

will answer all policies. Please contact our policies and safety and

welfare of the children in mind.

## REASONS FOR ABSENCE FROM SCHOOL

While attendance is important there are some reasons when a child should stay home from school. Following the guidelines of the Daviess County Health Department, some reasons for not attending school are: 1) contagious disease 2) temperature over 100 degrees (may return after 24 hours fever free), 3) Impetigo, 4) Pediculosis (Lice), 5) Conjunctivitis (Pink eye), 6) Tinea (Ring-worm).

## DAILY SCHEDULE

Grades 1 through 6

Monday through Friday ....8:00 a.m. - 3:00 p.m.

Kindergarten

Monday through Friday ....AM CLASS 8:00 a.m.-11:00 a.m.

PM CLASS 12:00 p.m.-3:00 p.m.

## GRADING SCALES

### Letter Grades

97-100%	A	84-86%	B-	71-73%	D+
93-96%	A-	81-83%	C+	68-70%	D
90-92%	B+	77-80%	C	65-67%	D-
87-89%	B	74-76%	C-	Below 65%	F

## ADMISSION

Those students entering school for the first time must present a birth certificate, record of immunization or other acceptable medical evidence that the child has been immunized against Mumps, Rubeola (red measles), Rubella (German measles), Hepatitis B, Diphtheria, Tetanus, Whooping Cough (DPT) and Poliomyelitis.

## EMERGENCY CLOSING OF SCHOOL

Late opening, early closing, or cancellation of school for any reason (other than regularly scheduled events) will be announced using the automated calling service as well as local radio stations as soon as the decision has been made. PLEASE DO NOT TELEPHONE THE SCHOOL FOR THIS INFORMATION. OUR PHONE LINE NEEDS TO BE KEPT OPEN IN ORDER TO RECEIVE INSTRUCTIONS FROM SCHOOL OFFICIALS. PLEASE PLAN WITH YOUR CHILD WHAT TO DO SHOULD HE/SHE ARRIVE HOME EARLY AND YOU ARE NOT THERE.

## ATTENDANCE

Attendance at school is required by state law. While good attendance is essential for success in school, students should not be in attendance when they are sick. Please call the school when your child is absent and send a note explaining the reason for the absence upon return.

Public Law 221 and the recently enacted federal legislation No Child Left Behind stresses the importance of maximum student attendance. In fact, each Indiana school is evaluated by the attendance rate of its students. The state views an average student attendance rate of 95% as a minimum target. Only in extreme cases should a student miss more than nine days during the school year.

## HOMEWORK

If your child is absent from school for one or two days, it is important that he/she rest and recuperate. That would be an appropriate time for children to do extra reading, write a creative story, etc. HOWEVER, if your child is going to be out three or more days, it is advisable to ask that the teacher prepare the homework assignments. Please give us a full day's notice in order to allow the teacher time to prepare the homework package. In order to protect instructional time, we will not interrupt a classroom to ask a teacher to prepare a homework package. Therefore, please call the afternoon before or the morning of the day you wish to pick up the assignments. All assignments will be picked up by parents in the school office after student dismissal in the afternoon.

1. All homework should be meaningful and should provide reinforcement activities as well as enrichment activities. The teacher will make every effort to make sure homework assignments are clear and the due date is understood.
2. All homework assignments are due the following day or upon the day of return in the event of school cancellation, of personal illness or any other legitimate excuse. Each teacher will determine the legitimacy of excuses. Extended assignments will be due at a date established by the teacher.
3. Under certain circumstances, the teacher may keep a child in during recess to complete an assignment.
4. Teachers assign homework to meet your child's educational needs.

## BOOKS

Students are issued books the first day of school. The student is assessed a book rental fee. If the student should withdraw from attendance, a portion of the fee will be refunded. Students are expected to keep all of their textbooks in good condition. Badly damaged and lost books will be replaced at the student's expense. Students may qualify for book assistance by filling out an application. The application will be reviewed by the principal with guidelines provided by the superintendent's office.

## DRESS AND APPEARANCE

All students shall come to school clean, neat and dressed in a manner conducive to the promotion of personal health and an effective learning environment.

Under ordinary conditions, boys and girls need to wear clothing to school that is comfortable and age appropriate.

**The principal will reserve the final judgment on the acceptability of personal appearance.**

1. Tank tops and short shorts are not acceptable.
2. Low cut and bare midriff outfits are not acceptable.
3. Undergarments shall not be visible.
4. For health and safety reasons the wearing of footies, nylons or socks is recommended.
5. Dark glasses are not to be worn in the classroom, unless with a doctor's prescription or permission from the school nurse.
6. Hats shall not be worn in the building.
7. Shoes must be worn at all time in the building (thongs, flip-flops, sport sandals etc. are not acceptable for health and safety reasons). Tennis shoes with backs are required for PE.
8. Extreme fads that tend to disturb or distract other students in the classroom are not acceptable.
9. Clothing or other objects that advertise alcohol, promote drug use, promote inappropriate behavior, have obscenities or are sexually explicit are not permitted.

### **BREAKFAST AND LUNCH PROGRAMS**

A computer is used to assist in the school lunch program. The name of each student has been entered into the computer program, and the computer assigns each student a number. This establishes a lunch account for each student.

A deposit slip will need to be filled out each time a student brings lunch money or milk money to school. The money will be put in the student's account. This allows parents to pay for meals several weeks in advance and to send money to school any weekday, though we encourage Monday deposits, if possible.

The Washington Community School Board has issued the following guidelines concerning students charging meals at school.

1. \$25.00 limit per child
2. Upon reaching the limit, parents are to be notified to do the following:
  - a. Pay the amount owed
  - b. Make arrangements to pay toward the amount owed
  - c. Arrange to bring lunch from home

If none of these conditions are met within 5 days of parental notification, the student's parents are to be contacted and informed that an alternative meal will be provided to their child. If at the conclusion of 10 days no payment or arrangements have been made, information will be forwarded to the Department of Children and Family Services.

All lunch money will be collected any morning between 8:00 and 8:30 a.m. Deposit slips will be sent home and parents are encouraged to fill them out in advance.

Parents with more than one child at school can use one deposit slip to make a lunch deposit in each child's lunch account.

Parents are encouraged to help their child to remember their account number. Periodic balance statements are sent home with the students so parents can keep better track of their child's lunch account balance.

We also have a breakfast program for those students who want to participate. Breakfast is served from 7:45 - 8:10 a.m. each morning. Students who wish to participate in the breakfast program will take their money directly to the cafeteria.

Applications for free or reduced lunches are available.

### **STUDENT INSURANCE**

Student insurance will be available to all students at the beginning of each school year. Information will be sent home as soon as we receive it.

### **TELEPHONE**

The school phone is a business phone and is to be used only for that purpose. No student will be allowed to use the phone unless given permission by the school personnel. A student cannot be called out of class to talk on the phone, except in the case of an emergency.

### **BUILDING SECURITY**

We believe that the safety and security of all our students is one of our most important responsibilities; therefore the following procedures have been established:

All exterior doors to the school will be kept locked at all times, except one (1) designated door at each school. Visitors will enter and exit only at these designated doors. Students and staff have been instructed to never open a locked door. Students are instructed to move away from the door and contact the nearest adult.

Upon entering the building all visitors will proceed to the office, sign in and obtain an appropriate visitor's pass. The pass shall be worn in a visible manner at all times while on school property. Staff members have been instructed to ask all visitors to return to the office if the pass is not seen.

Students are not permitted to bring guests to school without specific permission from the principal or his designee.

Students will be released only to parents (legal guardians) or persons designated by the parents (legal guardians).

Changes in pick-up procedures must be communicated to the school. Students will not be sent home or allowed to be picked up in a different manner unless the parent or legal guardian has communicated this change to the school.

*These procedures are only effective if enforced and adhered to. We realize they may be a little inconvenient, but we also feel your child's safety and welfare are more important than your convenience. Thank you for your cooperation in this very important matter.*

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### **P.T.O.**

Support our P.T.O. by joining the organization. The elementary school receives financial support on items that cannot be afforded by the school or the classroom teacher. They help us - let us help them.

### **WHAT TO LEAVE AT HOME**

Anything not needed for class should be left at home, such as cell phones, laser pointers, cameras, radios, recorders, skateboards, pets, knives, matches, lighters, chewing gum, electronic games, guns, cigarettes, etc. Toys should not be brought to school unless the teacher gives specific permission for classroom purposes. Fireworks, tobacco of all types, alcohol and illegal drugs violate state and local laws. Possession, under any circumstances, will result in serious problems.

### **GIFTS, FLOWERS, AWARDS AND INCENTIVE ITEMS**

Balloons, flowers, stuffed toys or any type of gift or award should not be sent to school. These items are distractions in the classroom and on the school bus. If they are received at school they will be kept in the office and the parent will be requested to pick them up.

### **VALUABLES AT SCHOOL**

School personnel try to prevent losses, but they are not responsible for students' personal property. Large amounts of money or valuables should not be brought to school.

### **SCHOOL BACKPACKS AND PERSONAL CARRYING CASES**

We do realize a need to transport items to and from school; therefore, approved backpacks will be allowed. However, large over the shoulder duffel bags have become a problem, both in the classroom (lockers) and on the bus. We ask you not to bring these to school. We would further ask that backpacks be worn as prescribed and not carried. This would help prevent accidents and would also help avoid losing them. Any large bags deemed inappropriate by the principal will be kept in the office and parents will be advised to pick them up.

An inspection of student backpacks or personal carrying cases may be conducted if the principal, superintendent, or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules.

### **GUM, FOOD AND CANDY**

Students must not chew gum in the school building. Candy should not be brought to school, except as part of your lunch in your lunch box. Parents should check with classroom teacher before sending any food/treats to school. Any baked goods sent to school should be store-bought, not homemade.

### **PLAYGROUND**

Playgrounds should be kept clean and neat. Do not litter the playground with paper and other trash. There should be no wrestling or rough play - not even in fun. Do not throw rocks or any other object which might injure another student.

### **PARENT CONFERENCES**

Parents are encouraged to contact the school any time they want to talk about their child's school work. They should call in advance so that a meeting can be planned. We cannot call a teacher out of the classroom to take a phone call except for an extreme emergency. The school will schedule parent conferences during the school year, and your attendance is encouraged. Teachers will schedule parent conferences during their preparation time or after school (3:00 p.m.- 3:30 p.m.).

### **FIELD TRIPS**

Inasmuch as field trips are an extension of the classroom, all school rules are to be followed. Students participating in field trips must use school-approved transportation.

### **MOVING**

Please inform the school in advance if you anticipate a move to another school. This will ensure that the proper transfer forms and report cards will be ready on the day the student leaves.

### **MEDICATION**

We attempt to discourage the administration of medication during school hours. We request, if possible, for medication doses to be scheduled for home administration. Children should not carry any type of medication to school. For medication to be administered in the school office, the following is required: The parent brings the medication to the school office in a bottle labeled and dated by the pharmacist as ordered by the physician. The physician's orders must include name of medication, dosage at school, time to be dispensed at school, duration of order, symptoms or condition for which medicine is ordered, physician's signature and phone number, and the date. Parents must give their permission to administer medication. Please call the office to make proper arrangements.

### **LOST AND FOUND**

Unidentified articles found in the school are turned in to the office. Please check if an article is lost. Eyeglasses and jewelry are not routinely placed with the other articles, so please inquire.



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## PARTY INVITATIONS

Children's feelings are easily hurt! Please DO NOT pass out party invitations at school unless the whole class will be receiving one.

## TRANSPORTATION INFORMATION

The State of Indiana does not require school corporations to provide transportation for any student. This fact is contrary to the understanding of many patrons who regard transportation of their children as a right rather than a privilege.

The Board of Education of Washington Community Schools, Inc., provides transportation for certain students as an aid to education. The board intends transportation be provided in the safest and most efficient manner. However, the safety of those students transported is not the sole responsibility of the board, but requires the cooperation of the administration, drivers, parents and students.

Each bus driver must obey all rules and regulation of the State of Indiana and shall use every care for the safety of the children under driver's charge. Each driver must maintain discipline in a firm and impartial manner.

Each parent has the responsibility to the authority of the bus driver and to encourage the proper behavior of their child.

Discipline problems should be discussed among the respective parties before the problems become critical.

Each student has the responsibility to act in a quiet and orderly manner, to obey the rules formulated for safety, hereunto appended, and to extend to the bus drivers the respect due to them as employees of Washington Community Schools.

Upon the recommendation of the bus driver, the school administration may deny the privileges of riding on the school bus to any student who refuses to obey the rules of proper conduct.

### A WORD TO PARENTS:

According to IC 9-21-11-12 students under 15 years of age may not operate motorized bicycles (mopeds). Therefore, students may not travel to and from school by this means of transportation.

School buses are by far the safest form of transportation on our roads, according to the national statistics. We all want that fact to remain true for our school corporation, and it will as long as we keep a four-way partnership among drivers, students, parents and administrators.

Our drivers are expected to make a safe transportation of your children their first priority. Once in a while, a child will misbehave on a school bus to the point that it is distracting to the driver. Prompt action is necessary to stop such behavior and sometimes we will have to ask for your help. If the misbehavior persists, the driver may have

to deny transportation for a few days. We regret the inconvenience to parents this action causes, but it is our last resort.

To help clarify the types of behavior that tend to lead to safe transportation, a committee of administrators, bus drivers, parents and students developed the following school board approved guidelines.

No set of guidelines can cover all incidents that arise. These statements clearly suggest, however, that firmness, fairness, and cooperation among all parties will lead to resolution of problems.

Fortunately, nearly all of the 1,100 students who ride buses twice each day do so happily and without incident. That is the way we want it for all riders.

Should you have any questions or concerns, feel free to contact your driver or Mr. Goss, Director of Transportation, at 254-5536.

## BUS RULES

Bus drivers shall have authority over all students while they are on the bus.

1. The student shall be waiting at his/her boarding station when the bus arrives.
2. Students shall enter and leave the bus in an orderly manner.
3. Students shall be seated immediately on boarding and remain seated during the trip.
4. Students shall not eat or drink on the bus.
5. No windows or doors shall be opened without the driver's permission.
6. Aisles shall be clear at all times.
7. Loud, boisterous or profane language, or indecent conduct will not be tolerated.
8. No smoking or use of fire shall be allowed on the bus.
9. Students shall not be allowed to tease, flip, scuffle, trip or hit another student.
10. Students shall not throw objects while on the bus.

## STUDENT RULES

1. Stay quietly in your seat.
2. Save snacks and homework for later.
3. Put books, notebooks and backpacks on lap or place them so they will not slide or fall.
4. Keep your arms and legs out of the aisles.
5. Act as you would in a classroom.
6. Do not talk to the driver except in emergencies.
7. Do not talk at all when the bus is near a railroad crossing.
8. Think of your school bus as a classroom and your driver as a teacher.
9. Line up in an orderly manner to get on or off the bus. Watch the steps and use the handrail.
10. Elementary students shall remain on their assigned school bus at the high school unless other arrangements have been made.

and among the Board's signs of promptly, and that parents are notified and informed of remedial measures when evidence of head lice is present.

#### Rules

1. Teachers
  - a. Be familiar with common signs of head lice infestation.
  - b. Report suspected cases of head lice to the building principal immediately.
2. Principals
  - a. Provide teachers with information on identifying probable head lice infestation.
  - b. Arrange an examination of any child suspected of carrying head lice. (The school nurse normally will be used for examinations)
  - c. Report presence of nits or lice to the child's parents and arrange to have the parents pick up the child to begin treatment.
  - d. Have information hand-outs on head lice treatment for parents when a child is found to have nits or head lice and provide assistance to the parents on getting treatment supplies.
  - e. Check the siblings of any child with nits or lice, or notify the siblings principal if they are in another school.
  - f. Following treatment and upon return to school, the child should be accompanied by the parent and must be checked by the school nurse. If, in the opinion of the nurse, no treatment or unsatisfactory treatment has occurred, the child will be sent home with the parent. Evidence of lice or live nits would be reasons to determine that the child should be sent home. If there is little or no evidence of remaining nits (nurse's discretion), the child will be allowed to return to class. A microscope will be used in determining whether or not a nit is live.
  - g. Arrange follow-up checks as needed.
  - h. A case of a child, who received treatment for head lice and later was suspected of having head lice again, would be handled beginning with section b above.
  - i. Notify the superintendent whenever there are two or more children with nits or lice in the same classroom.

#### Recurrent Infestation

If a student is sent home with live lice three (3) times in a school year or misses five (5) or more school days due to head lice infestation, the student may be excluded from school. After student is excluded from the school system, the principal will make a referral to the Daviess County Office of Family and Children and the Daviess County Health Department will be notified. Exclusions must follow the steps outlined for student due process.

## FIRE DRILL

The signal for a fire drill is the buzzing of the fire alarm. YOU SHOULD DO THESE THINGS QUIETLY:

1. Go with your teacher to the designated area in an orderly manner.
2. Remain there until the all-clear signal is given.
3. Return to your classroom with your teacher in a single file line. THERE SHALL BE NO TALKING OR DISORDERLY CONDUCT DURING A FIRE DRILL.

## ELEMENTARY CLOSED CAMPUS

The board believes that overall safety of K-6 students is best provided during the school day through direct supervision by school personnel, parents, or adults designated by the parents.

#### Rules

1. Students are not to leave school during school hours except in the company of a parent or a responsible person designated by the parents, or as indicated below.
2. Students who live within walking distance of home may be released to go home on their own for lunch upon the parent's approval in writing to the principal.
3. Parents may arrange pick-up of their students for periodic special lunch-time activities upon notification of same to the principal.
4. Otherwise, students are expected to remain at school throughout the school day except for scheduled school trips or activities.
5. Principals may make exceptions to this policy under emergency or extremely unusual circumstances.

## ELEMENTARY LOCKERS AND DESK SEARCH POLICY

All lockers and desks made available for student use on the school premises are the property of the school corporation. These lockers and desks are made available for student use in storing school supplies and personal items necessary for use at school. These lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker or desk does not diminish the school corporation's ownership or control over these items. The school corporation retains the right to inspect the locker or desk and its contents to insure that the locker or desk is being used in accordance with their intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker or desk to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol or tobacco.

#### Locker Rules

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

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forbidden by state law or school rules, such as drugs (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or cigarettes. Students will be expected to keep their lockers and desks in a clean and orderly manner.

## 2. Authority to Inspect:

The school corporation retains the right to inspect lockers and desks to insure they are being maintained in accordance with the conditions of Rule No.1. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal. (The principal may give the following staff member authority to inspect lockers: head teacher, dean of boys/girls, guidance counselor, physical education instructor, etc.)

## 3. Inspection Of Individual Students Lockers:

- a. The inspection of a particular student's locker or desk will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker or desk to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or school rules. "Reasonable Suspicion" as used in these rules may be based on a number of factors, including (1) information received by the principal or his designee from teachers, students, law enforcement officer, or detection devices including trained dogs; (2) the past records of the student whose locker or desk is to be inspected; (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school; and (4) the behavior of the student, for example, indicates that the student is intoxicated.
- b. Before a particular student's locker or desk is inspected, the student (or students, if more than one have been assigned to a locker), if present on the premises, shall, where possible, be contacted and given the opportunity to be present during the inspection, unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others on school premises. Whenever an individual student's locker or desk has been inspected under this rule without the student's presence, the principal or his/her designee shall notify the

student of such inspection as soon as practicable thereafter.

## 4. Inspection Of All Lockers And Desks:

- a. An inspection of all lockers and desks in the school, or all lockers and desks in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers or desks are:
  - (1) When the school corporation receives a bomb threat;
  - (2) When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
  - (3) At mid-term, end of grading period, and before school holidays to check for missing library books, missing materials, lab chemicals, or school equipment; or
  - (4) Where student violence or threats of student violence creates a reasonable belief that weapons are stored in the lockers or desks.
- b. If a general inspection of a number of lockers or desks is necessary, then all lockers or desks in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

## 5. Student Material:

When conducting an inspection pursuant to these locker rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or desk or intruding unnecessarily into any student's written material located in the locker or desk. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal contraband.

## 6. Disposal Of Confiscated Contraband:

All contraband confiscated from lockers or desks may be disposed of by the principal or his designee as he/she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under I.C. 20-8.1-5-4; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (d) destruction.

## 7. Involvement Of Law Enforcement Officials:

### a. Option 1

The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or desks or their contents for purposes of enforcing school policies only if such assistance is required to

b. Option 2

1. If the principal, superintendent or assistant superintendent has a reasonable suspicion that a locker or desk or lockers or desks contain illegal drugs, illegal drug paraphernalia, weapons, a bomb, explosive chemicals or stolen property, he/she may request law enforcement assistance in making an inspection of lockers or desks.
2. If a law enforcement official requests to inspect a student's locker or desk or its contents, the principal shall require the production of a search warrant before allowing such official to inspect.
3. If a law enforcement official requests the principal to make an inspection of a locker or desk or its contents on behalf or in the place of such official., the requests shall be denied. The principal may cause a locker or desk inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or desk contains contraband.

**8. Locker And Desk Cleaning:**

Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out lockers and desks from time to time in accordance with a general housekeeping schedule, or the locker of the student no longer enrolled in the school. Furthermore, the custodial staff may open a student's locker or desk during any vacation period if they have reason to believe such locker or desk contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

**9. Publication Of Rules:**

A copy of these rules shall be provided to each student and his/her parents or guardians at the start of each school year, or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principals office and other prominent places generally used for announcements to students.

**STUDENT DISCIPLINE POLICY**

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 the school. In this event and in accordance with the provisions of I.C. 20-8.15.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

**1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER**

An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

**2. SUSPENSION FROM SCHOOL - PRINCIPAL**

A school 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 five (5) 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.

**GROUND FORS SUSPENSION OR EXPULSION**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial grounds for disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, bullying, intimidation, fear, passive resistance, or other comparable conduct constitutes an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive another of it use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any 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 any teacher, or any of the other school personnel to conduct the educational function under this supervision.
  - f. Bullying and/or harassment of another student is viewed as a serious offense and will be dealt with as serious, negative behavior. Indiana Code 20-33-8 defines bullying as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students with the intent to harass, ridicule, humiliate, intimidate or harm the other student. The bullying rule must apply when a student is 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

3. Causing or attempting to cause damage to private property, stealing or attempting to steal 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 position.
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. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly 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 is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
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 are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. knowingly possessing, using, transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; and
  - e. possessing, using, transmitting, or being under the influence of caffeine based substances, substances containing

- a. phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or hand-held portable telephone in a situation not related to a school purpose or educational function.
13. **POSSESSION OF A FIREARM**
  - a. No student shall possess, handle or transmit any firearm on school property in or on property that is being used by a school for a school function, or on a school bus.
  - b. The penalty for possession of a firearm is: five (5) days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - c. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. **SMOKING**

The grounds for suspension or expulsion listed above apply when a student is:

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

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 school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Students found guilty of the preceding violations will be subject to the following penalties (depending upon the seriousness of the violations in question and the total discipline record of the student for the school year):

- a. Detention (after school or noon)
- b. Corporal punishment
- c. One to five days suspension (in-school or out-of-school)
- d. Expulsion from school for the remainder of the semester or the school year.

In addition to the above listed penalties, a situation involving a student found to be in violation of section 11d or 11e will be handled in the following manner:

1. Police will be called to transport the student to the police station;
2. Parents will be notified by the school officials to report to the police station;



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Each incident will be investigated by school officials and appropriate action taken based on the evidence found.

In all cases, a hearing will be held by the principal or assistant principal prior to any suspension. A letter will be sent to the parents notifying them of corporal punishment, in-school suspension, or expulsion. A parent conference may be required before the student returns to class, and juvenile authorities will be contacted if necessary.

### SCHOOL SEARCHES

If deemed necessary, school officials may, in cooperation with the police and prosecutor, request a canine unit to search school premises. The procedure will be as follows:

1. The searches will be unannounced.
2. If students are found to be in possession of, or under the influence of an illegal substance, alcohol, marijuana, etc. procedures described above in #1 will be followed.

All other discipline problems, with the exception of classroom discipline, will be handled on an individual basis by the principal or designees.

### MINOR DISCIPLINE VIOLATIONS

1. Consistently not doing assigned work
2. Consistently not bringing supplies to class
3. Consistently making no effort as far as classroom participation is concerned
4. Consistently chewing gum or eating candy or food in class
5. Being late for class
6. Consistently talking without permission
7. Cheating on tests or assignments
8. Disrupting school or school events

Students found guilty of the preceding violations will be subject to the following penalties (depending upon the seriousness of the violations in question and the total discipline record of the student for the school year):

1. Severe punishment and parents contacted
2. Detention (after school or noon)
3. One to five days suspension (in school or out of school)
4. Corporal punishment

### DISCIPLINE BY TEACHERS

Teachers are responsible for and in charge of the discipline policies within their classrooms. They also exercise responsibility for discipline at all times while they are on duty on school property. Teachers may suspend students from the classroom for violation of classroom and/or school rules in accordance with the rules on page 1 of the policy.

### SUSPENSION PROCEDURES

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 the 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 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 the suspension, describe the student's misconduct, and the action taken by the principal.

### SUSPENSION OF A STUDENT WITH DISABILITIES

For students with disabilities, a temporary cessation of educational or related services constitutes a suspension. Before a student can be suspended, the student must be afforded an informal hearing, wherein the student is entitled to a written or oral statement of the charges against him/her; if requested, a summary of the evidence against him/her; and an opportunity to explain his/her conduct. This informal hearing shall precede the suspension of a student unless the nature of the misconduct requires removal of the student. For students with disabilities, suspensions shall not exceed five (5) consecutive instructional days or ten (10) cumulative instructional days in a school year.

### EXPULSION PROCEDURES

When a 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 conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be

the expulsion and the procedure for requesting the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting 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 parent.

### **EXPULSION OF A STUDENT WITH DISABILITIES**

Before a student can be expelled from school, the student and the student's parent shall be afforded the opportunity for a hearing before an appointed hearing examiner. For a student with disabilities, the hearing must be preceded by a case conference committee meeting. At such meeting, the case conference committee shall review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the expulsion hearing may be initiated. In the event of the expulsion of a student with disabilities, educational and related services shall not cease. The case conference committee shall determine the educational services that will be provided during the expulsion period. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the Board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: 20 U.S.C. 8001  
20 U.S.C. 8002  
I.C. 20-8. 1-5.1-1 et seq.

### **WASHINGTON COMMUNITY SCHOOLS, INC. ACCEPTABLE POLICY ON SCHOOL CORPORATION-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS**

Freedom of expression is an inalienable human right and the foundation of self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding students' access to the Internet, Washington Community Schools considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Washington Community Schools expects that our faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possible offensive media.

Students utilizing school-provided Internet access must first have the permission of, and must be supervised by, Washington Community Schools' professional staff. Students utilizing school-provided Internet access are responsible for good behavior online 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 school-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objective of Washington Community Schools. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always 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 following uses of school-provided Internet access are not permitted:

- d. to violate any local, state, or federal statute;
- e. to vandalize, damage, or disable the property of another individual or organization;
- f. to access another individual's materials, information, or files without permission; and
- g. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of School Corporation policy may result in the loss of school-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Washington Community Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The school corporation will not be responsible for any damage users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The school corporation will not be responsible for the accuracy, nature, or quality of information gathered through school-provided Internet access.

### **PARENT'S RIGHT OF NOT ALLOWING THEIR CHILD DIRECT ACCESS TO THE INTERNET**

If you do not want your child to have access to the school-provided Internet services, you must notify the principal of the building where your child is enrolled in writing as soon as possible after the school year starts. This written notification will keep your child from having approved direct access to the Internet. However, this does not preclude a teacher from giving class presentations using the Internet or your child observing other students using the Internet. In the absence of the written request, your child will be provided with supervised access like the rest of the students.

**Notice:** This policy and all its provisions are subordinate to local, state, and federal statutes.

### **WASHINGTON COMMUNITY SCHOOLS, INC. INTERNET ACCEPTABLE USE STUDENT GUIDELINES**


Dear Student: Computer use policies safeguard the rights and privileges of all users. In exchange for the use of the Washington Community Schools Computer System, either at school or away from school, you are saying that you agree to the following:

1. I will not use school-provided Internet to:

- a. access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
  - b. transmit obscene, abusive or sexually explicit language;
  - c. transmit any information of a sexist, racist, discriminatory, slanderous or libelous nature;
  - d. vandalize, damage, or disable the property of another individual or organization;
  - e. violate any local, state, or federal statute;
  - f. access another individual's materials, information, or files without permission; and
  - g. to violate copyright, or otherwise use the intellectual property of another individual or organization without permission.
2. It is my responsibility to avoid abusive conduct which would include, but not be limited to, the altering of system software or the placing of unlawful information, computer viruses or harmful programs on or through the system in either public or private files or messages.
  3. I am accountable for the use of my password. My password will not be revealed to anyone. Any problems which arise from the misuse of my home directory are my responsibility.
  4. I will use only software owned or approved by Washington Community Schools on all school workstations and networks.
  5. I will use all computer equipment for the purpose for which it is intended. I will not tamper with the terminal, associated equipment, or otherwise disable the system or related equipment.
  6. I will not change, copy, rename, or delete files or software that I did not create.
  7. I will not use school computer equipment for anything other than school-related work. I agree to adhere to these policies and to any changes/additions that may become necessary. I further understand that failure to comply with these policies may result in loss of my computing privileges and may result in school disciplinary action and/or legal charges being made against me.

### **CELL PHONES**

Students shall not bring cell phones to school or school activities unless directed to do so by a parent/guardian with the understanding that the school is not responsible for any damage that might occur. The cell phone shall be turned off upon arrival at school or activity and left off until departure from the school or activity. The cell phone shall be kept out of sight while at school or the activity. First offense will result in a warning; second offense will result in confiscation and parent pick-up; third offense will result in parent conference to discuss loss of privilege.



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### **BULLYING/HARASSMENT**

Bullying/Harassment is prohibited in Washington Community Schools. Bullying/Harassment is defined as overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student. This would include behaviors involving the use of computers provided by the school.

**Approved By Washington Community School Board  
April 24, 2008**