



STUDENT HANDBOOK
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This agenda belongs to:

Name: _____

Grade: _____

WELCOME TO ELEMENTARY SCHOOL

It is our duty to provide the student with the best possible education. It is our commitment to develop, to the highest possible degree, the potential of each student intellectually, socially, personally, and physically; to develop the student's understanding of, the ability to operate within, and the skills necessary to be a productive citizen.

We hope, through education, each student receives the necessary skills to cope with life's challenges and develops a positive attitude. The information in this handbook should answer many questions for students and parents.

MISSION STATEMENT

Wawasee schools partner with students, families, and communities to meet the needs of all students, and empower them to reach their highest potential.

WAWASEE COMMUNITY SCHOOL CORPORATION ENROLLMENT

Enrollment Policies for Students Grades K-5

Kindergarten -	To enter Kindergarten in the Wawasee Community School Corporation all children shall have attained the age of five years on or before August 1.
Grade 1 -	To enter Grade 1 in the Wawasee Community School Corporation all children shall have attained the age of six (6) years on or before August 1. A child moving into the corporation who has been enrolled in a public school in Grade 1 will be continued in Grade 1 even though he/she does not meet the age requirement. A child moving into the corporation prior to the opening of the school year who has had Kindergarten but is not yet six (6) years of age by August 1 will be allowed to repeat Kindergarten but will not be enrolled in Grade 1.
Grades 2-5 -	A child moving into the corporation who has been enrolled in a public school will be continued in that grade.

PRIVATE SCHOOL ENTRIES/HOMESCHOOL ENTRIES

A child enrolling in the corporation from a private school/home school will be tested with appropriate test to determine grade level placement.

MEDICAL EXAMINATIONS (P.L. 150, Acts of 1980)

The parents or guardian of any child enrolling for the first time are required to furnish written proof that the child has been immunized against diphtheria, whooping cough, measles, rubella, tetanus and polio. Those objecting on religious grounds must provide a written statement.

SCHOOL ATTENDANCE POLICY

Parents or guardians should contact the school by phone on the day of the absence. The call must state the reason for being absent. Messages may be left on the school answering machine system. If a phone call is not possible, a signed note is required upon the student's return.

If tardy, students will report to the office and pick up a tardy slip which will indicate the reason for being tardy. If absent, students report to the classroom/office with the note from parents.

It is expected that work be made up from days a student was absent. If make-up work is not completed within the given time limit, an unsatisfactory grade will be assessed.

Parents requesting permission for students to be out of school for medical appointments are to notify the school in advance.

The following attendance policy for excessive absences was approved by the Board of School Trustees on May 12, 2009.

Excessive Absences:

The following will be implemented when students incur an excessive amount of absences for the school year:

1. After 5 days of accumulated absences during the school year (except family vacation or doctor approval), a phone call will be made to the student's parent/guardian along with a letter being mailed home.

2. After 7 days of accumulated absences during the school year (except family vacation or doctor approval), the student's parent/guardian will be contacted, and a meeting will be held with the student's parent/guardian and the principal or his designee.
3. After 9 days of accumulated absences during the school year (except family vacation or doctor approval), the county prosecutor's office and/or probation will be notified.

Truancy: A student is considered truant when he is absent from school without his parent's knowledge or for reasons considered acts of truancy as determined by the school corporation policy.

Students are not permitted to leave the school grounds during the day without permission from the office. A student will be permitted to leave only in the case of illness, emergency, or in the event of a medical appointment which cannot be arranged during non-school hours and only if a request is signed by a parent and presented to the office.

Students withdrawing from school should inform the office in advance of the withdrawal date. You should also inform your teachers of your withdrawal.

INDIVIDUAL EDUCATIONAL RELATED ACTIVITY

If a student has the opportunity to be a participant in an educational experience resulting in school absence with parent permission, parents may request that their son or daughter be excused. This request is to be submitted by application to the Building Principal with his/her recommendation forwarded to the Corporation Review Committee.

2. Application Procedure
 - a. Applications are available from the principal's office.
 - b. Complete I.E.R.A. form.
 - c. Submit a written statement as to the educational benefit students will receive.
 - d. Submit supporting documentation which must include program summary, itinerary, etc.
3. Application must be submitted at least 4 weeks prior to the date for the leave unless specific circumstances exist which preclude such timing. Then the application must be submitted as soon as the need becomes known.
4. Examples of educational opportunities are:
 - a. Presidential classroom.
 - b. Marine Biology classroom.
 - c. Space Cadet Program.
 - d. Educational opportunities that are unique and non-recurring.
 - e. Work with people that are charitable or service-oriented, such as missionaries.
5. Examples of requests that will not be approved:
 - a. Family trips or vacations that can and should be scheduled during school vacations.
 - b. Activities that can be scheduled during non-school time.
 - c. Individual, family, or group recreational requests.

Students approved for an Individual Educational Related Activity must submit a written report to the Building Principal within one week after the last date of activity. They may also be requested to make a presentation.

The committee for approval will be composed of each Building Principal and the Assistant Superintendent for Instruction. The committee will meet twice a month as needed. The duty of the committee will be to review all applications.

Once a decision is made, this decision is forwarded in writing to the parents, student, and the Superintendent of Schools.

An appeal of this decision is possible if initiated by parents in writing and directed to the committee. A decision based upon an appeal is final.

SPECIAL EDUCATION SERVICES

Special education services are available to eligible children/youth with disabilities at all schools within the school corporation. These services are designed to assist the student in learning, despite the disability. Special education services are provided by a wide variety of licensed teachers, related therapists, school psychologists and support staff.

The North Central Indiana Special Education Cooperative supports and works with our local schools to make sure that all students are successful learners. If you have a question about special education services, you may speak to your student's teacher or the building principal. If you know of a preschool age child who may have a

disability, you may refer the parent/family to Wawasee Community School Corporation Central Office at (574)457-3188.

HEALTH SERVICES

We are concerned with teaching basic health habits which promote good physical and mental attitudes. Students' problems may sometimes be traced to problems which could have been discovered through medical and dental examinations. Services given in the school health program are:

1. Vision tests.
2. Hearing tests.
3. Scoliosis testing.
4. Teacher-nurse conference regarding individual health problems affecting progress in school.
5. Assistance with referral to local agencies.
6. Keeping an accumulative health record for each pupil through his/her school years.
7. Supplying parents with health literature on request.
8. Control of communicable diseases by cooperation with the local physician, using state rules and regulations as minimum standards.

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of students about meningococcal disease and the vaccines available to prevent this serious illness at the beginning of each school year.

Meningococcal disease is caused by the bacterium *Neisseria meningitidis* and generally affects children and young adults in two ways:

- Meningitis (an inflammation of the tissues covering the brain and or spinal cord)
- Bloodstream infection (that usually leads to bleeding under the skin)

Symptoms of meningococcal disease can include a sudden onset of fever, headache, stiff neck, nausea, and confusion and in bloodstream infections a rash will develop. This disease progresses rapidly and often results in permanent hearing loss, mental retardation, limb amputations and even death. The bacteria spread through air droplets or by means of direct contact with an infected person's saliva.

The United States Centers for Disease Control and Prevention (CDC) recommends routine vaccination with the meningococcal conjugate vaccine (Menactra) for all students 11-12 years of age, or 13-18 years of age if not previously vaccinated. Children ages 2-10 who have a disorder of the immune system or whose spleen has been removed should also receive the Menactra vaccine as they are at higher risk for contracting this disease.

Many local health departments and private healthcare providers offer this vaccine. Please talk with your child's healthcare provider about meningococcal vaccine and immunization.

Additional resources for families to obtain information about meningococcal disease include the following websites:

The Indiana State Department of Health

<http://www.in.gov.isdh/22121.htm>

The Centers for Disease Control & Prevention

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

The Indiana Department of Education Student Services, School Health

<http://www.doe.in.gov/sservices.sn.htm>

SAFETY AND HEALTH

As required by U.S. Environmental Protection Agency regulations Title 40 Code of Federal Regulations Part 763 Subpart E Section 763.93g, Wawasee Community School Corporation (WCSC) must notify parents, teachers, and employee organizations of the availability of AHERA (Asbestos Hazard Emergency Response Act) management plans. WCSC management plans were submitted to the Indiana Department of Environmental Management before May 9, 1989. A complete updated copy of the management plan for each school in the corporation is maintained in the central administration office, and is available, during normal business hours, without cost or restriction to the public. In addition, each school maintains in its administrative office a complete and updated copy of the management plan for that school. The plan is available for inspection to the public, including parents, teachers, and other school personnel and their representatives within five working days after receiving a request for inspection. The school may charge a reasonable cost to make copies of the management plan.

COUNSELING AND GUIDANCE

Counselors and teachers will assist students in various ways. They may receive information about vocations or aid in evaluating their abilities and interests. Students may receive counsel in relation to personal problems, how to get along with their friends, or how to be a better citizen.

SCHOOL LUNCH PROGRAM

The lunch period of all Wawasee Community Schools is closed. Students are not permitted during lunch hour to leave the school grounds. Students are expected to eat in the school cafeteria whether buying school lunch or bringing their own. Parents living in the near vicinity of the school may make written request for their student to eat at home.

TEXTBOOK RENTAL

All textbooks are rented to the students and are the property of the Wawasee Community School Corporation.

1. Partial textbook refunds will be given upon withdrawal.
2. All rentals are on a cash basis.
3. Books that are damaged, written in, or lost must be paid for by the student.

SCHOOL DELAYS AND CLOSINGS

In the event of adverse weather, school closings are announced on major radio stations. Our procedure is to close school if the Wawasee Community School Corporation closes. Also, we may begin school one, two or three hours later. Please do not call the school, but listen to the radio stations for information. When the weather is very bad due to fog, snow, slippery roads, or very low temperatures, check the school website at www.wawasee.k12.in.us, tune into WAWC (Willie 103.5 FM) or WRSW (1480 AM/107.3 FM) radio stations after 6:00 a.m., or television at WANE (Channel 15), WNDU (Channel 16), or WSBT (Channel 22). Please do not call the school office. These lines must be kept open for official business.

LOST AND FOUND

Students are encouraged to mark all personal property including clothing, books, physical education clothing, and other items.

Articles found should be taken to the school office. Students who have lost articles should inquire at the school office for those articles.

SCHOOL SUPPLIES

The student may purchase notebooks, pencils, and other school supplies from the school bookstore.

FIELD TRIPS

A field trip or instructional trip shall be defined as one for which the major purpose is the instruction of students. (An extension of the classroom.)

The student's parent must give consent for their child to go on the field trip. Parent permission slips will be on file prior to embarking on any school-sponsored trip.

VISITATION IN WAWASEE COMMUNITY SCHOOLS

Parents are encouraged to be involved in their child's education. All visits to your child's school should be arranged per your school's policy; a 24-hour notice is preferable. Visitors will need to check in at the front office of each school upon their arrival. Volunteering in a classroom requires a Limited Criminal Background check. Please see the school secretary for needed information.

REPORTING TO PARENTS

Student progress will be reported to parents by way of grade cards and parent-teacher conferences. Parents will receive midterms and end of trimester grade reports. Parent-teacher conferences will be held twice per year. An additional conference may be scheduled at the end of the school year. Special conferences may be called at any time by the parent, teacher or principal.

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|--------------------------------|-----------------------|
| A - Excellent Progress | E - Excellent |
| B - Above Average Progress | S - Satisfactory |
| C - Average Progress | N - Needs Improvement |
| D - Below Average Progress | U - Unsatisfactory |
| F - Below Grade Level Progress | |

Absences and tardies are reported each grading period. The numbers for the current period and the year's total are shown. A citizenship grade will be shown each grading period.

PROMOTION POLICY

Parents will be informed by a note and invited to a personal interview when in the opinion of the principal and teacher the progress of the child is such that he/she would benefit by remaining in the same grade another year.

DRESS CODE GUIDELINES

1. Students must wear clothes that appropriately cover the body. The following items are specifically not allowed: net shirts, bicycle pants, tank tops, any top that does not extend to below the belt line of the skirt or pants, and pants with slits above mid-thigh.
2. Student may not wear clothes that may be offensive to the standards of W.C.S.C. for example drugs, profanity, sexual connotations, ethnic or racial slurs/superiority.
3. Students are expected to be clean, neat, and well mannered in their dress and behavior.
4. Walking shorts are permitted but must extend down the leg.
5. Jackets, coats, hats, gloves, and other forms of outer wearing apparel are not to be worn in the buildings.
6. Beachwear and sleepwear such as flannel pajama pants are inappropriate.
7. Gym attire is to be confined to physical education activities.
8. Shoes that cover the soles of the feet must be worn at all times. Shoes with wheels are prohibited.
9. As a general rule, younger elementary students may be permitted to wear clothing which would be considered offensive at a later age and physical maturity.
10. The final decision of dress is up to the administration.

Within these provisions, the basic responsibility for dress and grooming shall be left to the parents of the students. Special groups of students dealing in extracurricular activities will be expected to conform to the requirements of the sponsor. Specific violations of the above guidelines and consequences for violations will be decided by the administration.

PHYSICAL EDUCATION

All students are required to participate in Physical Education. Third, fourth, and fifth graders are required to change into appropriate clothing. Students will be excused from P.E. only if there is a doctor's slip on file with the school nurse.

SCHOOL ANNOUNCEMENTS

School announcements will be made over the intercom. Organizations desiring to have school announcements made on the intercom should hand in the written announcement to the school office for approval. Permission from the school office must be received before posters are displayed in the school building.

CONTRIBUTIONS AND GIFTS

Students may be asked to contribute to a few worthwhile projects. No collections may be made by students or any class without permission from the office.

HOW PARENTS CAN HELP

Good discipline originates in the home. It is the parent's obligation to develop in the child good habits of behavior as well as proper attitudes toward school. To help the child progress in school a parent should:

1. Teach the child respect for law, authority, the rights of others, and respect for private and public property.
2. Discuss your child's daily work with him/her.
3. Arrange for prompt and regular school attendance.
4. Arrange for periodic health examinations.
5. Attend individual or group parent conferences.
6. Attend special school programs.
7. Provide a time and place for homework assignments.
8. Work with the school in carrying our recommendations made in the best interest of your child.
9. Support the rules of the school concerning student conduct.

SAFETY DRILLS

Fire/tornado drill and lock down procedures will be posted in each classroom. It is very important that the student body and faculty empty the building quickly and quietly. Following instructions and maintaining order is essential.

BICYCLES/SKATEBOARDS/ELECTRONIC DEVICES

Students riding bicycles or skateboards should follow rules of safe riding at all times. Bicycles should be parked in the rack that is provided. Bicycles are not to be ridden during the day. All bicycles should be locked when parked at school.

Skateboards are not permitted on school property or grounds.

Electronic devices are to be used only at designated times with teacher/administrator approval. Cellular telephones are to be turned off and secured in the student's locker during the school day. The school takes no responsibility for lost or stolen electronic devices. Violation of this policy will be reviewed by the principal or her designee for appropriate disciplinary action. All such devices not used properly or secured properly will be confiscated by the school and turned over to parents or the police. Emergency situations will be considered individually by the administration.

Laser pens/lights are not permitted on school property.

CHARGES BY A STUDENT

RULE 20-8.1-5-14-Section 14.

Where a student or his/her parent believes that the student is being improperly denied participation in any educational function of the School Corporation or is being subjected to an illegal rule or standard, as provided by the statutes of the State of Indiana or by the United States, he/she shall, if unable to work out his/her problems with members of the administrative staff, be entitled to initiate a hearing by filing a charge with the Superintendent. A hearing officer will be assigned by the Superintendent. If the resulting decision is not partially or wholly acceptable, a student or his/her parent may, through written request, appeal the decision to the governing body, the School Board.

SEXUAL/RACIAL HARASSMENT

Employees and students are prohibited from sexually/racially harassing other employees or students. In the case of sexual/racial harassment of a student or employee by a student, sexual/racial harassment means:

1. Any conduct of a sexual nature by a student directed toward another student when (a) such conduct has the obvious result of creating an intimidating, hostile, or offensive school environment for the other student; or (b) such conduct is continued by the student after the request of the student to stop such conduct because it is intimidating, hostile, or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile, or offensive is to be made by the school administration.
2. Any sexual advance or racial advance by a student toward an employee, or an employee toward a student.
3. Any request by a student to an employee for sexual favors from the employee or an employee to a student.
4. Any conduct of sexual/racial nature by a student directed toward an employee or an employee toward a student when such conduct has the purpose or an effect on an employee/student of reasonable sensibilities, (a) of creating an intimidating, hostile or offensive school environment for the employee/student or (b) of influencing either the student's grade of participation in any school-sponsored activity.

CHILD ABUSE

All public employees are required to report suspected child physical and/or sexual abuse to an agency authorized to investigate such. This will be reported by the school district in accordance with the statutes of the State of Indiana.

SECLUSION-RESTRAINT POLICY

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

WAWASEE COMMUNITY SCHOOLS ELEMENTARY DISCIPLINE POLICY

Minor Offense

Definition: Behaviors that...	Examples	Procedures (Carried out by staff)	Possible Consequences (in no particular order)
<p>-Do not meet classroom and other site expectations</p> <p>-Do not significantly violate the rights of others</p> <p>-Do not appear chronic</p>	<p>-Aggression: Non-serious, but inappropriate physical contact.</p> <p>-Theft: Taking something of minimal value which can be easily replaced.</p> <p>-Minor Vandalism/ Property Damage: Damage which can be easily fixed.</p> <p>-Teasing/Taunting: Disrespectful messages (verbal/written) or gestures that do not include serious threat or intimidation.</p> <p>-Disrespect: Failure to respond to adult request or responds dishonestly.</p> <p>-Disruption: Actions that interfere with instruction / activity.</p> <p>-Inappropriate Language: Using inappropriate language in an isolated incident.</p> <p>-Cheating: Student engages in isolated dishonest academic practice.</p> <p>-Other: Not following posted procedures.</p>	<ol style="list-style-type: none"> 1. Restate the rule. 2. Reinforce appropriate behavior (student demonstrates understanding of appropriate behavior). 3. Apply consequences and report incident to classroom teacher (if applicable). 4. Contact parent (if necessary). 	<ul style="list-style-type: none"> - Verbal correction - Loss of privileges - Time-out (recommended length: not more than 10-15 min.) - Apology (written or verbal) - Parent contact - Assigned seating - Loss of assignment value (cheating)

Major Offense

Definition: Behaviors that...	Examples	Procedures (Carried out by administrators)	Possible Consequences (in no particular order)
<p>-Significantly violate the rights of others.</p>	<p>-Aggression: Serious physical contact where injury is intended or highly likely.</p>	<ol style="list-style-type: none"> 1. Fill out referral and send to office. 	<ul style="list-style-type: none"> - Counsel student

<p>-Put others at risk or harm.</p> <p>-Are chronic minor offenses.</p>	<p>-Theft: Removing someone else's property that has significant value and cannot be easily replaced. (Does not include items brought to school at student's own risk.)</p> <p>-Major Vandalism/ Property Damage: Results in substantial destruction that cannot easily be fixed.</p> <p>-Bullying/Harassment: Various forms of threats and intimidation; negative and unwanted comments based on race, religion, gender, age, disabilities, and or appearance.</p> <p>-Defiance: Refusal to follow directions or responding to authority in a negative context.</p> <p>-Disruption: Behavior that causes serious interference in a class / activity that continues despite adult intervention.</p> <p>-Inappropriate Language: Student continues to use profanity despite continued adult intervention.</p> <p>-Cheating: Student engages in plagiarism, misrepresents source of work or repeatedly engages in dishonest academic practices.</p> <p>-Violation of Indiana Code: Violation of state law, such as possession of drugs or tobacco; possessing, handling, or transmitting any object that can be considered a weapon; or engagement in gang activity.</p> <p>-Other: Student engages in other major problem behaviors that are not addressed in the above categories, or engages in <u>repeated minor</u> infractions.</p>	<p>2. Reinforce appropriate behavior (student demonstrates understanding of appropriate behavior).</p> <p>3. Apply consequences and report incident to classroom teacher (if applicable).</p> <p>4. Contact parent.</p>	<ul style="list-style-type: none"> - Loss of privileges - Loss of assignment value (cheating) - Apology (written or verbal) - Detention - In-school suspension - Out-of-school suspension - Expulsion - Parent contact - Possible police referral
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Drugs—
1st - Expulsion proceedings
Tobacco—

- 1st - Out-of-school suspension—1-5 days—Possible police referral
- 2nd - Out-of-school suspension—6-10 days—Possible police referral
- 3rd - Out-of-school suspension/Expulsion process

Destruction of Property, school or personal -

- 1st - In-School Suspension—1-3 days--Reimbursement
- 2nd - In-School Suspension—5 days-- Reimbursement
- 3rd - Out-of-school Suspension—Reimbursement—may have police referral
- 4th - Out-of-school Suspension/Expulsion process

Stealing/Possession of stolen property -

- 1st - In-school suspension—0.5-3 days
- 2nd - In-school suspension—1-5 days—Possible police referral
- 3rd - Out-of-school suspension—Possible police referral
- 4th - Out-of-school suspension/Expulsion process

Intimidation of other students -

- 1st - Counsel Student/Loss of recess privileges
- 2nd - In-school suspension—0.5-3 days
- 3rd - In-school suspension—1-5 days—Possible police referral
- 4th - Out-of-school suspension—Possible police referral
- 5th - Out-of-school suspension/Expulsion process

Fighting (hitting, punching, etc)/Causing physical injury -

- 1st - In-school suspension—1-5 days
- 2nd - In-school suspension—3-10 days
- 3rd - Out-of-school suspension—1-5 days
- 4th - Out-of-school suspension/Expulsion process

Possessing, handling, or transmitting any object that can reasonably be considered a weapon. Toy guns are not allowed at school -

- 1st - 1-10 days suspension and/or Expulsion Process
- 2nd - Suspension/Expulsion Process

Sexual/Racial Harassment -

- 1st - Counsel Student/Loss of recess privileges
- 2nd - In-school suspension—0.5-3 days
- 3rd - In-school suspension—1-5 days—Possible police referral
- 4th - Out-of-school suspension—Possible police referral
- 5th - Out-of-school suspension/Expulsion process

Disruptive Behavior—In reference to office referrals. (Individual teachers may handle their classroom disruptions according to their own classroom policies prior to students being sent to the office for these behaviors -

- 1st - Counsel Student/Loss of recess privileges
- 2nd - In-school suspension—0.5-3 days
- 3rd - In-school suspension—1-5 days
- 4th - Out-of-school suspension
- 5th - Out-of-school suspension
- 6th - Expulsion process

Cheating -

- 1st - Parent contacted—assignment may be given a zero value.
- 2nd - In-school suspension—0.5 -1 day
- 3rd - In-school suspension—1-3 days
- 4th - Out-of-school suspension
- 5th - Out of school suspension—parent conference required

Computer Usage -

- 1st - Counsel Student/Loss of recess privileges
- 2nd - In-school suspension—0.5-3 days
- 3rd - In-school suspension—1-5 days—loss of computer privileges

Tuancy (1/2-1 day—does not refer to tardies) -

- 1st - In-School suspension
- 2nd - In-School suspension
- 3rd - Out-of-school suspension

Leaving room/building/supervision area without permission -

- 1st - Counsel Student/Loss of recess privileges
- 2nd - In-school suspension—0.5-3 days
- 3rd - In-school suspension—1-5 days
- 4th - Out-of-school suspension
- 5th - Out-of-school suspension/Expulsion process

Vulgar/lewd/inappropriate language -

- 1st - Counsel Student/Loss of recess privileges.
- 2nd - Detention
- 3rd - In-school suspension—0.5-3 days
- 4th - In-school suspension—1-5 days
- 5th - Out-of-school suspension

Insubordination/disrespectful behavior -

- 1st - Counsel Student/Loss of recess privileges.
- 2nd - Detention
- 3rd - In-school suspension—0.5-3 days
- 4th - In-school suspension—1-5 days
- 5th - Out-of-school suspension

Academic Defiance (Gr. 4-5) -

- 1st - Counsel Student/Loss of recess privileges.
- 2nd - Detention
- 3rd - In-school suspension—0.5-3 days
- 4th - In-school suspension—1-5 days
- 5th - Out-of-school suspension

Leaving room/building/supervision area without permission -

- 1st - Counsel Student/Loss of recess privileges
- 2nd - In-school suspension—0.5-3 days
- 3rd - In-school suspension—1-5 days
- 4th - Out-of-school suspension
- 5th - Out-of-school suspension/Expulsion process

**WAWASEE COMMUNITY SCHOOL CORPORATION
CODE OF SCHOOL BEHAVIOR
LEGAL REFERENCE: 20 U.S.C. 8001;
20 U.S.C. 8002 and Indiana Code**

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 discipline a student. In this event and in accordance with the provisions of Indiana Code, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting. 2) 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 ten (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.

GROUND S FOR SUSPENSION OR EXPULSION:

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such

conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or part 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 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 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.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 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 rule.
 5. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
 6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any 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 drug authorized by a medical prescription from a physician is not a violation of this rule.
 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 established 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. 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, depressant, or intoxicant of any kind
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind not prescribed by a doctor.
 - f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to school purpose or educational function.
 13. Possessing a firearm
 - a. No student shall possess, handle, or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm under this rule:
 - any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer

- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device
 - any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or 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 ten (10) days and expulsion from school or at least one (1) 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 reduction.
- d. The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed above (#1-13) 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 and from school or a school activity, function, or event.
14. 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.

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. written or oral statements 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 or 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 suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the date of the suspension, describe the student's misconduct, and identify the action taken by the principal.

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 a notice on their right to request and appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or appeal it to the school board.

3. The notice of the right to request and appear at an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for 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. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
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.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of the notice 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 arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate. The board will meet to consider the appeal within a reasonable amount of time of receipt of the appeal.

BULLYING

Defined: Overt, repeated acts or gesture, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student.

This rule applies when the student is on school grounds, immediately before or during school hours, immediately after school hours, traveling to or from school, or at an activity, function or event sponsored by the school, or using property or equipment provided by the school.

Bullying is not tolerated in the Wawasee Community School Corporation. Violations of this policy will be reviewed by the Principal or his/her designee for appropriate disciplinary action.

OUT-OF-SCHOOL SUSPENSION / GANGS

No person may engage in any activity for the purpose of defending any street gang on or about school premises or school grounds or at any school-sponsored activity. The prohibited activities include, but are not limited to, a fight related to any gang activity:

Penalty:

1. Suspension five (5) days; referral to police; possible expulsion.
2. Expulsion and police referral.

No person may solicit any student, staff member, or visitor for membership in an organized group of youth or adults, commonly known as "street gangs", on or about school premises or at any school-sponsored activity.

Penalty:

1. Suspension five (5) days; referral to police; possible expulsion.
2. Expulsion and referral to police.

No hats, jackets, or any item of clothing or jewelry containing the insignia of a street gang or otherwise commonly associated with a street gang may be worn on or about the school premises, on school grounds, or to any school-sponsored activity:

Penalty:

1. Suspension three (3) school days.
2. Suspension five (5) school days and referral to police.

No person may engage in any activity for the purpose of promoting any street gang on or about school premises or school grounds or at any school-sponsored activity. The prohibited activities include, but are not limited to, drawing or displaying gang symbols on any surface or teaching others to "represent" or act like a gang member.

Penalty:

1. Suspension three (3) school days.
2. Suspension five (5) school days and a police referral.
3. Expulsion and a police referral.

No person may intimidate by violence or other means, or otherwise coerce, any other person in any interaction related to a "street gang".

Penalty:

1. Suspension five (5) school days; referral to police; possible expulsion.
2. Expulsion and referral to police.

NONDISCRIMINATION STATEMENT

Policy of Nondiscrimination on the Basis of Disability Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

It is the policy of the Wawasee Community School Corporation to provide a free and appropriate public education to all disabled students, and not to discriminate against any otherwise qualified individual with a disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation. Inquiries regarding compliance with these policies may be directed to:

James Flecker
A.D.A. Coordinator (American With Disabilities)
Section 504 Coordinator (handicapping conditions)
Title IX Coordinator (gender discrimination)

Dr. Stephen Troyer
Title VI Coordinator (race, color, creed,
national origin, and limited English proficiency)

Wawasee Community School Corporation
801 Sycamore Street
Syracuse, Indiana 46567
547-457-3188

RIGHT OF INSPECTION

The school has the right to inspect any package delivered to students or staff.