Internet connection, to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a

gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
B. the dangers inherent with the online disclosure of personally identifiable information;
C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online; and
D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school

sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the Corporation's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their user privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and the Director of Technology as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554 (2000), Children's Internet Protection Act
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
20 U.S.C. 6777, 9134 (2003)
76 F.R. 56295, 56303

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Unless exempted, each student will be expected to pass the Indiana State Test. Make-up dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

SECTION III - STUDENT CONDUCT

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. A student shall be considered a "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year. Students who are truant will not receive credit for school work that is missed. Habitual truancy can result in:

A. assignment to an alternative placement with loss of participation in school activities and events;
B. a poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;

C. a report to juvenile authorities; and/or
D. a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

EXCUSED ABSENCES

Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

A. Personal illness: children should be "fever free" and "vomit free" for 24 hours without needing medication before returning to school
B. Death in the immediate family
C. Approved religious holiday observances
D. Professional appointments that cannot be scheduled at non-school times
E. Absence approved by the Principal for good cause
F. Statutory reasons as provided by Indiana Code 20-8.1-3-18:
    a. Service as a page or as an honoree of the Indiana General Assembly.
    b. In response to a subpoena to appear in court as a witness.

Students with a health condition that causes repeated absences are to provide the school office with an explanation of the condition from a licensed physician.

Parents must provide an explanation for their child's absence by no later than 9:00 a.m. on the day of the absence. They are to call or email the school office and explain the reason for the absence. If the absence can be foreseen and the "good cause" is to be approved by the Principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

When a student is absent for more than 10 days during the school year, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's attendance will be record as unexcused.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work missed due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the school office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any school work not completed as a result of truancy.

Once a student has accumulated 10 excused absences, all future absences will be marked unexcused unless we have a physician's note, or the school nurse has checked out the student and verified their illness.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school by 9 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

An excused absence allows the student to make-up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the Principal, a student may not be allowed to make up the work they missed. The skipping of classes will result in disciplinary action.

TARDINESS

A student who is not in his/her assigned location by the start of the school day shall be considered tardy. Any student arriving late to school is to report to the school office before going to class.

NOTICE OF PLANNED ABSENCE

If a student is going to be absent for more than three days, parents are expected to fill out a Notice of Planned Absence Form two weeks prior to the extended leave.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, parents should fill out a Notice of Planned Absence Form two weeks prior. It may be possible for the student to receive certain assignments that are to be completed during the trip.

MAKE UP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. Students will be given the number of days of excused absence within which to make-up work. When students are absent, parents may request homework by calling the school. The teacher should be given at least one-half days' notice to get work ready. It may be picked up at the school office. If a student misses a teacher's test due to an excused absence, he/she may make arrangements with the teacher to take the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity.

STUDENT BEHAVIOR STANDARDS

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Students are expected to:

A. act courteously to adults and fellow students;
B. be prompt to school and attentive in class;

C. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
D. complete assigned tasks on time and as directed;
E. help maintain a school environment that is safe, friendly, and productive.

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

A. A teacher to communicate effectively with all students in the class.
B. All students in the class the opportunity to learn.

DRESS AND GROOMING

Students are expected to dress in an appropriate and acceptable manner. Dress and appearance are the responsibility of the student and his/her parents. A student's appearance and dress can greatly affect self-concept, image, and behavior. Any student whose attire deviates from the normal to such a degree as to draw undue attention or interrupt the educational process will be dealt with on an individual basis by the Principal. Personal cleanliness and hygiene are expected at all times. Clothing should be comfortable, as well as neat and clean. Clothes advertising illegal or immoral behavior will not be accepted. Students will not be permitted to wear hats or caps inside the school except for special occasions.

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)
Does my clothing advertise something that is prohibited to minors? (no)
Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
Would I interview for a job in this outfit? (yes)
Am I dressed appropriately for the weather? (yes)
Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the student behavior standards.

CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

A. on school property at any time;
B. during and immediately before and after any school activity at any location;
C. traveling to and from school or to and from a school activity.

The following violations of the Code of Conduct may be punishable by suspension or expulsion:

A. knowingly interfering with school purposes or inducing another student to do so;
B. stealing or damaging school property or property of another person;

C. knowingly causing bodily harm to another person;
D. threatening another person with bodily injury;
E. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks). Weapons include but are not limited to: guns of any type, knives, razors, clubs, electric weapons, ammunition, and explosives. This policy shall also include such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition;
F. possessing, providing, or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
G. possessing, providing, or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
H. possessing, providing, or using an alcoholic beverage;
I. consuming or being under the influence of a drug or alcohol except as authorized by prescription;
J. possessing, providing, or using tobacco or any tobacco product or electronic cigarettes or similar devices;
K. knowingly failing to report to scheduled assignment without permission or acceptable excuse;
L. failing or refusing to comply with directions of an adult supervising a class or school activity;
M. directing unwelcome statements, communications, or conduct of a sexual nature to another person (see harassment below);
N. materially altering any school document such as a hall pass;
O. violating Indiana or Federal law;
P. leaving a school activity or school property without prior approval of a teacher or supervising adult;
Q. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
R. attempting or conspiring with another person to violate any student behavior standard.

ANTI-HARASSMENT

The school prohibits the harassment, intimidation, or bullying of any student on school property or at school sponsored events. Harassment, intimidation, and bullying are defined as any intentional written, verbal, or physical act directed towards another student that:

A. causes mental or physical harm to the other student; and
B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment, or intimidation to the Principal, Assistant Principal, Superintendent, a teacher, or counselor. Complaints about the Principal should be filed with the Superintendent, and complaints about the Superintendent should be filed with the School Board President. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of 2 Administrators.

The Administrator or Board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to

the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within 5 work days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the Superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the Superintendent or designee within 10 days of receipt of the decision. The Superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within 10 days of the appeal being filed, the Superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the Superintendent or designee an appeal can be made to the Board within 10 days of receipt of the latest decision. The Board will conduct a hearing within 20 days and will issue a written decision within 10 days after the close of the hearing.

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals, is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

OTHER PROTECTED FORMS OF HARASSMENT

Conduct constituting harassment may take different forms, including but not limited to the following:

A. **Sexual Harassment**, may include, but is not limited to:
   1. verbal harassment or abuse.
   2. pressure for sexual activity.
   3. repeated remarks with sexual or demeaning implications.
   4. unwelcome touching.
   5. sexual jokes, posters, cartoons, etc.
   6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety.
   7. a pattern of conduct, which can be subtle in nature, which has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
   8. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

B. **Verbal Harassment**:
   1. written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
   2. conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation or third parties by refusing to have any form of social interaction with the person.

A. **Nonverbal Harassment**:
   1. Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

B. **Physical Contact**:
   1. Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with the staff members selected by each building Principal that students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the Principal. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

A. protect the confidentiality of the student who files a complaint.
B. encourage the reporting of any incidents of sexual or other forms of harassment.
C. protect the reputation of any party wrongfully charged with harassment.

POSSESSION OF ELECTRONIC EQUIPMENT

Most electronic equipment necessary in school is supplied by the school. Any forbidden equipment will be confiscated, and disciplinary action will be taken.

USE OF AN OBJECT AS A WEAPON

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, and is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Also, any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE

Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

BULLYING-HARSSMENT AND/OR AGGRESSIVE BEHAVIOR (including Cyberbullying)

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the building Principal or Assistant Principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT

A. The standards and the Code of Conduct will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.
B. The objectives of the enforcement of these standards and the Code of Conduct are:
    1. to protect the physical safety of all persons and prevent damage to property;
    2. to maintain an environment in which the educational objectives of the school can be achieved;
    3. to enforce and instill the core values of the Wa-Nee School Corporation and its school community.
C. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
    1. the nature and extent of any potential or actual injury, property damage, or disruption;
    2. the student's prior disciplinary history and the relative success of any prior corrective efforts;
    3. the willingness and ability of the student and the student's parents to participate in any corrective action;
    4. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
    5. any other aggravating or mitigating factor or circumstance including, but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

A. A firearm is defined as any weapon that is capable of, or designed to, or that may readily be converted to, expel a projectile by means of an explosion.
B. A deadly weapon is defined as: a loaded or unloaded firearm, a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

DISCIPLINE

The goal of Wa-Nee Elementary Schools is for each child to be a positive example for other persons in his/her class, school, and community. It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful

activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal. Informal discipline takes place within the school. It includes but is not limited to:

A. writing assignments;
B. change of seating or location;
C. in-school restriction;
D. removal from a class or activity;
E. verbal or written warning;
F. loss of recess and/or other privileges;
G. conference with parent, teacher, and Principal (The student may also be included in this conference);
H. in-school suspension;
I. loss of participation in special school activities;
J. assigned to community service (usually for damaging or destroying school property or the property of others).

DETENTIONS

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

REMOVAL

When a student poses a threat to a safe, orderly, and effective educational environment, the teacher in charge may remove a student from a classroom or an activity . Such removal may be from the classroom for an entire school day.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes suspension for up to 10 school days and expulsion for the remainder of a semester or longer.

SUSPENSION

The Principal may deny a student the right to attend school and/or take part in any school function for up to a maximum of ten (10) consecutive school days.

DISCIPLINARY GUIDELINES

The discipline matrix on Pages 23-24 will be used as a guideline for assigning consequences.

EXPULSION FOR FIREARMS POSSESSION

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, he/she shall be subject to expulsion for a period of one (1) year.

DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal

hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified of the reason for and the length of the suspension.

THE APPEAL PROCESS

The suspension may be appealed to the Superintendent after receipt of the suspension notice. The request for an appeal must be in writing and made within two (2) days after notification. During the appeal process the student shall not be allowed to remain in school. When a student is suspended, he/she may make-up work missed. Any learning that cannot be made up such as labs, learning trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

EXPULSION FROM SCHOOL

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, he/she shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

NOTICE OF EXPULSION MEETING

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

APPEAL OF AN EXPULSION

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary.

The student or his/her parents may appeal the Board's decision to the appropriate court.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material, buttons, badges, or other insignia, and the like. All items must meet school guidelines.

A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

SECTION IV – TRANSPORTATION

All bus riders are expected to demonstrate the same standards of conduct and citizenship as required on the school campus. In addition, all bus safety rules and policies must be demonstrated to maintain bus riding privileges for learning trips, extracurricular trips and bus routes. **Eligible students who register for school bus transportation are limited to a one stop policy**. For detailed information regarding school bus transportation visit http://www.wanee.org/transportation.aspx or contact the Wa-Nee Transportation Office.

Wa-Nee Community Schools
Student Discipline

Behavior / Code	Definition / Examples	1st Offense	2nd Offense	3rd Offense	4th Offense
Alcohol *(SC1)* / **Drugs** *(SC2)*	Possession or consumption of alcohol, drugs, DAB pens, or paraphernalia. (I.C.35-48-4-11)	10 days OSS / Recommended expulsion/ Police notified			
Deadly Weapons *(SC3)*/**Gun** *(SC 4, 5, 6)*	Possession of weapon or firearm on school grounds.	10 Days OSS Recommended Expulsion Police Notified	********	********	********
Non-Deadly Weapons *(SC21)*	BB gun, paintball gun, Air Soft gun, etc.	1-5 days ISS/OSS and parent meeting possible recommendation for expulsion/Form 16	5-10 Days Recommendation for expulsion.		
Tobacco *(SC 7)*	Possession of tobacco or E-cigarettes (Vape pen).	1-3 Days OSS Parent Conference	3-5 Days OSS	5 Days OSS Police Notified	5 Days OSS Mental Health Therapist Referral
Fighting *(SC 11)*	Both parties are involved in the altercation and mutual combatants.	Parent Contact ISS or OSS	Parent Contact ISS or OSS	3-5 Days OSS	5 Day OSS or 10-Day OSS with possible expulsion
Battery *(SC 12)*	Single party aggressor against a student/staff with no retaliatory response.	Tier I: Parent Contact; Loss of Recess Tier II: ISS or OSS depending on intent Tier III: Intent to harm 3-5 Days OSS	Tier I: Parent Meeting; 1 Day ISS or OSS Tier II: 3-5 Days OSS; Parent Mtg. Tier III: 10 Days OSS Rec. Expul.	Tier I: 1-3 Days OSS Tier II: 3-5 Days OSS; Behav. Interv.	Tier I: 3-5 Days OSS; Behav. Interv. Tier II: 5+ Days OSS; Form 16 or alternate plan
Intimidation Bullying *(SC 13)*	Includes harassment, threats, provocation against another student or staff member.	Parent Contact and/or conference + 1 Day ISS	1-3 Days ISS	1-3 Days OSS	5-10 Days OSS with possible expulsion
Profanity *(SC 14)*	Profanity or obscene gesture (Tier II Includes Racial Slur and profanity towards staff.)	Tier I: Parent Contact 1 Day ISS Tier II: 1 Day ISS and Parent Contact	Tier I. Parent Conference 1-3 Days ISS Tier II: 1-3 days ISS and Parent Conference	Tier I: 1-3 Days OSS Tier II: 1-5 days OSS	Tier I: 3-5 Days OSS Tier II: 5+ days OSS, possible recommendation for expulsion
Defiance *(SC 15)*	Disobeying or disrespecting any staff, including bus driver, failure to serve, arguing, insubordination.	Tier I (minimal disruption): Warning Tier II (disruption of school environment): up to two days removal from class, detention, loss of recess. Tier III (major disruption to environment): 1-3 days OSS	Tier I: Loss of recess and parent contact Tier II: Possible elevation to Tier III, parent contact, MTSS referral. Tier III: 3-5 days OSS, MTSS referral.	Tier I: Loss of recess and parent contact Tier II: 1-5 days OSS, MTSS Tier III: 5-10 days, possible recommendation for expulsion/Form 16	Tier I: 1-2 days of ISS – parent conference Tier II: 3-5 days of OSS, Parent Meeting Tier III: Form 16 becomes expulsion
Destruction of Property *(SC 17)*	Arson, vandalism, graffiti	Parent Contact 1-3 Days ISS and/or plan for restitution SRO Notification	Parent Conference 1-3 Days ISS/ OSS SRO Notified	3-5 Days OSS Police Notified	10 Days OSS Recommended Expulsion
Theft *(SC 18)*	Taking any property from staff or students without permission.	Parent Contact Restitution possible loss of recess	Parent Conference Restitution 1 Day ISS	1-3 Days OSS Police Notified	3-5 Days OSS Police Notified
Sexual Misconduct	Indecent exposure, engaging in sexual behavior, distributing sexually explicit pictures at school/school functions, or sexual harassment	1-3 OSS and parent meeting	********10-Day OSS Recommended Expulsion	********	********

Technology misuse *(SC 20)*	Cell phone / electronic device violation	Tier I: Device confiscated and returned after parent meeting. School device: parent contact Tier II (major disruption): 1-5 days OSS, possible SRO referral, possible recommendation for expulsion	Tier I: Device confiscated and returned to parent after school. School device: parent contact – 1 day ISS Tier II (major disruption): 5-10 days, possible SRO referral, possible recommendation for expulsion	Tier I: Device confiscated and returned to parent. School device: Indefinite Loss of Computer Privileges	Tier I: Device confiscated and handed over to parent + 1 Day ISS School device: 1-5 Days OSS Parent Conference
IC 20-33-80.2 "Bullying" refers to overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of student 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.					
Physical Bullying		1-3 days OSS, parents of both parties notified.	3-5 days OSS, parent conference	Possible recommendation for expulsion	Possible recommendation for expulsion
Verbal Bullying		Contact parent of both parties, complete bullying documentation and cease and desist letter. 1 day of ISS	Parent conference, 1-3 days ISS	Parent conference, 1-3 days OSS	5-10 Days OSS with possible expulsion
Social/Relationa l Bullying		Contact parent of both parties, complete bullying documentation and cease and desist letter. 1 day of ISS	Parent conference, 1-3 days ISS	Parent conference, 1-3 days OSS	5-10 Days OSS with possible expulsion
Written Communication / Electronic Bullying		Contact parent of both parties, complete bullying documentation and cease and desist letter. 1 Day of ISS.	Parent conference, 1-3 days ISS	Parent conference, 1-3 days OSS	5-10 Days OSS with possible expulsion
Cheating	Cheating, Plagiarism, Forgery	Warning, Redo assignment, Parent Contact	Loss of Recess Parent Contact	Loss of Recess Parent Contact	1-2 Days ISS Parent Conference
Dress Code Violation		Parent Contact Opportunity to Change	Parent Contact Opportunity to Change	Parent Contact Student Sent Home	Parent Contact Student Sent Home
False Reporting Bomb/Pulling Fire Alarm		10 Days OSS/ Recommend Expulsion/ Police Notified	********	********	
Misbehavior	Disrupting class or school environment Tier I: (minimal disruption): horseplay, students goofing around. Tier II: (moderate to major – class not able to continue after attempts of redirection) students arguing, repeated noises, attempting to disrupt class	Tier I– possible detention, loss of recess, student conference Tier II Detention, phone call home, possible ISS Tier III: Elevates to defiance.	Tier I: Detention, parent contact, possible MTSS referral. Tier II: 1-3 days of ISS, parent contact, possible MTSS	Tier I: Possible 1-2 days of ISS, parent contact, possible MTSS Tier II: (major disruption / continued disruption to environment): 1-3 days OSS	
BUS	Bus Referral	Verbal Warning	1st Write-Up Minor: Warning Major: 3-day bus suspension	2nd Write-Up Minor: Warning Major: 5-day bus suspension	3rd Write-Up Minor: 3-day bus suspension Major: Bus dismissal

***More severe violations could directly result in ISS or OSS without following each step. Students who accumulate multiple violations of other categories may also jump to more severe consequences.**