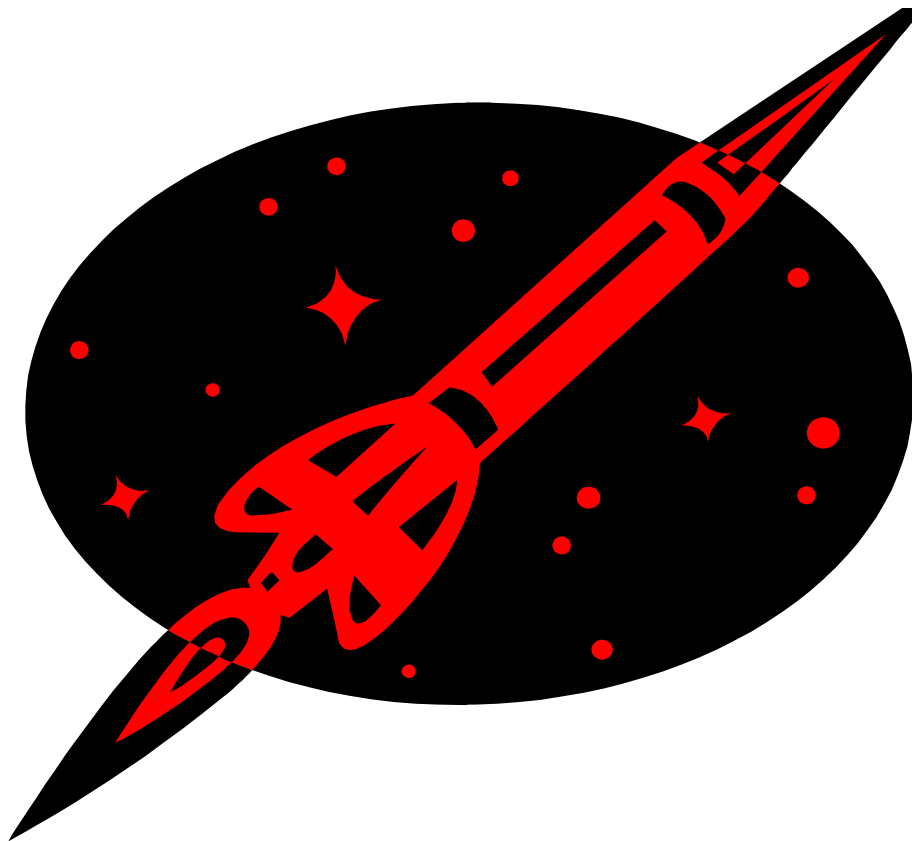


# **Granville Wells Elementary School**

**Student Handbook  
2017 – 2018**



**Home of the Rockets!**

**Dear Granville Wells Elementary School Parents,**

**On behalf of all Granville Wells staff members, we want to welcome you to Granville Wells Elementary School. This student handbook is prepared so that all students and parents of Granville Wells Elementary School have accessibility to information which is beneficial to understanding the daily operation and procedures within our school. It is important that all students and parents read the information contained in this handbook so that a common understanding exists among all school participants. When this handbook does not give you the information you need, please contact the school or your child's classroom teacher for help.**

**The purpose of education at Granville Wells is to give each student a positive outlook on personal learning and successful achievement, and to help him/her to become a useful, integral part of society. Our curriculum recognizes that each individual student has unique needs and capabilities, and attempts to provide the necessary learning experiences to develop the whole child. The development of each child to his or her highest potential is a shared responsibility among students, parents, faculty, administration, and community.**

**The Granville Wells Elementary School staff is pleased to work with all of you during another great school year. We want each child to have a meaningful and enjoyable school year. Please let us know of your questions or concerns. Thank you for sending your children to Granville Wells Elementary School.**

**Sincerely,**

**The Granville Wells Staff**

**WESTERN BOONE COUNTY COMMUNITY SCHOOLS  
MISSION STATEMENT**

**We are a partnership of school and community that serves diverse educational needs by providing a safe learning environment that is innovative, competitive, a builder of self-worth, inspiring, and fun.**

**GRANVILLE WELLS ELEMENTARY SCHOOL  
MISSION STATEMENT**

**We will be a progressive school community dedicated to excellence in education, holding high expectations for all students and staff, and committing resources and energies toward continuous improvement.**

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION

SCHOOL CALENDAR 2017-2018

August 8 Staff Organization (Full Day)

August 9 Classes Begin (Grades K-12)

September 1 Mid Terms go out (18 days)

September 4 Labor Day / NO SCHOOL

October 6 End of 9 weeks (42 days)

October 16-20 Fall Vacation / NO SCHOOL

November 10 Mid Terms go out (20 days)

November 23-24 Thanksgiving Vacation / No School

December 21 Last Day before Christmas Vacation

December 21 End of Second Grading Period (47 days)

December 21 End of 1st Semester (89 days)

December 22 Teachers Record Day

SECOND SEMESTER

January 8 Classes Resume- Begin Second Semester

January 15(Mon) Martin Luther King's Birthday / Possible Snow Make Up Day

February 2 Mid Terms go out (19 days)

February 19-20 Winter Break / Possible Snow Make Up Day

March 9 End of 3rd 9 weeks grading period (42 days)

March 26 – 30 Spring Break / No School

April 20 Mid Terms go out (25 days)

May 24 End of 4th 9 weeks Grading Period (49 days)

May 24 End of 2nd Semester (91 days)

May 25 Record- 1/2 Day A.M. - Staff only

May 28 Memorial Day

## **NEW STUDENTS**

Granville Wells Elementary extends a warm welcome to all new students.

According to IC 20-8.1-3-17, each public school shall require a student who initially enrolls in the school after July 1, 1989, to provide:

1. The name and address of the school the student last attended, if any.
2. A certified copy of the student's birth certificate or other reliable proof of the student's date of birth (i.e. Social Security card).

If the document described above:

- (a) is not provided to the school within thirty (30) days of student's enrollment; or
- (b) appears to be inaccurate or fraudulent; the school shall notify the Indiana Clearinghouse for information on missing children under IC 10-1-7 and determine if the child has been reported missing.

3. Proof of current immunizations.

**If proof of immunization or a religious waiver is not provided within 20 days of school enrollment the child will be excluded from school.**

## **ENROLLMENT INFORMATION**

Student enrollment information is updated and maintained in the Harmony data system each school year. It is extremely important that you continue to report to us during the school year any changes in phone numbers or names and numbers to contact in case of emergencies. Please review this information with your child. Also please be sure that your child knows the name, phone number, and the place he/she is to go in case of early dismissal or other emergency situations.

## **STUDENT WITHDRAWS**

If your family is moving to another school corporation, we ask that you sign a Record Release form in the school office. You will receive a pupil withdrawal and transfer form indicating the grades and attendance of your child at the time of withdrawal.

All textbooks, workbooks, library books, and material belonging to the school must be returned before leaving. Also, all fees owed the school such as textbook rental and school lunch must be paid, prorated as of the date of withdrawal.

## **BUILDING SECURITY**

In an effort to provide a safe learning environment for students, all exterior school doors will remain locked during the regular school day. The southeast doors and the north doors will be unlocked from 7:30 – 7:55 AM to allow students to enter the building. **At 7:55 AM these doors will be locked.** The only door that will remain unlocked will be the northeast front door by the office.

**We ask all visitors to be aware of the following:**

- All visitors are requested to park in the south parking lot when visiting the school prior to 7:15am or after 2:00pm.  
The front parking lot is reserved for our buses from 7:15 to 8:00am and from 2:15 to 2:45pm.
- All visitors are asked to enter Granville Wells through the front, main doors.
- Entrance to the school through the North Doors during either morning arrival or afternoon pick-up is restricted to school staff members only.
- All visitors are asked to identify themselves, and their purpose for visiting the school, prior to being admitted to the school office.
- Name tags are to be worn by all guests.
- All persons interested in volunteering at the school must complete and pass a limited criminal history check.
- Parents and grandparents are welcome to eat lunch in the cafeteria with their child, however, attendance and participation beyond the cafeteria, to recess is not permitted. A child may visit with family beyond lunch as needed in the school office.
- Delivery of student materials (gym shoes, backpacks, lunchboxes, homework, etc...) is made to classrooms by office staff during school hours. Parents are permitted to deliver birthday treats to classrooms if prior arrangements have been made with the classroom teacher.
- Parents or grandparents wanting to meet with a teacher, or to visit in the classroom, are asked to make prior arrangements, via phone or email, with the classroom teacher.
- In visiting the cafeteria and classrooms, we would request that cell phones be kept on silent, and in purses, bags, coat or pant pockets.

### **SMOKE FREE SCHOOL**

Granville Wells Elementary School is a SMOKE FREE School. For the purposes of this policy “use of tobacco” shall mean all uses of tobacco, including cigar, pipe, snuff or any other substance that contains tobacco. In order to protect students and staff, who choose not to use tobacco from an environment noxious to them, the School Board prohibits the use of tobacco in school buildings, on school grounds, in school vehicles, or at any school-related event. BP-1350. (Effective July 1, 2005)

### **SCHOOL DAY – ARRIVAL AND DEPARTURE TIMES**

Preschool (except developmental) – 6th Grade regular school hours are from 7:55 AM – 2:38 PM.

**On days when school is delayed for two hours, the Alternate Preschool schedule will apply:**

**Alternate Developmental Preschool AM Session: 9:55 AM – 11:55 AM**

The Alert Now system will send out official information via email and voice mail concerning school delays and closings. (Please see section on Early Dismissal for a list of TV and radio stations that post school closings.)

### **NAME TAGS AND NAME BADGES**

To provide a safe learning environment for students, all employees of Western Boone Schools will be issued a nametag for identification purposes. All employees will wear these nametags at all times. ALL parent volunteers, school visitors, PTO officers, or other school visitors will be required to sign in at the office and be issued a name badge for the length of their visit. All visitors are expected to sign out and return the name badge upon leaving the building.

## **SCHOOL MESSENGER NOTIFICATION SYSTEM**

The School Messenger Notification System is a web based system that allows Western Boone School officials to send immediate notification of emergency information or official information to all home telephones, cell phones or email address in a matter of minutes to all subscribed parents and patrons. Upon enrollment at any Western Boone School the parent is automatically subscribed to the School Messenger Notification System. To unsubscribe to the system, parents must notify the Director of Technology. **Our school also utilizes the School Messenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more. You can participate in this free service\* just by sending a text message of “Y” or “Yes” to our school’s short code number, 67587. You can also opt out of these messages at any time by simply replying to one of our messages with “Stop”.**

## **SCHOOL DELAY OR DISMISSAL DUE TO INCLEMENT WEATHER**

When it is determined that school will be closed or will be delayed due to inclement weather or some other emergency, the SCHOOL MESSENGER SYSTEM will be activated, and radio stations WIRE (100.9 FM) Lebanon, and WIBC (1070 AM) Indianapolis will be notified of this decision. Also television stations WRTV (Channel 6), WISH (Channel 8), WTHR (Channel 13), WTTV (Channel 4) and WXIN (Channel 59) will be notified. Weather delays and closings are also posted on our school website and on Twitter. **Please do not call the school.** School telephones need to be kept open for emergency calls and additional information.

Procedures to be followed for extra-curricular activities cancelled due to inclement weather:

- Morning Delay of School Day – No Morning Practices
- Early Dismissal of School Day – No Practices or Games
- Cancellation of School Day – No Practice or Games
- Delay or cancellation time in the morning will be no later than 6:00 am
- Discretion of the Superintendent will be used when unusual delay or cancellation circumstances arise.

## **SAFETY AND SECURITY PROCEDURES**

Throughout the course of the school year, ALICE building security drills will be conducted through collaboration between school administration, school staff, and the Boone County Sheriff’s Department. Staff and students will also continue to participate in ALICE classroom discussion and practice activities related to safe practices and evacuation responses they can use in the event of a building emergency or building intruder situation. Additionally, weather safety drills will be practiced by the students and staff. During certain times of the year tornadoes and severe weather become potential threats. We feel it is necessary for all parents to be apprised of school safety precautions to be followed in the event of impending danger. The following measures will be taken when we have received an official tornado WARNING relayed through the Superintendent’s office or from the Police Department. This warning will be given only when a tornado has been sighted and is moving in our direction. (Not during a tornado watch.)

1. On a given signal all students are to go to pre-arranged places of safety until the “All Clear” is sounded.
2. Every student has a definite assigned place of safety during the tornado warning.
3. Teachers have been notified of the area to which they are assigned, and the students have been informed that they must remain quiet and follow teacher directions.
4. Students will not be dismissed from school unless accompanied by a parent or guardian. Parents must report to the office if they wish to remove their children from school.

## **SCHOOL RESOURCE OFFICER AND CANINE OFFICER**

Boone County Officer Jeremy McClaine is the School Resource Officer for the Western Boone Community School Corp. Canine Officer Zino (Smooth) will be utilized in conjunction with our SRO Program and will be present at school regularly and handled by Officer McClaine. Zino is trained to identify drugs and assist in tracking lost items or students. However, Zino has not been trained to be aggressive. It is the board's hope that the K9 will act as a deterrent for any drug activity on school property and provide an additional form of positive interaction with Officer McClaine and police officers in general.

## **TELEPHONE CALLING**

Teachers and students are not to be called from class or during class unless an emergency exists. Messages received prior to 2:00pm daily will be given to teachers and/or students regarding information for them. Phones in the office are for emergency use only. Parents and students need to plan ahead and bring in a signed note from home for any change in routine.

## **CELL PHONES**

The student use of cell phones can be very helpful to students, but they can also be a source of school disruption. Students may possess a cell phone at school but the cell phone must remain in the locker or backpack and turned off until the end of the school day. The cell phone is not to be used in the locker room or bathroom areas. Cell phones may be used on the school bus before or after school. If the cell phone is abused on the bus the driver will confiscate the phone and return it to the student at the end of the bus trip for the first offense. On the second offense the cell phone will be turned in to the school principal. Should a student abuse this policy the cell phone will be confiscated and kept in the office until a parent can retrieve the phone.

## **CHANGES IN AFTERNOON TRANSPORTATION**

Any student, who plans to go home in a way other than their usual way, **must bring a note** from his/her parent or guardian to the office for approval. The note must indicate the bus number needed. **If there is no note, the student will be sent home in his/her usual way.** Please plan ahead with your children. **Non-emergency transportation requests/changes will NOT be accepted by the school office after 2:00pm.**

## **STUDENT PICK-UP**

**All students must be picked up through the office and signed out.** No student will be allowed to leave from the classroom or playground, or meet a parent in a waiting car. It is for your child's safety that we ask you to follow these procedures.

## **WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION SCHOOL BUS RULES**

School bus drivers are to have control of all students while transporting them between their homes and school. The driver is responsible for keeping order and maintaining discipline among the students while in the bus or along the route. Students are to be treated in a civil manner and the bus driver must ensure that no one is imposed upon or mistreated while on the school bus. The school bus driver shall also use every precaution in the safety of the passengers and assure that the following regulations are observed by ALL students.

1. Students will go directly to an available or assigned seat upon entering the bus. Standing or loitering in the aisles is **not** permitted while on the school bus.
2. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and feet on the floor. Students may **not** stand or move from seat to seat while the bus is in motion.
3. Students may carry on the bus **ONLY THAT WHICH CAN BE HELD IN THEIR LAP**. Nothing is to be placed in the seats or on the floor. **NO ATHLETIC EQUIPMENT** is to be brought onto the bus during regular routes. Aisles must remain clear at all times.
4. Loud, boisterous, profane language or indecent conduct will **not be** tolerated.
5. Students are not allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any manner that might be considered objectionable.
6. Water pistols, bottle, containers of water or any other liquids (including hairspray, cologne, & perfume) are **not** allowed on the bus.
7. Windows and doors are not to be opened or closed without permission of the bus driver.
8. Students are not permitted to enter or leave the bus until the bus has come to a complete stop and the door has opened by the driver.
9. Students who wish to ride the bus should be waiting at the designated boarding station at the **prearranged time** of arrival for the school bus. Habitual lateness may result in expulsion from the bus.
10. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any student who doesn't comply with these regulations. The driver may deny the privilege of riding on the bus for one day to any student who refuses to conduct him/herself according to the rules. If the driver feels that the student's actions warrant a longer period of riding privilege suspension, he/she may, with the school Principal's approval, deny the riding privileges indefinitely or until a meeting can be held with the school officials and the parent(s), from which permanent denial may result.
11. The normal school bus transportation procedure is to pick up children at or near their homes in the morning and transport them to school, then pick them up at school in the afternoon and transport them home. **ANY DEVIATION FROM THIS PLAN REQUIRES A SIGNED NOTE FROM PARENT OR GUARDIAN AND MUST BE MUTUALLY AGREED UPON BY THE PARENT, DRIVER, TRANSPORTATION DIRECTOR, & BUILDING PRINCIPAL.**

Each parent who has a child riding a Western Boone school bus will need to complete and return the bus student information sheet, which will be provided by the bus drivers.

## **ATTENDANCE**

### **WESTERN BOONE ATTENDANCE POLICY**

Students are expected to be in attendance at school every day unless there is a very good reason to be absent. Students are allowed no more than 8 undocumented absences each semester. There are certain absences that will not count toward the eight-day limit. Please see section A below. Each absence is either excused documented or excused undocumented. Any student who is absent the entire day is not allowed to attend any extracurricular activities without prior permission from the administration.

#### **SECTION A (EXCUSED BY LAW)**

1. Service as a page for the Indiana General Assembly IC 20-33-2-14
2. Service in a precinct election IC 20-33-2-15
3. Active duty with the National Guard/Air patrol IC 20-33-2-17.2
4. Subpoenaed by a court IC 20-33-2-16
5. Attendance at State Fair for education purposes IC 20-33-2-17.7
6. Educationally related non-classroom activities ie, field trips IC 20-33-17.5
7. Attendance for religious instruction IC 20-33-2-19



## **SECTION B (EXCUSED WITH DOCUMENTATION)**

Excused or documented absences will not count toward the undocumented 8 day limit. Documentation is defined as any approved document provided to the school containing information outlining the reason for the absence. **Types of approved documentation:**

1. **Doctor's note**
2. **Court documentation**
3. **College visit brochures (must be pre-arranged)**
4. **Funeral program**
5. **Other: documentation not listed may be approved at the school's discretion.**

**ANY absence where documentation is not provided will be considered undocumented.**

**Parent notification for a student who is ill is considered undocumented unless documentation from a physician is provided within 24 hours.** Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student and/or school. **Upon the 9<sup>th</sup> undocumented absence, the student's attendance records will be forwarded to the School Resource Officer and the Boone County Juvenile Probation Dept.**

The Administration has final approval in this policy and the administrative procedures followed. Other absences not listed above, including truanancies, may be considered unexcused absences.

## **ATTENDANCE PROCEDURES**

1. If a student must be absent, the parent or legal guardian must call Granville Wells Elementary at 485-6311 in inform the school of their child's absence. During non-school hours the parent or legal guardian may call the Attendance Hotline at 485-6311 and leave a message of their child's absence.
2. Parents who have not called the school the day of their child's absence will be called or will receive a home visit by the School Resource Officer.
3. When calling the school office to report an absence, please wait for the voice instructions and prompt to be completed. All phone calls not accompanied by documentation will be considered undocumented.
4. All documentation must be provided within 24 hours of the absence or it will be considered undocumented.

## **STUDENTS LEAVING THE BUILDING DURING THE SCHOOL DAY**

1. The parent or guardian must sign the student out when leaving the building and sign in at the main office when returning to school during the same school day. Students must provide documentation upon returning to school.
2. Parents must come into the Main Office when picking up students who leave during the school day.

## **PRE-ARRANGED ABSENCE**

It is the responsibility of the parent/legal guardian and the student to acquire a prearranged absence or extended absence form from the administration of Western Boone. If a student is going to be absent for a family-related function, he/she must have the absence form approved by completing the prearranged absence form (form the main office) at least one week in advance of the function. Prearranged or extended absences will be counted as undocumented.

## **TARDINESS**

Arriving after 7:55am (tardy) or leaving before 2:15(early pick-up) is considered as tardiness/absence from regular school hours, and will negatively impact a student's attendance rate. The school administration will, through written notification, contact the parents of children who have accumulated eight (8) days of tardiness. If attendance does not improve following the attendance notification letter, the administration will contact the School Resource Officer to report truancy concerns. A student who is tardy to school in the morning must report directly to the main office to receive an admit slip.

## **CHRONIC ABSENTEEISM:**

Recently IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year for any reason.

Students who are habitually truant or chronically absent may be reported to the intake officer and the Department of Child Services.

## **MAKE-UP WORK**

Students out for more than one day should request make-up work. (Students absent for only one day need not request work since they will have time to make up the work.) A request for make-up work should be made before 9:00 AM of the day it is to be picked up. Make-up work and textbooks will be available in the office prior to 4:00pm.

## **BREAKFAST AND LUNCH PROGRAM**

Breakfast and lunch are times when students should enjoy themselves while being considerate of one another. Excessive noise, loud conversation, offensive eating habits, and exchanging food will not be allowed. Each student must accept the responsibility of helping to keep the cafeteria a clean and pleasant place to eat.

Western Boone Community School Corporation has enrolled in an internet-based service called Café Prepay. Café Prepay enables parents to keep track of their student's account balance. <http://www.pay4lunch.com/cafeprepay.aspx> also allows you to deposit money into your student's meal account using your Visa, MasterCard, Discover or American Express. Participation in this service is voluntary; you may enroll at any time.

Granville Wells Elementary School offers an optional breakfast program for any interested student.

Hot lunches or a sandwich option are served in the cafeteria each school day. Salad lunches are available one day each week. Milk is served with each meal. Lunches are \$1.80 per day or \$9.00 per week. Students who carry their lunch may purchase milk if they desire for \$.45. **In an effort to encourage healthy eating choices, soft drinks should not be included in student lunches brought from home. To support the Western Boone Wellness Policy, parents should not bring fast food to students in the cafeteria.** Any student who qualifies for free or reduced price lunch will receive one milk with their lunch.

Parents may prepay for lunches up to 75 days at a time. Each student will use a student pin number that will be kept in the lunchroom. Students can still bring lunch money each week and it will be credited to their account. Information will be available at registration. Parents will receive a low-balance notification via email and paper copy once the student's account reaches \$8.00. If the account is not replenished, the account will then be charged for a cheese or peanut butter sandwich and milk. Based on financial criteria, parents may apply for free/reduced meals.

Make checks payable to Granville Wells Elementary School.

**It is the parent's responsibility to inform the school nurse of any food allergy their child might have and provide applicable medical documentation. Due to health concerns, the sharing of food is not permitted.**

## **B.A.S.E. PROGRAM**

The purpose of the **Before and After School Experience** is to provide a consistent and quality childcare alternative to parents who require before and after school childcare. It is not an academic extension of school even though it is located in the schools. The program is designed to be a support program for working parents. Priority for enrollment will be given to children from K - 3, then 4th to 5th grades from single parent homes where the parent is working or two parent homes where both parents are working. Participation in the program will also be made available to children whose parent (s) are unable to provide supervision for other reasons i.e. school schedules, health, etc. The Youth Action Community Council of Boone County, Inc, is responsible for the administration and operation of the program with the Before and After School Experience Advisory Committee, the appropriate school personnel, parents, the Lebanon Community School Corporation, and the Western Boone County Community School Corporation.

## **STUDENT HEALTH SERVICES**

The school maintains health services for all children so they may attend school with the best physical, mental, and emotional health conditions for learning. We strongly encourage and request that students entering school for the first time, whether Kindergarten or First grade, have a complete physical and dental examination. Please keep us informed about health concerns for your child. A physician note is required for any child with a food allergy. Sports physicals are required for all 5th and 6th grade students participating in school sports.

## **IMMUNIZATIONS – STATE REQUIREMENTS**

**ALL CHILDREN IN K-12 NEED TO be in compliance with current Indiana State Department of Health Requirements. Failure to maintain current immunization requirements as determined by Indiana Law (IC 20-8. 1-7) may result in exclusion from school.**

**Current Indiana State Dept. of Health Requirements for 2017-2018 listed below:**

- 3-5 Years Old:** 3 Hep B (Hepatitis B)  
4 DTaP (Diphtheria, Tetanus, & Pertussis)  
3 Polio (Inactivated Polio)  
1 MMR (Measles, Mumps, Rubella)  
1 Varicella
- Kindergarten:** 3 Hep B            2 Varicella  
5 DTaP            2 Hep A (Hepatitis A)  
4 Polio  
2 MMR
- Grades 1-5**    3 Hep B            2 Varicella  
5 DTaP  
4 Polio  
2 MMR
- Grades 6-11:** 3 Hep B            1 Tdap (Tetanus & Pertussis)  
5 DTaP            1 MCV4 Meningococcal conjugate)  
4 Polio  
2 MMR  
2 Varicella
- Grade 12:**    3 Hep B            1 Tdap (Tetanus & Pertussis)  
5 DTaP            2 MCV4 Meningococcal conjugate)  
4 Polio  
2 MMR  
2 Varicella

Varicella- Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 6<sup>th</sup> grade. Parental report of disease history is acceptable for grades 7-12.

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**Health Education material to be distributed:**

Meningococcal Disease- All Grades

Human Papillomavirus (HPV) Infection – 6<sup>th</sup> grade girls

SCHOOL NURSE

A school nurse is in our building every day of the week. The school nurse is on call for medical emergencies.

MEDICAL EMERGENCY

In cases of medical emergencies, every effort will be made to first contact a parent or guardian of the child. If this is not possible or if, in the opinion of school officials, immediate action is required, emergency ambulance services will be called.

## SCHOOL ILLNESS POLICY

1. A child with an illness that prevents the child from feeling well enough to participate in the usual activities and routines should not be sent to school. This would include fever over 99.6 degrees, vomiting, diarrhea, excessive coughing or runny nose, or extreme fatigue.
2. At school, if your child's temperature reaches 100.0 degrees, vomiting occurs or is unable to participate in the usual activities or routines because of illness, we will contact you. Keep contact information current.
3. Do not send your child back to school until they have been without a fever or fever reducing medication for 24 hours. Your child needs this time to recuperate from the illness.

These guidelines are based on recommendations by the American Academy of Pediatrics.

## POLICY FOR MEDICATION SENT TO SCHOOL

In order to protect the health and welfare of children and school staff members alike, Indiana law requires that school personnel observe certain safeguards in administering medications to students. This includes:

1. Only those medications that are medically necessary during the school hours for a student's attendance should be sent to school. All medication must be checked in with authorized school personnel. No student will be allowed to keep medication with them during the school day. (Exceptions-see # 4)
2. If prescription medication is required during the school day, we must have a written request of the parent/guardian or physician. Medication must be in the original container with the prescription label giving directions on when it is to be taken and how much is to be given. **Parents are responsible for transporting the medication.**
3. Non-aspirin tablets, antacids and throat lozenges are available for occasional and unexpected discomforts during the school day. Parent permission is obtained at registration and is for the current school year only. Other non-prescription medications will be provided by and dispensed only upon written request of parent/guardian. These medications must be in the original container with specific instructions for administration.
4. A student with a chronic medical condition may possess and self-administer medication (Insulin, inhalers, Epi-pen) for their condition at school, at any school related activity, or on the school bus if the following conditions are met:  
The student's parent has filed an authorization with the student's principal to self- possess and self-administer the medication.  
A physician states in writing that:  
(A) the student has a medical condition that requires urgent/emergency administration of the medication  
(B) the student has been instructed in how and when to administer the medication.

## WELLNESS POLICY

The board believes that good nutrition, healthy eating patterns, and physical activity are important for academic achievement and lifelong health. The WBCSC supports participation in the National School Lunch and Breakfast Program and in accordance with federal law, establishes this wellness policy. To promote student wellness, the District supports goals in the following four areas:

### Nutrition Education

1. Nutrition education will be included with health education curriculum standards and guidelines.
2. Nutrition education will be offered in lunchrooms as well as in classrooms through coordination between the administration, foodservice and instructional staff.
3. Students in grades K-12 will receive nutrition education to support adoption of healthy eating behaviors.
4. Schools will support nutrition education activities with the coordinated school health program.

### Physical Activity

1. Students will be given opportunities for physical activity during the day through physical education classes, daily recess periods for elementary students or the integration of physical activity into the academic curriculum.
2. Students will be given opportunities for physical activity through a range of before and after-school programs including, but not limited to, intramurals, interscholastic athletics, and activity clubs.
3. Schools will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family activities.
4. Schools will promote good nutrition and lifelong physical activity.

### Foods and Beverages on School Campuses

1. All food available for sale to students during the school day including vending machines, student stores, and fund raisers should offer food choices that provide the opportunity for students to select products that reflect healthy and nutritional principles and lifestyles.
2. All food sales must comply with state and federal nutrition program regulations/guidelines.
3. All beverage and food vending machines that are available to students shall provide at least 50% healthy beverages and 50% healthy foods. The following definitions apply to this policy:

Healthy beverages: water, milk, fruit drinks with at least 50 % fruit juice, vegetable drinks, and 100 % fruit juices.

Healthy foods: any food item that does not have more than 30% total calories from fat, more than 10% of the recommended daily value for one of the following nutrients: vitamin A, vitamin C, calcium, iron, protein, or fiber.

4. Prices for all beverages and food items sold to students will be offered at comparable prices for comparable size packages.

### Other School-Based Activities Designed to Promote Student Wellness

1. WBCCSC will provide a clean, safe, enjoyable meal environment for students.
2. WBCCSC encourages all students to participate in school meals programs and will make every attempt to protect the identity of students who eat free and reduced price meals.
3. WBCCSC will schedule lunch times as near the middle of the day as possible.
4. WBCCSC will ensure that school fundraising efforts support healthy and positive dietary products and life styles.

Legal Reference: PL 108-265

## **STUDENT HEALTH TRAINING PROGRAMS**

The school nurse teaches a course in Basic Aid Training to all 4th grade students. Social Health also presents films and discussion on physical maturation for boys and girls, in grades 4, 5, and 6. Notices will be sent home with the students notifying the parents as to the date and time of the maturation film and discussion. If any parent objects or wishes to preview the material, please notify the school.

## **TREATS FROM HOME**

Over the years the school has appreciated the homemade treats that parents have made and students have brought to school to celebrate birthdays and other special occasions. However, it has become a health and safety issue because of the many contagious diseases that can easily be passed through food or human contact. **Therefore, ALL treats brought to school for birthdays or parties must be prepackaged from a**

**commercial establishment.**

### **D.A.R.E.**

DARE (Drug Awareness Resistance Education) program is a drug education program for fifth graders sponsored by the Boone County Police Department. Our School Resource Officer or an officer trained in drug education will conduct a semester-long drug education program at both elementary schools one day a week. Students in grades 1 - 4 participate in a month long DARE program with weekly class meetings with the DARE officer.

### **DISCIPLINE**

Our goal is to create an atmosphere that allows learning to take place. Student supervision and the desirable behavior of students are responsibilities shared by students, parents, and teachers. Each teacher establishes rules for students to follow within their classroom. Students are expected to do what is asked of them while under jurisdiction of any faculty or staff member.

### **DISCIPLINARY POLICY OF WESTERN BOONE SCHOOL CORPORATION**

The Board of School Trustees of Western Boone School Corporation adopts this policy in accordance with the requirement of Indiana Code 20-33-8-12. All administrators, teachers and staff members of the school corporation shall comply to the extent applicable, with the Due Process and Pupil Discipline Act, Indiana Code 20-33-8, as amended from time to time, in connection with the discipline of students, whether in or outside of the school setting. Any action to expel or suspend a student from school shall be in accordance with the above Act. Additional forms of disciplinary action, which are not covered by the Act, include but are not limited to the following:

- 1) Counseling with the student or group of students.
- 2) Conference with the parent/legal guardian or group of parents/legal guardians.
- 3) Assigning students additional work.
- 4) Requiring a student to remain in school after regular hours to do additional schoolwork or for counseling.
- 5) Restriction of extracurricular activity(s) or other school-based privileges.
- 6) Removal of a student by a teacher from that teacher's class for a period not to exceed one period.
- 7) Assignment by the principal to Lunch Detention, Recess Detention, Homework Detention, ISS, OSS, or Alternative School.

**Additional rules of student conduct and procedures relating to student discipline for the Junior-Senior High School, Granville Wells, and Thorntown Elementary Schools are attached hereto and incorporated into this policy.**

### **DISCIPLINE PROCEDURES**

Referral of a student to the principal and/or assistant principal is issued after the teacher has attempted other appropriate preventive and corrective measures. Once a student reaches the office the seriousness of the case will speak for itself. The case will be dealt with as rapidly, firmly, and fairly as possible. In many instances, parents will be contacted. When a student is suspended out of school, the parent will be contacted as soon as possible. After the student and his/her parents or legal guardians have conferred with administration, the student may be re-admitted to the school at the end of the suspension. It is understood that during an out-of-school suspension the suspended student cannot attend class, participate in any school activity, function, school sponsored event, or be on school grounds. Per Board Policy 60-40, Western Boone Community School Corporation School Board of Trustees will not hear suspension/expulsion appeals.

### **GENERAL STATEMENTS OF GOOD BEHAVIOR**

If every student were to adopt the policy that the main purpose of school is an education, and strive toward that goal, disciplinary problems would be nonexistent. Therefore, the following statements are presented to serve as a guide to acceptable behavior.

- Student disrespect toward teachers, school personnel, students, guests, or oneself will not be tolerated in any form.
- The use of profanity, fighting, littering, running in the building, throwing objects, defacing school or private property, name calling, tardiness to school, screaming or yelling, whistling, horseplay, stealing, tampering with defibrillators, fire extinguishers or fire alarms, gambling, and violence are acts that will not be tolerated and will result in disciplinary action.
- School equipment, supplies and textbooks are furnished for the student's use. The student is responsible for the care and use of such items.
- Students share in the responsibility of keeping the halls, classrooms, and grounds free of litter. Students should make every effort to place trash in the proper containers at all times.
- Students staying after school must be under the direct supervision of a teacher or coach. Anyone without direct supervision must leave the building.

### **SUSPENSION, EXPULSION, AND DUE PROCESS**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from school. In this event and in accordance with the provisions of IC 20-33-8-9, the Western Boone School Board authorizes administrators and staff members to take the following actions:

1. Removal from class or activity – Teacher: a teacher will have the right to remove a student from his/her class or activity for up to one school period if the student is assigned regular or additional work to be completed in another school setting.
2. Suspension from school – Administrator: a principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. Expulsion: in accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

### **Grounds for Suspension or Expulsion: Indiana Code 20-33-8-14**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial 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 illustrative and not limited to the type of conduct prohibited by this rule:
  - a) Occupying any school building, school grounds, or parts thereof with the intent to deprive others of its use.
  - b) Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c) Setting fire to or substantially damaging any school building or property.
  - d) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - e) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of the teacher or any of the other personnel to conduct the educational function under his/her supervision.



2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
3. Causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. 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 section.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes an item that is considered a weapon but is not a firearm as defined in rule 13 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician for the student in question is not a violation of this rule.
8. Engaging in any 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 educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any time when the student is properly under their supervision, where the failure constitutes an interference with school purposes and/or educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and 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 represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, or intoxicant of any kind;
  - e) Possessing, using, transmitting, or being under the influence of caffeine-based substance containing phenylpanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  - f) Engaging in speech of conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
12. Possessing or using in a school building during school hours an electronic paging device or handheld portable telephone in situation not related to a school purpose or educational function.
13. Possession of a firearm or deadly weapon: (IC 20-33-8-16) Gun Free School Act of 1994
  - a) No student shall possess, handle, or transmit any firearm or deadly weapon on school property.
  - b) The following devices are considered to be a firearm under this rule:
    - any weapon, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    - the frame or receiver of any weapon described above
    - any firearm muffler or firearm silencer.

- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, from which a destructive device may be readily assembled.
  - an antique firearm.
  - a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
- c) The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such a reduction.
- d) The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

**14. Indiana Code 20-33-8-15**

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

**SUSPENSION PROCEDURE:**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a) A written or oral statement of the charges;
  - b) If the student denies the charges, a summary of evidence against the student will be presented; and,
  - c) The student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of the suspended student will be notified in writing. The notification will include the dates of suspension, describe the student's misconduct, and the action taken by the principal (designee).
- 4.

**EXPULSION PROCEDURE:**

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

1. The superintendent (or designee) may appoint one of the following persons as the expulsion examiner:

- a) Legal counsel
  - b) A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion meeting will take place if the student's parent requests an expulsion meeting. Failure by a student's parent to request this meeting will be deemed a waiver of rights administratively to contest the expulsion. The request for an expulsion meeting will be in writing, delivered by certified mail or by personal delivery and must be received within 7 days of the postmarked date on the expulsion papers sent by the expulsion examiner.
  3. Once a written request is made, the expulsion examiner will notify the student's parents of the date, time, and place of the expulsion meeting.
  4. If an expulsion meeting is conducted, the principal (or designee) will present the evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and present any evidence to support the student's position.
  5. Following an expulsion meeting, the expulsion examiner will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents via certified mail.
  - 6.

**DETENTIONS:**

Detentions are part of the disciplinary action plan for Granville Wells Elementary School. Detentions can occur during recess, lunch, or after school. If a conflict occurs with a scheduled detention, it will occur at the next available opportunity. If there is a conflict with an after school detention, the student's parents must contact the main office to reschedule the assigned detention. Detentions should occur during the same week as the offense whenever possible.

**SUSPENSIONS:**

In-School Suspension (ISS) is designed as an alternative to Out of School Suspension (OSS). All students assigned to ISS will complete work in an alternate setting within the school. Out of School Suspension is designed as the last step before expulsion.

**CLASSROOM AND SCHOOL-WIDE RULES:**

Granville Wells Elementary School recognizes that each classroom presents its own unique environment, thus each classroom will have a set of classroom rules and/or regulations. A student's failure to follow these rules as set forth by the teacher will be viewed as insubordination and referred to the main office for disciplinary action. School-wide rules apply to common areas in and around the school, including but not limited to the cafeteria, hallways, and playground. Students are expected to uphold these school-wide expectations. Violations of these rules may be redirected by any staff member and should be referred to the classroom teacher and/or a school administrator for further action as appropriate.

**GENERAL RESPONSE TO MISBEHAVIOR**

Level 1	Level 2	Level 3
Infractions include, but not limited to: <i>Missing/Incomplete Work; Dress Code Violation; Disruptive Behavior; Not Following Directions; Improper Use of Materials; Horseplay; Cheating; Toys or other items brought to school; Name Calling, Tattling, Bothering Others</i>	Infractions include, but not limited to: <i>Bullying; verbal/physical/emotional; Making Threats with Intent to Harm; Disruptive Defiance/Refusal to Comply; Vandalism; Chronically non-responsive at Level 1, despite documented attempts at behavior</i>	Infractions include, but not limited to: <i>Fighting; Verbal or Physical Aggression; Possession of Unlawful Items</i>

	<i>intervention and parent contact by teacher</i>	
Protocol for dealing with behavior: <i>Classroom teachers will respond to Level 1 behaviors; Enforce natural and/or logical consequences; Implement classroom management plan; Inform parents early and enlist their support</i>	Protocol for dealing with behavior: <i>Teacher will complete an Office Discipline Referral. If the incident does not require immediate attention, the administrator will follow up with the student outside of instructional time whenever possible. If an incident requires immediate attention, the teacher will call the office and request administrative support. Parents will be notified of office referral.</i>	Protocol for dealing with behavior: <i>Implement de-escalation strategies; ensure the safety of others; call for assistance as necessary; have student escorted to the office; Administrator will complete Office Discipline Referral; Parent conference will be conducted</i>
Possible Actions: <i>Warning/Redirection; Parent Contact; Teacher Conference with student and/or parents; Short-term Lunch Isolation in the cafeteria; Classroom Level Behavior Contract; Study Hall; Reduced Recess Time; Supervised Transitions</i>	Possible Actions: <i>Time out in office; Alternate Setting Assigned; Conference with Administrator; Detention; Counselor Consultation; Loss of Privileges; Progress Checks Scheduled; ISS/OSS</i>	Possible Actions: <i>Crisis Intervention; Referral to Student Support Team; Development of Behavior Modification Plan; Assignment of Mentor; Counselor Consultation; Parent Conference; ISS/OSS/Expulsion</i>

**BULLYING, CYBER BULLYING, HARASSMENT, AND INTIMIDATION:**

Granville Wells Elementary School shall maintain an environment for all students, teachers, and staff that is free from discriminatory and/or sexual insult, bullying, intimidation, or harassment. Persons who feel they have been offended under this policy should report it immediately to a counselor, teacher, or administrator. Behaviors including, but not limited to the following, are grounds for disciplinary action:

- 1.) The use of force, threat, coercion, or intimidation toward another person.
- 2.) Sex-oriented verbal teasing or kidding.
- 3.) Unwelcome physical contact.
- 4.) Wearing any clothing that depicts sexual reference.
- 5.) The threat or suggestion that a student’s educational career and/or advancement depends on whether or not the student submits to improper behavior.
- 6.) Retaliation against any student for complaining about harassment or intimidation.

**IC 20-33-8-0.2 addresses Bullying:**

**Bullying is defined as (a) 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 students against another student with the intent to harass, ridicule, humiliate, or harm the targeted student and create for the targeted student on 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.**

Granville Wells Elementary School does not tolerate bullying. Action will be taken if bullying occurs, which may include counseling, parental involvement, reporting to authorities, suspension, and expulsion. Our involvement includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation. In bullying situations, the following actions will be taken (levels may be skipped at the discretion of the administrator based on the seriousness of the offense):

- 1.) **First Offense:** Education the person initiating the bullying and the target of the bullying. The perpetrator will meet with a building administrator and receive a verbal warning. The parent/guardian may also be notified.
- 2.) **Second Offense:** A discipline referral, resulting in loss of privileges and telephone conference with parents/guardians
- 3.) **Third Offense:** A discipline referral, resulting in an In-school Suspension (ISS). Parent/guardian and local law enforcement may be notified.
- 4.) **Fourth Offense:** A discipline referral, up to five days of Out-of-School Suspension (OSS), and notification of the parent/guardian and local law enforcement
- 5.) **Fifth Offense:** A discipline referral for 5 or more days of OSS, and/or possible recommendation for expulsion. The parent/guardian and local law enforcement will be notified.

**The discipline rules described in subsection (a) must apply when a student is:**

- 1) on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group;
- 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) or using property or equipment provided by the school.

**STUDENT DRESS CODE**

We encourage you to monitor your child’s clothing as they leave for school each morning. Students should be well groomed, and clothes should be neat and clean at all times. School personnel have the discretion to determine whether clothing is appropriate. Safety, comfort, and decency will determine appropriate clothing. **Jeans with holes above the knees (with or without leggings) or excessive holes (with or without leggings) will not be permitted. Clothing that is offensive to others will not be allowed. Clothing with writing or pictures promoting violence, drugs, alcohol or tobacco advertising or containing inappropriate messages should not be worn. Bike shorts, skin tight or excessively clingy yoga pants, bare midriffs, low hung pants, spaghetti strap tops, see-through or cut out fabric or material, or other attire which draw negative comments or inappropriate attention to your child, should not be worn. Hoods (on sweatshirts) are not to be used in the school building, and hats should not be worn in the school unless a special day has been designated.** For safety concerns, if students wear sandals to school, the sandals must have both a toe strap and a heel strap. Flip flops are not to be worn to school. Also, students are expected to have a pair of shoes for inside PE class. We may ask your child to call home for a change of clothes, or we will provide a substitute change of clothes from our school supply of clothing.

**GRADING SCALE**

Western Boone County Community School Corporation has adopted a district-wide grading scale.

**1st - 6th Grade:**

**Kindergarten:**

<b>A</b>	<b>92 - 100 %</b>	<b>M Mastered</b>
<b>A-</b>	<b>90 – 91 %</b>	<b>P Making Progress</b>
<b>B+</b>	<b>88 - 89 %</b>	<b>I Improvement Needed</b>
<b>B</b>	<b>82 - 87 %</b>	<b>U Unable to Demonstrate</b>
<b>B-</b>	<b>80 - 81 %</b>	
<b>C+</b>	<b>78 - 79 %</b>	
<b>C</b>	<b>72 - 77 %</b>	
<b>C-</b>	<b>70 - 71 %</b>	
<b>D+</b>	<b>68 - 69 %</b>	
<b>D</b>	<b>62 - 67 %</b>	
<b>D-</b>	<b>60 - 61 %</b>	
<b>F</b>	<b>Below 60 Failure</b>	
<b>I</b>	<b>Incomplete</b>	

### GRADE REPORTING

At the end of each nine weeks grading period, each student will be issued a report card via Harmony which indicates the child’s academic progress, attendance, work habits, and attitudes. Parents will be notified at the mid-term point in order for them to monitor their child’s progress. Closely monitor your child’s progress. If there are questions or concerns, do not wait, contact your child’s teacher and arrange for a conference.

### GRADE LEVEL STANDARDS

Grade level standards may be accessed by visiting the Indiana Department of Education website- [www.doe.state.in.us](http://www.doe.state.in.us)

### HARMONY

It is an easy to use web site. It gives you and your children secure access to a copy of limited information in the school’s Student Management System, so you can see important information that is specific to your child’s performance and conduct in class, grades, attendance, etc. You will also be able to communicate with school staff via email whenever you need to.

### HOW DO I ACCESS HARMONY?

You will need to be sure to provide a current email address at registration. You will receive an email after the first few weeks of school providing you with a user ID and password as well as instructions on accessing the sight. The Harmony Web Portal is accessed through [www.weboschools.org](http://www.weboschools.org). It is very important that if your email address changes, you contact the front office at 765-485-6311 to help keep our records current. Additional information such as parent newsletters and upcoming events is sent via email throughout the year.

### HONOR ROLL

A scholastic honor roll will be published each nine weeks during the school year. To be eligible for the honor roll a **student must have a grade of “B-” or better in each academic area:** Reading, Math, English, Social Studies, Spelling, and Health/Science. Students who make the Honor Roll will have their names published in the local newspaper.

## **HOMEWORK PROCEDURES**

The following homework policy will be implemented at Granville Wells Elementary School.

1. Homework assignments will be reasonable in quantity and time needed to complete. Classroom instruction and practice time will be considered prior to homework being assigned.
2. All assignments are expected to be fully completed and turned in on time. The only exception to this would be assignments given during a school absence. Students will have a number of days equal to the number of days absent to make up the work. This applies to excused absences only. For more information on what is considered an excused absence, please refer to the attendance section in the Granville Wells Student Handbook.
3. Parents may return to school between 2:45 – 4:00 PM to pick up missed or forgotten homework from the classroom. Only the principal or assistant principal is authorized to escort or to admit the parent and/or student to classrooms or lockers to pick up homework.
4. Students with late homework assignments will receive a notice of late assignment that will be sent home on each occurrence. The late assignment notice should be signed and returned along with the completed homework to verify that the parent has been made aware of the late assignment. If the signed notice and completed homework is not returned the next day, the student may be provided with work completion time at school (recess, office work time, etc...). Students who receive more than two late notices in a given week may be assigned an after school detention.
5. Continued late assignments will be discussed in a phone conversation or parent meeting, with the student, as an intervention on behalf of and in support of the student's learning and understanding. Improved assignment completion is expected through collaboration with teachers, students, and parents. Excessive non-completion of assigned school work may be considered for suspension.

## **RECESS**

Whenever weather permits, recess will be held outdoors. Please be sure that your child is dressed accordingly. If you feel that it is necessary for your child to remain indoors, the following procedures are to be followed:

1. Notes are to be sent on a daily basis.
2. Recess notes will be accepted for a period of 5 days. After 5 days, a doctor's permit will be needed. Recess time is considered a part of the school day and an essential part of physical education.
4. Students should not bring toys or audio equipment to school for recess unless arranged through a teacher and parent permission is given and only on special occasions. The toys or audio equipment is to remain in the locker or back pack until the appropriate time to use the equipment.

## **PLAYGROUND RULES**

All equipment should be used as it was designed to be used. The following rules will be enforced while students are on the playground:

1. There shall be only one person on a swing.
2. Students shall sit down while using the slide, and are not to walk up slides.
3. Students shall not sit on the monkey bars.
5. Students shall not push or play tag on any equipment
6. Students shall not throw snow, ice, or rocks.
7. **Students shall not play tackle football, and will not initiate excessive physical contact in any recess activity.**

8. Students shall stay away from the classroom windows.
9. Writing on the asphalt is not allowed.
10. Students will follow directions.
11. Students will not fight.
12. Students will not use inappropriate language.

Students should not bring the following items to school for use on the playground: hard baseballs, wooden or aluminum bats, skateboards, phones, MP3 or IPOD players and remote-powered vehicles.

### **GYM – INSIDE RECESS & PE**

The gym is a place to learn and have fun. Students must be careful to avoid running into one another and kicking or throwing balls too hard. Students will be expected to play on the gym floor only, and will not be permitted to play on portable basketball goals, under bleachers, or in areas between the bleachers and steps. Students are not to crawl or lay on the gym floor during inside recess. This can cause unnecessary injury. Students are expected to line up to leave the gym when instructed by the supervisor on duty. A class is not to enter the gym until a supervisor is on duty. Each student is to have a separate pair of gym shoes, which are worn only for P.E. These shoes need not be new, but must be machine-washed if worn for outside play, before they can be worn again for P.E. If a student is to be excused from physical education for any length of time, a medical excuse from a doctor will be required.

### **ATHLETIC POLICY**

Granville Wells School provides extra-curricular opportunities for fifth and sixth grades and encourages students to participate in school athletics. Granville Wells offers girls' and boys' basketball, girls' volleyball and cheerleading. The privilege of participation is open to all fifth and sixth grade students who meet the following criteria:

1. Have a current physical form on file in the office;
2. Passing in all school subjects;
3. Maintain acceptable school behavior. Students should remember that at any after school activity they are still representing our school, and school behavior is expected.

The following rules and regulations are part of the athletic policy:

1. Practices are scheduled by the coaches. Games are scheduled by the school. Parents have the responsibility of providing transportation to and from practices and home games.
2. Unless practice is immediately after school, students are to go home first and then return for practice. (No adult is available to supervise students until practice begins.)
3. Acceptable school behavior means no failing grades.
4. Student grades and behavior are monitored at the end of each nine weeks-grading period. Midterm grades are posted on the Friday of midterm. Report cards are posted on the Friday following the end of each grading period. An "F" on the report card prevents a student from participating in an athletic contest until the next midterm or report card check.
5. Students who are not in school during the day for nonacademic reasons or who go home sick may not participate that evening in an athletic contest.
6. School athletics are a privilege and are not meant to interfere with the priority of academic success, but are available to enhance the total school experience.



## **KINDERGARTEN**

Kindergarten students must be five years old on or before August 1 to enter Kindergarten. Full day kindergarten is provided for all students. Students in the full day kindergarten class are invited to ride the bus to school in the morning and home in the afternoon. School lunch will also be available for \$1.80 per day.

## **PRESCHOOL**

Granville Wells Elementary provides a paid pre- school program. To be eligible for pre-school, students must be 4 years old on or before August 1. A minimum of 20 students must enroll for the program to continue. If more than 25 students enroll for pre-school, a lottery system will be utilized to identify the students placed in the program. To be eligible for the Pre-School Lottery, parents need to complete the appropriate online forms and submit a program deposit.

## **DEVELOPMENTAL PRE-SCHOOL**

This class will be available to students who qualify for speech, occupational, or physical therapy services as determined by a case conference committee. Preschool curriculum focuses on literacy skill instruction and developmentally appropriate learning opportunities. This class will be located at Granville Wells Elementary School.

## **MEDIA CENTER**

The Media Center is open for individual and group study as needed. Library materials may be checked out for a two-week period and renewed if necessary. The maximum number of materials allowed for checkout varies by grade level. Students are not charged for overdue books, however, a replacement fee will be charged for each lost or damaged book. Library privileges may be suspended until books are returned or the replacement fee is paid.

## **ACCELERATED READER**

Accelerated Reader is a computer-based program designed to assess reading and listening comprehension skills and encourage independent reading. After reading an Accelerated Reader book, students may choose to take a computer comprehension quiz about the book. Points are given for accuracy, but students must achieve at least 80% correct to receive credit. Specific reading level and point goals may be set by classroom or grade level teachers based on individual student needs and/or abilities. The librarian or program administrator may set a school-wide point goal and various reward challenges.

## **MULTIDISCIPLINARY TEAM**

An interdisciplinary team of staff members that provide a systemic approach to prevention, identification, referral, intervention, support and follow-up procedures affecting students who's academic and/or behavior concerns interfere with their own education. PSYCHO EDUCATIONAL TESTING WILL BE COMPLETED BASED ON REQUIREMENTS STATED WITH ARTICLE 7, INDIANA'S SPECIAL EDUCATION RULES. Please contact your child's teacher or the school office for additional information.

## **HIGH ABILITY PROGRAM**

High ability programming is for students in grades two, three, four, five and six who have been identified as high ability by demonstrating high academic potential on measures of aptitude, achievement and classroom observation. Students identified as high ability will receive differentiated classroom instruction designed to meet their academic needs. In addition, identified students in grades two, three, four, five, and six will meet regularly with the GT teacher. The following measures may be used to identify students as high ability:

1. Terra Nova Achievement Assessment: K-6
2. CogAt Aptitude Assessment: K-2
3. OLSAT Aptitude Assessment: 3-6
4. Modified Kingore Teacher Check Scale: K-6

All students in grades 2, 4, and 6 are evaluated for high ability each school year. Kindergarten students are evaluated during the spring semester. In addition, students in grades 1, 3, and 5 may be considered for evaluation with a teacher or parent request, or if the student is a new enrollee whose school records indicate that the child qualified for high ability programming at the school where the child was previously enrolled. Students who are identified as high ability in previous grades will be reassessed and must meet the qualification criteria in 4<sup>th</sup> grade to continue in the program.

If a student does not meet the qualification criteria to be identified as high ability, a teacher or parent may submit a formal appeal in writing using the Appeal Form available from the school principal.

The GT Program stresses higher level thinking skills, extensive work in academic areas, and students work on projects that encourage creative solutions. Students in grades 3, 4, 5, and 6 who are identified will meet with the high ability resource teacher for 1 hour once a week. Beginning with the second semester, second grade students who are identified will meet the high ability resource teacher for 2 hours every other week.

### **COMPUTER LAB**

Educational technology is a significant component of Granville Wells Elementary School. The School Board has identified and addressed this need with financial support. The School Board has identified and addressed this technology literacy need with financial support and instructional curriculum.

Granville Wells School has a classroom designated as a computer lab. Its use will be built into the curriculum with all students using it on a scheduled basis. It will be used to reinforce skills learned in the classroom. Students are expected to use caution and care when in the lab. Students are not allowed in the lab without supervision of a staff member. Students must follow the instruction of the teacher in order to assure proper use and care of the equipment. For more information, see the Acceptable Use Policy in the Appendix section of this handbook.

### **Western Boone County Community School Corporation Network and Internet Acceptable Use Policy for Students,**

#### **BP – 6390**

Access to the Internet enables students to explore thousands of libraries, databases, and other resources. The Corporation expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. Access to Internet resources will be structured in ways that point students to those evaluated prior to use. However, at times, students will be able to move beyond those resources to others not previewed by staff. Outside of school, families bear responsibility for the same guidance of Internet usage as they exercise with other information services.

Students utilizing corporation-provided Network and Internet access (Network) must first have the permission of and must be supervised by Western Boone County Community School Corporation's (WBCCSC) professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of the Network is to facilitate communications in support of research education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the WBCCSC. Access is a privilege, not a right. Users should not assume or expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The intent of this policy is to ensure students understand the Corporation's expectations of their Network use and to ensure that students comply with all Network and Internet rules approved by the Corporation set forth in this policy.

In exchange for the use of the Network resources either at school or away from school, the student understands and agrees to the following:

- A. The use of the Network is a privilege, which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, altering system software, placing unauthorized information, computer viruses or harmful programs on or through the computer and/or Network. The WBCSC reserves the right to log computer use, monitor file server space, remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The Corporation reserves all rights to any material stored in files and will remove any material, which the Corporation, in its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students may not use their corporation-approved computer account to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials.
- C. All information and services and features on Corporation resources are intended for the private use of its registered users and any use of them for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying) is expressly forbidden.
- D. Corporation resources are intended for the exclusive use of their registered users. The student is responsible for use of his/her account, password, access, and privileges. Any problems arising from the use of the student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for disciplinary action including but not limited to the loss of Network privileges.
- E. Any misuse of the account and/or access to the Network will result in suspension of the account privileges and/or other disciplinary action determined by the WBCSC. Access includes the use of school computers, PDA's, and any other device connecting to the Network. Students are not allowed to connect personal equipment to the Network. Should a student use a personal device to connect to the Internet via other means (i.e. Cellular network) while on school grounds, this acceptable use policy also applies. Misuse shall include, but is not limited to:
  1. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
  2. disrupting the operation of the Network or any other computer system through abuse of or vandalizing, damaging, or disabling the hardware or software;
  3. malicious use of the Network through cyber-bullying, hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
  4. interfering with others use of the Network or accessing the materials, information, or files of another without their prior approval;
  5. use for non-curricular/educational communication such as, but not limited to instant messaging and online chatting. Responding to unsolicited online contact is strictly prohibited for student safety;
  6. unauthorized installation, downloading, copying, or use of licensed or copyrighted software or plagiarizing materials;
  7. misrepresenting others on the Network or allowing anyone else to use an account other than the account holder.
  8. accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material. "Sexting" is also expressly forbidden;
  9. violating any local, state, or federal statute;

- F. Corporation Network resources are to be used exclusively for the support of the academic program, not for entertainment.
- G. Students bringing data files into the system agree to check the file with a virus- detection program before opening the file for use. Should the student deliberately or maliciously infect the network with a virus or cause damage through other vandalism, the student will be liable for any and all repair costs to restore the network to full operation and will be subject to additional disciplinary measures.
- H. The student may only log on and use the Network under the immediate supervision of a staff member and only with the student's authorized user account.

Violation of Corporation policy and rules will result in appropriate discipline, which may include suspension of computer access to be determined by the Wbccsc staff. Additional disciplinary action will be determined at the building level in keeping with rules set forth in the student handbook. When or where applicable, law enforcement agencies may be involved.

The Wbccsc makes no warranties of any kind, neither expressed nor implied, for the Network/Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions of service. The Corporation will not be responsible for the accuracy, nature, or quality of information.

Wbccsc will make all reasonable attempts to prevent inappropriate access to students' personal information through the Internet. The Corporation's intent is to make Network/Internet access available for educational goals and objectives. The Corporation will filter and monitor students' Internet activities. Corporation Internet traffic travels through a content filter which blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. Even though the corporation institutes these technical methods/systems to regulate students' Internet access, these methods cannot guarantee 100% filter accuracy or compliance with the Corporation's acceptable use policy. The Corporation is committed to helping students use the Internet responsibly, but it is not possible to monitor student usage at all times. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information. By using the Corporation's Network/Internet resources, students agree to the rules and regulations set forth in this policy. This policy, upon the Wbccsc Board of Trustees approval, will be published on each school and Corporation websites, student handbooks, and available in hard copy in each building's office.

#### Student Assigned Computer Use Guidelines:

- 1.) School computers are to be used for educational activities in support of curriculum plans.
- 2.) To maintain the privilege of using a school computer, a student must abide by the computer/network usage rules found in our district Acceptable Use Policy (AUP)
- 3.) Any student using any computer in the building must be supervised by a teacher.
- 4.) Student email access is permitted for educational purposes.
- 5.) Chat room and broadcast messages are prohibited.
- 6.) No one may log in under someone else's name. Both parties will be found at fault.
- 7.) Sharing of passwords is strictly prohibited. Violations will result in loss of computer/network privileges.
- 8.) Deleting or altering someone else's files is prohibited.
- 9.) Classroom and school rules apply to computer use.
- 10.) Students should not come to the computer lab unsupervised.
- 11.) Students not observing posted computer lab rules may lose their lab privileges.
- 12.) Anyone suspecting illegal or inappropriate use of the Internet is to report it immediately to the teacher or school administrator.
- 13.) Students that cause damage to school computers by misuse, negligence, or vandalism will be charged for repairs or replacements.

#### **ISTEP+ INFORMATION**

Section 1111(b) (2) (l) (ii) of the federal No Child Left Behind Act requires all students be assessed academically in mathematics and reading. In Indiana, the statewide test that meets the NCLB requirement is ISTEP+. Every student attending a public, charter or accredited nonpublic school in Indiana must take the required Indiana assessments to graduate or, in the case of IREAD-3, avoid being retained. Furthermore, it is a violation of Indiana's compulsory school attendance laws for a parent to refuse to send his or her child to school for the purpose of avoiding tests, including assessments (See IC 20-33-2). The Indiana Administrative Code enforces this requirement by requiring that points be deducted from a school's performance and improvement category scores if the school fails to assess at least 95 percent of its students. The score determines a school's performance and improvement grade. Thus, students' failure to take Indiana's assessments may result in a lower A-F accountability grade.

As with any test, a student who is absent from school on the day (or time) he or she is scheduled to participate in required statewide testing will take the test upon their return to school. Absences for the purpose of abstaining from testing will be marked as unexcused, and class work missed during the student's absence, will not be accepted for credit. Students who are absent during an entire test window for the purpose of abstaining from required statewide testing will be unexcused and may be subject to retention, expulsion, additional disciplinary consequences as deemed appropriate by the school principal or his/ her designee. Teachers will not send make up work or spend class time remediating students whose absences are unexcused.

Parents of students who are absent for the purpose of abstaining from testing are subject to consequences under Indiana's Compulsory School Attendance Laws, Ind. Code 20-33-2. Parents of students who are absent during the entire test window will be reported to the Boone County Sheriff's Office for habitual truancy and violation of Compulsory Attendance Laws and will subject to actions taken by the Boone County Court.

## **SPEECH AND LANGUAGE**

The Speech and Language pathologist will screen all pre-kindergarten students and all teacher referrals to determine if placement in the speech, language, and hearing program would be advantageous to the student. Audiometric (hearing) screening examinations are administered to students in grades K, 1, and 4. New students and any student suspected of having a hearing problem will also be tested. A complete audiogram is done yearly for students who have a hearing loss. Students failing the screening test the second time are given a complete audiogram and referred for further medical evaluation.

## **EXTRA CURRICULAR ACTIVITIES**

Students in grades 4 - 6 may compete on the Spell Bowl and/or the Math Bowl teams, Student Council, and the Granville Wells Play. 5<sup>th</sup> grade students may also participate on volleyball, cheerleading, and girls' and boys' basketball teams. 6<sup>th</sup> grade students are eligible to participate on Western Boone Jr. High Athletic teams. Additionally, Granville Wells also hosts Cub Scouts, Girl Scouts, Pom Poms, Baton, and Science Fair opportunities for interested students.

## **STUDENT COUNCIL**

Granville Wells Elementary School has an organized Student Council. The purpose of this organization is to promote school spirit and give students a sense of self-government. Students who maintain an A and B average and/or teacher recommendation may choose to participate in the Granville Wells Student Council. Two representatives are elected from each fifth and sixth grade class. Elections are held in the fall. Student Council meetings are held during school time with some activities and duties taking place after school or in

the evenings. Student Council duties include serving as host/hostess for special school events such as the Christmas program, Grandparents Day, and the Sixth Grade Reception; selling tickets at athletic events; planning school activities such as the school talent show, food and toy drives, spirit days, Say No to Drugs campaigns, and any other activity deemed supportive and helpful as the school year progresses.

### **PARENT CONFERENCES**

We invite all parents to visit our school at any time. Each parent must register in the office and be issued a visitor's badge before visiting any classroom. Classroom visits must be prearranged with the classroom teacher. If you would like to request a conference with a teacher or the principal, please call the office to set a time. Teacher conferences should be set during teacher's daily planning time or after 2:45 PM when possible. The school will schedule parent conferences as requested by parent or teacher. Parents are able to join students in the cafeteria for lunch but are asked not to join students at recess.

### **GRANVILLE WELLS ELEMENTARY SCHOOL PTO**

Our **Parent and Teacher Organization** involves parents and teachers working together for the benefit of the students and school community. PTO provides many opportunities for parent involvement, and welcomes all parent inquiries via [WellsPTO@webo.k12.in.us](mailto:WellsPTO@webo.k12.in.us) The PTO sponsors Boxtops for Education program. If you have any questions or suggestions, please feel free to call the school office.

### **POLICY RELATING TO RELEASE OF DIRECTORY INFORMATION PERTAINING TO STUDENTS**

The school corporation may release to the public certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. This includes, but is not limited to, the student's name, address, parent home and work telephone number, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description and license plate number, hair and eye color, race, sex, age, height, weight, grade level, date of birth, and other similar information. This information may be released without parental consent to media organizations, colleges, civic or school related organizations, governmental entities, and members of the public at large when deemed appropriate by school officials. Parents desiring to object to the disclosure of any or certain of the categories of directory information should request from the Superintendent's office a form on which to deny consent for the release of all directory information or to selectively deny consent by indication which categories of directory information they do not wish released about their child. Board approved 12/11/89

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (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 educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where 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 inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school official with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or 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. Upon request, the School Corporation discloses education records without consent to officials of another School Corporation in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Western Boone County Community School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

#### FAMILY POLICY COMPLIANCE OFFICE

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

#### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the rights to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (Ed) -

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

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of the funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted

or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Inspect, upon request and before administration or use -
4. Protected information surveys of student;
5. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
6. Instructional material used as parent of the educational curriculum.

Western Boone County Community School Corporation has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Western Boone County Community School Corporation will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Western Boone County Community School Corporation will also notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

Collection, disclosure, or use of personal information for marketing, sales, or other distribution;

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents/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

### **TEXT BOOK RENTAL POLICY**

Under Indiana law textbooks are adopted for a period of six years. The textbook adoption committee must consist of 40% parents. The rental fees for textbooks are based on the cost of the textbooks and consumable materials the students are using. The textbooks we use are chosen from a list of possible choices we receive from the State Department of Education. In most cases there will be several companies from which we make our selection of textbooks. Textbook fee amounts will be available during summer online registration. The refund schedule for textbook rental fees are as follows:

#### **Refund Schedule**

1. If a student withdraws before Nov. 1, 75% of the total fee will be refunded.
2. If student withdraws on or after Nov. 1, and on or before the last day of the first semester, 50% of the total charge will be refunded.
3. If student withdraws after the 2nd semester starts and on or before March 1, 25% of the total charge may be refunded.
4. No refunds will be issued after March 1.

#### **Refund Charges**

1. If a student enrolls before Nov. 1, 100% of the total charge may be required.
2. If a student enrolls on or before Nov. 1, and before the end of the 1st semester, 75% of the total charge



may be required.

3. If a student enrolls during the 2nd semester and on or before March 1, 50% of the total charge may be required.
4. If a student enrolls after March 1, 30% of the total charge may be required.

If a textbook is damaged beyond normal use by a student during the school year, the student may be asked to pay the replacement cost of the textbook.

### **TOYS FROM HOME**

School is the place where attention should be focused on learning. Toys brought from home often become the focal point and become a distraction from learning. Frequently toys get damaged and create an undue hardship for the teacher as well as the student. Therefore, toys are not to be brought to school. Teachers may designate specific "Show and Tell" days whereby toys from home may be brought to school for that day.

### **PETS IN SCHOOL**

We ask that parents receive approval from the principal for their child to bring any animal or pet to school.

### **LOST AND FOUND**

Lost articles should be taken to the office. Anyone who has lost an article should check with the school secretary. All unclaimed articles are available daily for examination in the clinic. Lost clothing articles are hanging on a coat rack outside the school bookstore. Marking items of clothing, especially hats and gloves, will help us return lost items to the proper student.

### **SKATING ACTIVITIES PROHIBITED**

Roller skating, skate boarding and other skating activities are prohibited on school grounds.

Students violating this rule shall receive the following consequences:

- First Occurrence – Recorded Oral Warning and Reprimand with Parent Notification
- Second Occurrence – Assignment to one (1) day of In School Suspension with parent Notification. Notation of student violation of insubordination rule.
- Third Occurrence – Three (3) day Out of School Suspension and Assignment to Alternative School for violating the skating rule and the insubordination rule.
- Fourth Occurrence – Ten (10) day Out of School Suspension with Recommendation for a One Semester Expulsion from school for violating the skating rule and the insubordination rule.

Non-students, adults or others violating this rule shall receive the following consequences:

- First Occurrence – Recorded oral warning and direction to vacate the activity and the grounds.
- Second Occurrence – Oral Warning and Notification of Appropriate Law Enforcement Agencies.

**Heelies** are not permitted on any Western Boone School campus.